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

**November 4, 2004**

**Present:**

Martha Robles, Modesto Junior College  
Michelle Stanford, Merced College  
Marcella Rodgers, Regional

**Guests:**

Amy Howard-Houk, Regional Research Technician  
Gary Lowe, CSU Stanislaus, Institutional Research  
Donna Moore, CSU Stanislaus. Accountant

**Approval of Minutes:**

The October 14 and 25, 2004 minutes were approved as read. With one minor change to the October 25 minutes.

**Student Focus Groups:**

A summary of the focus group and telephone survey results conducted during spring 2004 were distributed as reference information. Howard-Houk distributed a summary outlining the student focus group procedures and a marketing flyer she will use with students to encourage attendance. She will share the flyer electronically with the Activity Coordinators.

Two focus groups are planned with currently enrolled CSUS transfer students who are in their first semester at the University and are Title V HSI qualified. The target group of students consists of 60 transferred from MJC and 50 transferred from Merced College.

The committee reviewed previously drafted focus group questions and made suggestions. Howard-Houk will revise the CSUS questions and develop the community colleges. She will then email them to the group for their review. The focus group sessions are currently scheduled as follows: MJC student transfers, November 16, 1:00 to 2:30 pm and Merced student transfers, November 17, 1:30 to 3:00 pm. Howard-Houk will arrange student attendance through phone calls and a follow up mailing.

Robles and Stanford will work to develop the list of students who should be invited to participate in their campus focus group session. The target group is Title V HSII qualified students who will be at CSU Stanislaus in the fall semester. Lowe will work with Howard-Houk to develop a list of the target population who has submitted an application to CSU Stanislaus.

**Newsletter:**

Rodgers distributed the revised summary documents inclusive of the changes from the October 25 combined meeting. The regional office is scheduling the meeting with the editors and will invite the Activity One and Two Coordinators.

**Brochure Update:**

Forte is working on the Spanish section of the brochure. She will keep us posted.

**Combined SI Student Leaders & Mentor Meeting Agenda:**

The Activity Two Coordinators approved the final draft as read. Stanford recommended that the training be held during the Merced College spring break. Robles reminded the group that the students are paid and then perhaps we should conduct the training on a Saturday. Rodgers indicated that since CSUS Mentors have the same spring break time that they might be flying home to be with their families.

**Campus Reports:**

**CSU Stanislaus:** A copy of the CSU Mentor Responsibilities was distributed to the community college mentors for their review and reference. Forte has met with three of the seven STAMP participants that have transferred to CSUS.

**Merced College:** Students are now making appointments with the Coordinator/Counselor for course planning, career counseling, and other related issues. They currently have 96 STAMP student participants.

**Modesto Junior College:** MJC has 93 STAMP student participants.

**Accounting Q & A:**

Donna Moore, CSU Stanislaus accountant, attended the last portion of the meeting to field any questions from the group regarding accounting and record keeping procedures. Rodgers reminded the group that Title V HSI funds couldn't be used for indirect cost items.

Respectfully Submitted,

Marcella Rodgers  
Regional Title V Director