

EOPS Progress Reports Frequently Asked Questions (for Faculty)

What is the purpose of the progress report?

The progress report is designed to provide EOPS students with valuable feedback on their academic performance. By receiving feedback from instructors in the middle of the course, students will have time to seek help if they need it or other resources to continue their success. It allows instructors to intervene with students who are struggling and recognize those who are excelling. The process also provides a valuable opportunity to develop critical soft-skills. EOPS counselors also use the progress reports to get a complete picture of the student's academic performance so they can better advise students.

How many times a semester do I need to complete a progress report for one student?

EOPS students are required to complete an EOPS progress report for each of their classes only once per semester. However, some students may choose to complete a second progress report to continue to monitor their progress in their classes.

Do students need to complete a progress report for all their classes?

We advise students to complete one progress report for each of their major academic classes. If you are teaching a very short or small unit class, e.g. class that meets only once during the semester or a 0.5 unit PE class, students will probably not ask you to complete a progress report for these courses.

When will students start coming to have their progress reports filled out?

It is recommended that students complete progress reports approximately midway through the duration of the course. For full-term classes this means between the 5th and 9th weeks of the semester or after a first paper or exam. For short-term/late-start classes, the midpoint of the course may vary. However, it is not unlikely for students to procrastinate and we have found that students are completing their progress reports well past the midway point of the semester.

I teach an online class, how do I submit a student's progress report?

For online classes, the student should email you requesting that you complete an EOPS progress report for them. You may access an online version of the progress report at www.dvc.edu/eops/progress_report.htm.

How do students receive credit for their progress report once I fill them out? Is there anything I need to do?

It is the student's responsibility to submit completed progress reports to an EOPS counselor for review and feedback. Instructors are not expected to do anything with the progress report apart from filling them out. Students are advised by the EOPS Program to see instructors during office hours or by appointment.

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What are the consequences for the students if they do not complete a progress report?

Progress reports are a semester requirement for EOPS students to maintain good standing in the EOPS program. Students who fail to complete this requirement will be put on alert status for the following semester. Students may only be on alert once and have one semester to get back into good standing.

This progress report process is different from before. Why was it changed?

Under the former progress report process, instructors were requested to submit progress report forms directly to the EOPS Office. The return rate on these forms was very low- approximately 25%. By the time the forms were returned, it was often too late in the semester to provide the students with helpful feedback.

What is different about the new progress report?

The new progress report process is student-driven. Students are now responsible for collecting information from each of their instructors and bringing a completed progress report form to their EOPS counseling visit. They get immediate feedback from instructors and have an early opportunity to follow up on referrals.

How was this change made?

Throughout the course of the 2006-2007 academic year, the EOPS Director and an EOPS Counselor consulted with the Faculty Senate Student Services Committee on a new progress report form and process. After much discussion, the new progress report was piloted in Spring 2007 semester. Students were informed in EOPS new student orientations and mailed announcements and reminders. Faculty members were informed by emails as well as announcements by division representatives of the Faculty Senate Student Services Committee. A FLEX workshop was offered for Fall 2007, Spring 2008, and Fall 2008 semesters to explain the new process. Effective the Fall 2008 semester, the EOPS Progress Report is required for ALL EOPS students.

How is it working so far?

EOPS surveyed students who completed the progress report in Spring 2007. The response was overwhelmingly positive. 95% of students said the new process was easy to understand; 82% said their instructors' comments were useful; and 78% said they intended to follow up on recommendations. Students commented that the new process "was very helpful". During Fall 2008, the first semester, the progress report has been a mandated EOPS semester requirement 521 out of 824 students completed the process, representing 63% of EOPS students.

EOPS is committed to the academic success of its students. Thank you for your participation and assistance in making the EOPS progress report a useful intervention tool.