

DCCCD Retention Best Practice Submission Form

Across the district there are many successful practices that contribute to the retention of students. As the district begins to develop a greater emphasis on its retention strategy, all locations are asked to identify and submit information about successful retention programs and activities. Please complete the following information on selected practices.

College/Location: **El Centro College**

The Retention Best Practice is primarily supported by what college/location area:

Instruction ____ Student Services **X** Administrative ____

Combination of areas: (Please list)

Contact Person: (Include contact information):

Jim Handy, Dean of Student Development & Support Services

Retention Best Practice Title: **Early Intervention Process**

Retention Best Practice Area of Focus:

Math ____ STEM ____ Honors College ____ Other **At Risk Students**

Retention Best Practice Executive Summary: **approximately 50 words (Please use additional pages for detailed description): Early Intervention is the process for assessing class progress of students who may be struggling, and providing appropriate intervention to help them achieve success in classes each semester. During intake process, students in selected student service programs (TRIO, Rising Star, Disability Services, ARC, Probation and WIA) have authorized this contact with their instructors. Memos are sent to instructors four weeks into the semester, requesting the following information on these students: Number of absences, Current estimated grade, whether intervention is warranted (Y/N), and a Comments section. Instructor responses are dispersed back to the advisors and counselors who are assigned to the particular students.**

Please describe the evaluation measures utilized to support this initiative as a best practice.

At the semester's end, final grades are obtained on the students involved in the process. The following data are collected and compared:

- **# and % of successful course completions by the students warranting intervention (High Risk or HR)**
- **Comparison of successful course completions between these HR students and those not warranting intervention on instructor responses**
- **Comparison of successful course completions between students of instructors who responded and those who did not**
- **Types of intervention techniques utilized (counseling/tutoring/study skills)**

Provide a summary of the results, including data (such as trend lines over time) to show how it impacted retention and is a best practice.

- **Significantly higher course completion rates for Non-HR over HR students**
- **Slightly higher course completion rates for students of instructors who responded to EI survey over students of instructors who did not respond.**

- **By far, the most utilized intervention was contacting students and providing advising/counseling**

What would be needed to replicate the practice at other DCCCD colleges?

Intake forms that include an authorization by the student to allow Early Intervention assessment of their progress.

Time for compiling student schedules and merging with instructor data, so that each instructor received only one memo that included students from the different participating programs.

Cost to implement this practice (financial and human):

No financial cost involved. Human costs include data management to gather and disperse information to instructors and program professionals.

Please submit this form to Dr. Sharon L. Blackman, DCCCD Educational Affairs by October 24, 2008.