



**TITLE V - HSI COOPERATIVE GRANT  
ACTIVITY I COORDINATORS COMMITTEE MEETING  
Approved Meeting Minutes**

**Date: September 14, 2006**

**Time: 1:00 – 3:00 p.m.**

**Location: CSU-Stanislaus, SSB Conference Room - 128**

Present: Eungsuk Kim, Activity I Coordinator, CSU Stanislaus; Jacque Forte, Activity I Coordinator, CSU Stanislaus; Caroline Dawson, Activity I Coordinator, Merced; Pat Wall, Activity I Coordinator, MJC, June Boffman, Interim Director HECCC/Title V Regional Grant; Diana Sunday, Title V Research Consultant

**I. Approve Prior Meeting Minutes:**

- a) April 25, 2006 – Minutes from the April 25 meeting were not found. Coordinators recalled discussion regarding a) expending unused funds for computerized transcript transfers and possible degree audit software; b) offering SI services to more course sections and/or other disciplines (Dr. Kim); c) proposal from MJC to pilot SI to higher level math courses over the summer (Dr. Wall); d) update on the Learning Aids project (C. Dawson); and e) the SI instructors' experience at, and visit to Minnesota.
- b) August 9, 2006

**II. Welcome and Introductions –No new introductions were necessary**

**III. Regular Business:**

- a) FY 06-07 Budget – Budgets from the previous year were distributed and discussed with a “status quo” projection for the coming year. P. Wall indicated there may be more carry forward funds from 2005-06. Unspent funds and recommendations for degree audit and electronic document transfers will be addressed by the Board of Directors for their upcoming meeting, September 21. Coordinators were encouraged to contact Dr. Boffman if they have questions regarding their 2006-07 budgets.

Discussion included increasing, or decreasing SI leader wages, e.g., offering more than \$10 per hour, or minimum wage plus additional allowances for preparation time.

- b) Mid-term surveys – The mid-term survey has been converted to a scan document. Originals were distributed to the coordinators during the meeting. D. Sunday explained where to find and how to use the template uploaded to the regional server for each institution. Target dates for distribution of the mid-term surveys should be within the first 5 – 6 weeks of the term and once completed, returned to the Title V Regional Research Office as quickly as possible. If the surveys can be returned quickly, the data can be scanned and converted to Excel sheets and returned to the regional server for access by the institutions. The coordinators are then encouraged to share or distribute the data to their participating faculty upon receipt.

IV. SI Discussion Items:

- a) Feedback to faculty – It was determined that for the most part, faculty have not been provided 2005-06 data. It was recommended that all summaries and regional survey reports be forwarded to the coordinators for distribution as soon as possible.
- b) Feedback from faculty, (Faculty Surveys) – D. Sunday explained that the instructor surveys, though small in number, were useful in rounding out other information collected from students and course data. Coordinators explained that the timing (end of term) was problematic in collecting the surveys from instructors. It was recommended that the faculty surveys be distributed earlier—perhaps two weeks before the semester ends.
- c) Increasing SI to other disciplines Dr. Boffman indicated a memo has been sent to Washington to increase SI offerings for Anatomy courses, Dr. Kim requested extending SI to accounting courses. Merced recommended extending SI to transfer level math courses, statistics (not covered by their NSF grant), and other non-math courses such as Chemistry. MJC anticipates extending SI to transfer level math courses as soon as practicable.
- d) Time Sheets – Until further notice, time sheets are to be processed per usual and sent to the Title V Director for signature. Following review and signature, they will be returned to the respective institutions for payment. Time and Effort sheets must continue to be sent to the Title V Office for review and archiving. Institutions are encouraged to forward these documents by the most effective mode of conveyance that is, by mail, in person, fax, etc.
- e) Learning Aids – C. Dawson explained that twelve aids were currently developed and uploaded to the web site with four more in progress. An appropriate evaluation tool for the aids is under development. Outside learning aids was discussed with P. Wall reminding the group that bringing in “outside” learning aids was philosophically opposed to the original SI theory. It was agreed that this region’s SI would build whatever aids and efficacy models that boost student learning. This may or may not include SI leader notes, instructors’ recommendations for learning aids, and outside learning resources if applicable.
- f) Test scores from multiple tests – In addition to the initial test score collected in math courses, it was suggested that a second (or more) subsequent test scores be added to the student data as an additional measurement of SI’s effectiveness. D. Sunday suggested that should multiple test scores be used for a measure of effectiveness, they should be collected from all SI courses and at standard time periods during the term. If additional test scores are desired from selected courses or faculty, and not intended for a regional comparison, a second column can be easily added to spreadsheets to collect that data for use at the local level.

V. Updates / Reports from Institutions:

- a) Merced’s pre-algebra courses are being reviewed for SI effectiveness. C. Dawson indicated there does not appear to be a sense of urgency for the Merced College entry level math students, and that this may explain the low attendance in beginning math SI sessions.
- b) Merced has scheduled the Spring, 2007 SI sessions directly following the class periods. The schedule change is expected to increase participation and attendance.

- c) MJC is experiencing a short supply of “faculty approved” SI leaders. MJC cancelled two of its Fall 2006 SI targeted courses when two leaders quit shortly before the start of the term. Dr. Wall stated the MJC target for SI leaders is twelve. C. Dawson stated Merced has six leaders for the current term and that number is sufficient. Dr. Kim explained that CSU Stanislaus is discontinuing one SI section for the current term.

Staff Updates:

- d) Dr. Boffman explained the search for the HECCC and Title V Grant Director is reaching a final decision and that the selection has been narrowed to two strong candidates.
- e) Merced hired new office staff to begin next week. D. Sunday agreed to assist in the technical training in early October if necessary.
- f) MJC hired Dr. Brenda Robert as Vice President of Instruction.

Next meeting: October 12, 1:00 to 2:30 p.m., SSB 128

Items for next meeting’s agenda:

- \* Increasing communication between faculty and SI leaders,
- \* Determining if it is necessary to maintain anonymity between student participants and faculty,
- \* SI leader recruitment
- \* SI attendance and strategies to increase participation,
- \* Function of learning aids,
- \* Students participating in SI sessions from non-targeted courses,
- \* How to share information, particularly with instructors, anonymity issues, etc.
- \* Quick tutorial on the regional server files.

Respectfully submitted by,

Diana Sunday