



**TITLE V ACTIVITY TWO COORDINATORS
Approved Minutes**

**Tuesday, August 10, 2004
CSU Stanislaus
L 115-D (OIT Training Facility)**

Present:

Jacquelyn Forte, CSU Stanislaus
Martha Robles, Modesto Junior College
Jonas Vangay, Merced College
Claudia Abarca, Regional Office
Leslie Rogers, CSU Stanislaus Research Tech
Marcella Rodgers, Regional Office

Guests:

Kimberly Carter, Modesto Junior College
Ling Zhao, CSU Stanislaus

Approval Minutes:

The committee approved the July 15, 2004 minutes as read.

Marketing:

Title V Collaborative Grant brochure draft was reviewed. Jacquelyn asked to change last sentence on STAMP brochure. All other aspects of the brochure were approved as read.

Jacquelyn discussed the memo that she sent to the CSUS Student Affairs department to introduce the program.

Rodgers requested that each coordinator submit a paragraph describing their campus SI activities to be included in the CSUS Digest; due by the end of the week. Don Hanson will try to provide us with a full page.

Mentor Training:

Training is scheduled for September 17, 2004, from 10am-3pm at CSU, Stanislaus campus. Merced College will bring 9 mentors and 2 staff, MJC will bring 4 mentors and 2 staff, and CSUS will have 5 mentors and 2 staff, for a total of 18 mentors and 6 staff in attendance. Each campus will provide lunch for their mentors and staff who are participating in the training. Forte will coordinate with Jonas and Robles for lunch and room arrangements. The Regional Office will produce the agenda for event. The committee developed the agenda as follows:

SI Mentor Training Agenda

10:00	Introduction & Welcome (Jacquelyn Forte)
10:05-10:30	Brief overview/history of Grant (Marcella) & Icebreaker
10:30-11:00	Mentor Roles and Responsibilities (Martha Robles)
11:00-11:30	Act I (Kelvin?) & Act Two (Michelle or Marcella) Summary
11:30-Noon	Icebreaker (Jacquelyn) & Roster Cards
Noon-1:00	LUNCH
1:00-1:30	Resources (Jacquelyn)

1:30-2:30	Campus Tour
2:30-3:00	Evaluations, Campus summary of event (by each campus group), Dismissal

Several other agenda items were tabled until the next meeting to provide additional time for SI mentoring training agenda development.

Participant Activity Requirements:

The group discussed how many workshops students should be required to attend and how to deal with low attendance issues. This was not resolved and will require additional discussion.

Individual Campus Updates:

Modesto Junior College: Robles - MJC will have mentor training on August 19, 2004.

Regional Database Training:

Les Rogers, Regional Research Technician, conducted a training session regarding log in and data entry procedures for the database, FTP procedures, data entry time stamping, and FTP backup procedures. The Regional office has access to all campus folders, while each campus will have individual access to files. Passwords as security measures were also discussed.

Les Rogers indicated that date stamping documents is highly recommended in case of loss of an electronic file.

Rodgers requested clarification as to which computer stations at MJC need to be connected and which ones will have data entry access?

Robles will contact Pat Wall and discuss who will be in charge of data entry in MJC.

Rodgers stated that the Regional Office staff would re-enter activity two student applications in database prior to posting the share files.

Other:

The group discussed expanding the Merced College Newsletter to a regional newsletter that would include activity one and two. CSU Stanislaus and MJC will recruit a student to work with Jennifer at Merced College to produce three regional newsletters per year. Jacquelyn has begun recruitment at CSUS. Jennifer will serve as the lead student editor on this project. Newsletter drafts and final copy will be approved by the activity coordinators prior to distribution. Rodgers suggested the newsletters be posted at the Title V website.

Respectfully Submitted,

Marcella Rodgers, Regional Title V Director
Claudia Abarca, Recorder