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**TITLE V GRANT  
ACTIVITY TWO COORDINATORS COMMITTEE  
MEETING**

**Approved Minutes  
September 28, 2006**

**Present:**

Jacquelyn Forte, CSU Stanislaus  
Martha Robles, Modesto Junior College  
Greg Soto, Merced College  
June Boffman, Interim Regional Title V Director

**Guests:**

Claudia Abarca, Regional Title V Administrative Assistant  
Diana Sunday, Regional Research Consultant

**Welcome and Introduction of Guests**

Boffman initiated the welcome and introduced herself to Soto and Robles.

**Approval of May 11, 2006 Minutes**

There were no May 11, 2006 minutes found. Sunday suggested the coordinators to submit any notes or ideas from the meeting to create set of minutes. The coordinators will send anything they find to Abarca.

**Budget**

Robles will follow-up during the October meeting regarding last semester's carryover, if any, for MJC. The Carlin Hertz letter was discussed regarding the \$140,000 carryover and how utilizing it will be determined. Boffman will distribute Hertz memo at another time. Abarca discussed item VII on the agenda and invited Forte, Robles, and Soto to the October 19 HECCC Board meeting per John Spevak where the carryover will be the main item of discussion. Abarca will send them a reminder via email to RSVP.

**The "Celebration Event" for transferring community college students**

Boffman asked for a short report regarding why no celebration took place during year three. Soto volunteered to create report.

Soto recommended a celebration day during CSU Stanislaus's "Warrior Day" or an event where students can experience the "college life" at CSU Stanislaus. Forte agreed to investigate further. Robles supports having an event at CSU Stanislaus but not necessarily an "end of the year celebration" because it is neither Merced College's or CSU Stanislaus's end of the year during April. There is a "Preview Day" scheduled for transfer students at CSU Stanislaus on October 21, 2006. Another idea is to have a "Career Day" in April.

The coordinators agreed to include in the event campus tour, round-table discussions, an hour of "free time" for students to go visit with their major's faculty, etc., and perhaps have the event help them experience life on campus. More will be discussed in upcoming meetings.

### **Draft of an "early leaver" survey for initial review and discussion**

Robles stated the reason(s) for leaving have not been recorded. Sunday distributed the Title V Research Plan and believes that capturing reasons about services can be linked to transfer barriers. Boffman suggested both reports of "Why students exited early?" and "What worked for those students who completed the program?" be created. Sunday will discuss this further during the next meeting.

### **Brainstorm about possible measures of effectiveness**

The group agreed to make the "early leaver" and "early exit" surveys into one survey. Focus groups should be incorporated throughout the semester, not only in the beginning. Soto believes that face-to-face mentor/student meetings work the best. Robles asserted that after the grant ends, a specific counselor should be appointed to continue assisting students with transfer needs. Another point made was to forward any questions students had regarding transfer to the Transfer Centers to make them aware of barriers.

Soto believes that mode of communication should be the main focus in order to continue with the program effectively. This includes, but is not limited to, location/accessibility, good contact representatives with CSU Stanislaus, etc. Another helpful service for students and coordinators is for the Transfer Center coordinator from CSU Stanislaus keeping track of transfer students by knowing whether or not their transcripts are complete or incomplete, and by assisting students with any questions they may have when filling out the forms. The program should be promoted in many different ways by faculty to inform students of its existence.

### **HECCC Board Request to join the October 19, 2006 Meeting (Time: TBA)**

Abarca discussed this during the beginning of the meeting. Coordinators agreed to send her RSVP's soon after she emails them the time and location of the meeting.

### **2006-07 Meeting Calendar**

Robles requested the October 26, 2006 meeting be rescheduled to October, 23, 2006 due to a conflict. The coordinators agreed to have the meeting changed. Abarca will update the meeting calendar and email coordinators a reminder of the change,

### **Other**

Forte announced that her last day is October 27, 2006. They're in the process of trying to hire a 90-day temp for both activities during Jacquelyn's absence. All the new mentor contact information will be sent to Claudia by the coordinators. Performance Indicators regarding how many mentors were trained last year will be emailed to coordinators.

Respectfully Submitted,

Claudia Abarca