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## TITLE V - HSI COOPERATIVE GRANT ACTIVITY ONE COORDINATORS

### Approved Minutes

April 26, 2005

#### **Present:**

Caroline Dawson, Merced College  
Jacquelyn Forte, CSU Stanislaus  
Eungsuk Kim, CSU Stanislaus  
Pat Wall, Modesto Junior College  
Marcella Rodgers, Regional

#### **Guests:**

Amy Howard-Houk Regional Research

**Minutes:** March 15, 2004 minutes were approved as read.

**SI Student Survey Report Summary, Fall 2004:** The regional office presented summaries of the Fall 2004 SI surveys. After review, the group discussed strategies relating to scheduling SI sessions. Suggestions include:

- Prioritizing the schedule responses from students who indicate very high interest in SI on the initial survey
- Inviting students who have benefited from SI to give “testimonials” in class
- Preparing a document that outlines student responsibilities (Jacquelyn Forte will share this with the group at the next meeting)
- Pat Wall discussed the idea of offering SI for credit at MJC in the future

**Review Timeline to Submit Grades to Regional Office:** The group reviewed the timeline for data entry and the submission of original paperwork to regional office. The group was reminded that all data including final course grades should be input within three weeks of the semester end. All original surveys, grades, rosters, and sign-in sheets should be mailed to the regional office within three weeks of the semester end.

**Status of Comparison and Historic Course Sections:** The group discussed additional measures to evaluate SI by comparing student performance in sections offering SI with comparable sections that do not offer SI. We will also compare attrition (drop rate) in sections with SI and comparable sections without SI. Coordinators agreed to work with institutional research and others to identify comparable sections that match the instructor and course for those sections that have been offered with SI. In most cases, these comparisons will only be possible with sections taught before the Title V Collaborative grant began (historic sections). After comparable sections are identified, the regional office needs the following:

1) Course number, Instructor name, Section number, and semester and year (i.e. Fall 2003)

- 2) All final course grades (including I, W, RD, CR, NC, AU etc.). I do not need any student information.
- 3) Total number of students enrolled in the section at the census date
- 4) Total number of students who dropped the course after the census date

The regional office requests this data by the beginning of June.

### **SI Leaders Hiring & Training Status**

CSU Stanislaus is paper screening now to hire seven leaders. Merced College will hire six SI Student Leaders and they will work one week prior to the beginning of the fall semester. Modesto Junior College is planning for eight SI Leaders and they are interviewing and training prior to the fall semester. At MJC, all SI Leaders are recommended by the faculty.

### **Regional Tech Support Status**

Rodgers is working with CSU Stanislaus to hire a part time person.

### **Review CSU Stanislaus Grant Plan Change Request**

CSU Stanislaus staff are still working to complete additional changes to the letter of request for the US Department of Education. Rodgers reminded the CSUS staff that the change is a request for approval and must be submitted prior to implementing the changes. Dr. Dauwalder will sign the letter that will be reviewed by June Boffman and Rodgers prior to his signature.

### **Regional Newsletter Articles**

Rodgers suggested that the coordinators write their newsletter articles this summer and submit to Jennifer Virgo at Merced College.

### **Internal Audit**

Rodgers conveyed that an internal program audit will take place during July 2005. Therefore, coordinators were asked to have their files and records ready for review. The auditor will be hired by the Title V Board and paid out of the Regional Title V management budget.

### **Advisory Committee Update**

Rodgers has requested names from the Title V Board.

### **Summer/Fall Calendar**

The summer and fall meeting calendar has been approved and sent to the activity one coordinators.

Respectfully Submitted,

Marcella Rodgers  
Regional Title V Director