



TITLE V - HSI COOPERATIVE GRANT ACTIVITY ONE COORDINATORS

Approved Minutes

September 29, 2004

Present:

Jacquelyn Forte, CSU Stanislaus
Eungsuk Kim, CSU Stanislaus
Marguerite Smith, Merced College
Pat Wall, Modesto Junior College
Marcella Rodgers, Regional Office

Review Unapproved September 29, 2004 Minutes

The minutes were approved as read.

Faculty Satisfaction Survey

Rodgers reported that the new Faculty Satisfaction Survey and Informed Consent for faculty has been approved through the CSU Stanislaus IRB process. Each campus agreed to use the forms with no additional changes. Any future changes would need to be reviewed by the CSUS IRB.

The Faculty Satisfaction Survey will be distributed toward the end of the semester but prior to finals. The campus coordinators will submit completed forms to the Title V Regional Office at the end of the fall 2004 semester.

Combined Meeting with Activity Two Coordinators Agenda Review

The group reviewed the draft agenda and agreed a joint meeting regarding the regional newsletter, a joint mentor and SI Leader Meeting to bridge activity one and two, and a joint discussion regarding the marketing of Title V would be a good idea. Rodgers indicated this joint meeting would take the place of one of the regularly scheduled activity one and activity two meetings. The Regional Title V office will move forward to schedule a time.

View Merced College and MJC Student Presentation

The committee viewed the Introduction to SI tape that was produced by MJC and the Merced College tape that provided student and Student SI Leader testimonials regarding the effectiveness of SI. Rodgers indicated she would have the tapes copied so the institutions could share in their use. Forte indicated she would investigate the possibility of developing a tape for CSU Stanislaus.

SI Faculty Development

The Regional Office has arranged for a phone conference with Dr. Maureen Hurley during the next Activity One meeting. The committee will review and finalize the faculty training agenda with the facilitator.

Regional Office Staff Update

Rodgers announced that Claudia Abarca has been hired as the Regional Title V Administrative Assistant on a 10 month contract. Claudia has functioned in this position for the last eight months. Amy Howard-Houk has been hired as the Regional Title V Research Technician and will work Monday through Friday 8:30 am to 3:30 pm. Les Rogers will remain on staff part time in the capacity of Regional Title V Server Support Technician and work Tuesday and Thursday afternoons. Les will continue to use his current phone number, 667.3790.

Research Data

Rodgers reminded the committee that the SI campus and regional statistics are posted at the Title V website, research page. The local data reporting format mirrors the national reporting produced by the University of Missouri at Kansas City. We submit local SI statistics to them each semester.

The committee was given another copy of the May 12, 2004 Merced College and April 8, 2004 MJC SI Student Facilitator Focus Group questions with a summary of the participant responses. The purpose of conducting the two focus groups was to obtain a sense of the SI Student Leaders perceptions of the SI program at their campus. Each campus used the same questions. CSU Stanislaus did not conduct the focus group activity.

Research Timeline Review

The committee discussed and approved the Title V HSI Collaborative Data Collection Regional Office Data Reporting Timeline & Procedures Draft, dated August 11, 2004. They agreed to follow the guidelines and timeline.

Merced College

Marguerite Smith shared a copy of the Merced College SI Times, Volume 2, Issue 3.

Other

The next Activity One Coordinators meeting is scheduled for October 13, 2004 in SSB 130, CSUS.

Respectfully Submitted,

Marcella Rodgers
Regional Title V Director