



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

**Approved Minutes
November 30, 2006**

Present:

Megan Guenther, CSU Stanislaus
Beverly Hatcher, Regional Director
Martha Robles, Modesto Junior College
Greg Soto, Merced College

Guests:

June Boffman, CSU Stanislaus
Diana Sunday, Regional Research Consultant
Claudia Abarca, Regional Title V Administrative Assistant

I. Welcome

Hatcher welcomed everyone and moved on to approving the last meeting minutes.

II. Approval of October 23, 2006 Minutes

The minutes were approved with one change.

III. Annual Transfer & Exit Surveys-Discussion

Sunday distributed three surveys. The first survey discussed was the CSUS Exit Survey dated November 20, 2006. Robles suggested that question #1 on this survey be filled by the students one-on-one with the coordinators. In order to format the survey correctly, Sunday asked all three coordinators to be specific regarding how the information from the surveys will be used and what would be the biggest issue for a student to be a part of the program. The coordinators agreed that the Satisfaction Survey be filled out by the students on their own, while the Exit Survey should be filled one-on-one with the coordinators.

The Annual STAMP Survey dated November 30, 2006 was discussed. Regarding the open-ended questions, it was agreed that they usually do not result in meaningful answers. Robles and Soto will brainstorm via email and will send a list of specific questions to Sunday by Thursday, December 7, 2006.

On question #1 of the survey, section D needs to be reworded, and question #2 needs to be deleted. The rewording of question #5 was also suggested.

It was suggested that the Exit Survey be done online like before and that the Annual STAMP Survey and CSUS Exit Survey should now be a Satisfaction Survey.

IV. Planning for the “Stamp Transfer Day”

The members decided to name the event “STAMP Transfer Day”. Discussion ensued to plan for the event.

- Date: No date has been decided at this time.
- Ideas for activities:
 - Campus tour
 - Arranged times with departments
 - 30 to 60 minutes for students to talk with the chair or a department representative about the major and pre-requisites
 - Possibly arrange the time so students can go to more than one department if they are undecided about their choice of major
 - Allow “free time” for students to explore the campus
 - Question and Answer Time: Gather all students together at the end of the time on campus to answer specific questions. Coordinators should have a few questions prepared to initiate discussion
 - Evening event on campus for students (i.e. theater performance, basketball game, other activities available)
 - Time on campus: 3 hours

V. Campus Reports

MJC

MJC continues recruiting students. There is a new group of five mentors for spring 2007. There will be a Holiday Social for Title V tomorrow from 3:00-4:00pm. Sunday reported on the database. The transfer numbers were not correct. There are only 13 and there should be 30. More were found today. She asked Robles to ask Grace that each “hole” be filled on transfer records. There is a new version of Datatel.

CSUS

Meeting with transfer students who are attending CSUS for their first semester and still don't know the campus very well. Tour of student services (MSR, etc.) for first semester transfer students, perhaps during “STAMP Transfer Day.”

VI. Institutionalization Plans

Robles would like Hatcher to visit MJC and meet with Dr. Robert and Dr. Rose to discuss it further and supply data that supports the need of institutionalizing. Sunday suggested presenting to the Board and Council the 90% of retention for transfer to show success of the program. Boffman requested a one-page summary be created by Hatcher and Sunday, similar to S.I.

VII. Other

Next meeting, Robles requested to have timelines established regarding institutionalization.

Respectfully Submitted,

Claudia Abarca
Recorder