



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

May 12, 2005

Present:

Jacquelyn Forte, CSU Stanislaus
Martha Robles, Modesto Junior College
Greg Soto, Merced College
Marcella Rodgers, Regional

Guests:

Amy Howard-Houk, Regional Research
Cynthia Zamora, CSU Stanislaus Mentor
Yeth Von, CSU Stanislaus Mentor

Approval of Minutes:

The April 7, 2005 minutes were approved as read.

Measurable Outcomes: The committee reviewed and discussed measurable outcomes as listed in the grant application. The committee discussed creating an entering student survey to evaluate satisfaction with student services. The committee will develop questions as a group and send to Amy Howard-Houk by May 20. Survey questions will be reviewed again at the May 26 meeting.

CSU Stanislaus Mentor Input: CSU Stanislaus mentors joined group to provide feedback to coordinators about mentoring. Feedback included the following:

What is working: Program participants appreciate services, help at New Student Orientation, and literature provided. Participants also give positive feedback about workshops.

Suggestions:

- Mentors need access to telephones at community colleges.
- Coordinate workshops CSU mentors offer with community college mentors and CSU Activity Two Coordinator.
- Monthly meetings with CSU Stanislaus and community college mentors.
- Provide mentors with information about participant availability.
- Develop an incentive to be active in program (i.e. book voucher)

Working Session: Activity coordinators shared campus forms and protocols with the group and discussion involved improving program to increase transfer success. Key discussion points are outlined below:

Transfer Goals and Participant Eligibility: Transfer goals as outlined in grant application: 100-150 students served at each community college at any point in time, and as many as 500 over the course of the grant. The group also reviewed participant eligibility criteria as outlined in grant application and in student learning agreement. These sources indicate that program participants are expected to be full-time students and maintain a minimum GPA of 2.5.

Education Plan: Coordinators shared campus processes for developing education plans. Jacquelyn Forte shared a draft transfer agreement to be conducted with participants one year before transfer during the application filing period (Oct. –Nov.). Coordinators suggested that the last page of TAA be made available to student mentors to review with participants at the time when participants first enroll in STAMP program.

Incentives: Group discussed the need for book voucher and/or other incentive to encourage students to be active in program. Additional incentives could include an event held to get participants excited about transfer. The group proposed the STAMP Express which would involve an overnight stay on the CSU Stanislaus campus social activities, campus tour, etc. Jacquelyn Forte will discuss housing, food, and scheduling options with campus officials and report findings to committee.

Transfer Data: It was noted that several program participants are not meeting GPA or course load guidelines. Amy Howard-Houk also reviewed the need to improve methods of data collection, particularly relating to timely and accurate information about intended transfer term. Mentors could be asked to follow-up with participants more regularly regarding their progress towards transfer.

Process Refinements:

- Community college coordinators agreed to improve program operation by only recruiting participants in the first four weeks of a semester.
- Student follow-up: Martha Robles suggested sending letters to students at the end of the semester to encourage students who were doing well and letters that indicate when students' GPA or course load drop below program guidelines.
- Community college mentors focus on the first year of participation then “hand-off” students to CSU mentors/ CSU Activity Coordinator for transfer preparation.
- Community College mentors to meet with CSU mentors and possibly coordinators each month to coordinate efforts.
- STAMP Express beginning summer 2006.
- Merced may require a STAMP orientation and will investigate enrolling participants in a non-credit course to generate funds for program development.

Respectfully Submitted,

Marcella Rodgers
Regional Title V Director