



TITLE V COOPERATIVE GRANT ACTIVITY ONE COORDINATORS COMMITTEE

Approved Minutes

October 22, 2003

Introductions:

Committee members introduced themselves and greeted guests.

Guest:

Martha Robles, MJC Activity Two Coordinator
Eileen Tanioka, Merced College Instructor/Trained SI Supervisor

Part-time Employees Discussion:

Marcella asked us to research rules on campus regarding part-time work. Where's the written policy? Get the procedures in writing. How many hours/week, etc.

Send Marcella a list of section #'s doing SI.

Review SI Training Materials:

Discussion including guests as to what is needed.

Campus Reports:

MJC: 2-day training for SI Leaders @8 hrs/day
Math 70 & 90 – Pre-Algebra, Algebra & Stats; also 12 – College Algebra;
Anatomy tried previously with remedial courses – not successful.

Develop Local Staff Development Plans:

- Faculty doesn't need "training" just need an intro to program.
- SI Leaders hired as "staff" not students. \$2000/section honorarium consultant contract instead of hourly part-time.
- 2-day training week before school starts includes an assignment to prepare a marketing speech for the first day of class.
- Paid for 1 drop-in office hour, 1 hr with instructor, 5 hrs in class and 3 hours of study sessions. The coordinator makes up a study session schedule based on student surveys, and then arranges for rooms.
- Mid-semester survey – may make adjustments at this time. Re-survey on schedules if attendance low.
- End-of-semester survey given week before finals.
- Recruit in Nov. for Spring (send out applications)
- Interview with whole SI team. Give all applicants training.

- Saturday study sessions have been successful.
- SI Leaders will need student textbooks (call publishers for possible freebies).

Information Items:

- Title V-HSI Project Directors' Meeting scheduled for November 17-19, 2003 in Washington, DC.
- Other Title V Committee Rosters.

Respectfully Submitted,

Marcella Rodgers
Regional Title V Project Director