



**TITLE V GRANT
ACTIVITY TWO COORDINATORS COMMITTEE
Approved Minutes**

January 20, 2005

Present:

Jacquelyn Forte, CSU Stanislaus
Greg Soto, Merced College
Marcella Rodgers, Regional

Guests:

Amy Howard-Houk, Regional

Introductions

Introductions were conducted as this is Greg Soto's first meeting as the new Activity Two Coordinator for Merced College.

Student Focus Group Findings

The group reviewed the student focus group findings, which are unofficial, and not for distribution. Two focus groups were conducted of MJC and Merced College transfer students who are currently enrolled in their first semester at CSU Stanislaus. After much discussion the group recommended that the findings be utilized to develop a survey to be distributed to CSU Stanislaus students enrolled in their first semester following transfer from a California community college. The agreed upon timeline targeted survey dissemination during the fall 2005 semester. The purpose of the student survey will be to identify institutional barriers to student transfer from the community colleges to the university.

The regional office staff will draft a survey for committee review. Input from the Regional Transfer Team and the Research Committee will be requested. The final draft will be reviewed and approved by the Title V Board

Activity Two Regional Data

The group reviewed the student program application and the self identified needs section in relationship to what is currently being collected in the regional database. From that discussion the group agreed upon the following recommendations for the spring 2005 semester.

1) Add more information from application including:

- Either parent receive a bachelor's degree
- Home language
- Student's primary language
- High school grad vs. proficiency test
- High school GPA
- Other campus student services programs
- Hours worked

2) New fields including

- Transferable Units (clarify between schools)
- Notes

3) Contact Hours

- Delete MWM (meetings with mentors) and replace with: **Contact Hours CC Mentors** (to be tracked by MJC and Merced) and **Contact Hours CSU Mentors** (to be tracked by CSUS)
- Adding field for contact hours with advisor/counselor
- Adding field for contact hours with coordinator

4) Accounting for Self-Identified Needs (see matrix to be included on data entry form)

- Developed a matrix to represent self-identified need described by student in application and how we are meeting those needs.
- This matrix will identify needs indicated by students and then track workshop attendance that meets those needs as well as contact hours with mentor, counselor, or coordinator that addresses these needs. These contact hours will be specific to the self-identified needs and may be different from the total contact hours spent with each student.

5) **Drop downs menus** were added to some fields to eliminate errors and typing 0 or 1 code (i.e. Gender, disability, low income, Pell, high school size).

6) Formatting

Arrange data fields in sections to make data entry easier. Sections will include:

“Permanent” data such as name, gender, ethnicity, etc. grouped together so data entry can easily bypass this section after initial entry

Current Semester Data- Data that relates only to the current semester

Transfer data- data that relates specifically to transfer such as transfer college, transfer date, transfer GPA, and the golden four

Self-Identified Needs matrix to address self-identified needs

If committee members have any further recommendations for consideration they will submit to the regional office by January 26, 2005.

Joint Mentor/SI Training, March 5, 2005

The committee members were given another copy of the approved agenda for their reference. Forte and Rodgers will clarify the meeting location, which will be at CSU Stanislaus in Turlock. For the purposes of meeting preparation, the group estimated approximately 40 people will be attending.

CSU Transfer Courses

Through group discussion it was decided that there is a need to include the number of CSU transferable units that a STAMP participant has completed in the database. To properly assist students with their transfer goal it is important to know the student status of: the Golden Four, the transfer GPA, and the number of completed transferable units. The committee discussed the importance of the electronic degree audit for the purpose of serving transfer students.

April 14th Celebration (6:30-8:30pm)

The community college coordinators indicated that they will make transportation arrangements for their students. The coordinators will begin to identify who will be receiving awards.

Regional Newsletter

Rodgers reminded the committee of the February 2005 distribution date.

Additional Title V Funding

Rodgers conveyed that MJC is pursuing SI course section sponsorship from local service clubs. The group discussed that during the activity grant funding stream is the time to apply for additional support for grant efforts that they wish to institutionalize, such as local scholarships for the target population.

Respectfully Submitted,

Marcella Rodgers
Regional Title V Director