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## TITLE V - HSI COOPERATIVE GRANT ACTIVITY ONE COORDINATORS

### Approved Minutes April 22, 2004

#### Present:

Kelvin Jasek-Rysdahl, CSUS  
Marcella Rodgers, Regional  
Pat Wall, MJC

Pam Upton, MJC  
Gary Lowe, CSUS  
Marguerite Smith, Merced College

#### Review Minutes

The committee reviewed and approved the April 8, 2004 minutes.

#### Review Dragon Speak Software

Guest Gary Lowe, CSU Stanislaus discussed the advantages and uses of Dragon Speak. The group is hoping it will be useful to record student focus group activity.

#### MJC Focus Group Report

MJC focus group went well, but Pam suggested recording them in the future because it was difficult to take down everything live. Overall impression was that SI went very well this semester, but student leaders complained about excessive paperwork. Coordinators agreed to ask students for times that they *can attend* SI instead of when they *cannot come*. Coordinators plan to try a raffle at the SI training to see if they think it will work to increase SI attendance.

#### Review University of Missouri SI Statistics Format

We cannot use social security numbers as student ID numbers.  
At the end of the semester, we will look back and decide how many SI attendances qualify a person as part of the SI group, based on how many sessions were offered and what attendance was like.

#### Other

Research protocols were approved. For all surveys and focus groups from now on we must distribute the student consent forms.

MJC and CSUS will only track first test grade and final course grade. Merced is tracking additional test scores.

Rodgers will be meeting with the President's of the colleges on May 26<sup>th</sup>. Coordinators will work on establishing summaries to present. MJC will hopefully have final grade presentation ready.

Rodgers will schedule a meeting with the university accountant, Donna Moore, to discuss problems with transactions not being reflected on the budget reports

Note: These minutes were taken using Dragon Speak.

Respectfully Submitted,

Marcella Rodgers  
Regional Title V Director