



**TITLE V COOPERATIVE GRANT
COMMITTEE MEETING WITH
ACTIVITY ONE AND TWO COORDINATORS**

**Approved Minutes
October 25, 2004**

Present:

Jacque Forte, CSU Stanislaus
Eungsuk Kim, CSU Stanislaus
Martha Robles, Modesto Junior College
Marguerite Smith, Merced College
Michelle Stanford, Merced College
Pat Wall, Modesto Junior College
Marcella Rodgers, Regional

Guest:

Amy Faylor, HECCC Executive Assistant

Introductions

Rodgers reviewed the agenda with the group and suggested they first discuss the planned Regional Mentor and SI Leader Combined meeting and then transition to the Newsletter agenda item.

Regional Newsletter

The committees agreed to establish the calendar with two newsletters for the first year: February and November 2005. Forte indicated that Jaime Segovia will be the CSUS assistant editor. Amy Faylor suggested that an electronic trial run be accomplished between the institutions prior to the deadline as a technology precautionary measure. The Lead Editor, currently located at Merced College, is using Publisher. MJC and CSUS are not sure what software they can use in addition to Word. It was agreed they need to use the same software or articles could be submitted by the assistant editors and coordinators in Word to the Lead Editor. It was decided that Word is probably acceptable since everyone will submit the campus final copy to the Lead Editor who will be responsible for the layout. Training with specific software could also become a problem as students graduate and new students are hired.

The group agreed to add the following regular standing columns: SI Leader of the Month, Mentor of the Month, Highlight Deadlines, and Study Tips. The deadlines need to include financial aid and STAMP workshops.

For the first issue in February the following story lines were agreed upon: What is SI? and What is STAMP? Michelle Stanford agreed to be interviewed for a story about a student who attended a STAMP workshop. Jacque Forte and Marcella Rodgers agreed to be interviewed for a story about the grant student focus groups and the transfer barriers aspect of the grant. The Regional Research Tech will work with the Regional Director to write a story that highlights the statistics that are being collected in relationship to the grant.

The SI Student Leaders at each campus will distribute color hard copy newsletters to the students enrolled in the targeted SI sections. Merced College is currently distributing approximately 400 copies through the classes. Smith indicated she would use the newsletters when she talks about SI with faculty, students, and administrators.

Regional Mentor and S.I. Leader Meeting

The Regional Office has agreed to provide the following in support of the Combined SI Leaders and Mentors Meeting: an advertising flyer, the agenda, a sign-in sheet, an evaluation, and the use of three easels. Forte will secure the meeting location at CSUS.

The group will review their calendars and finalize the date and time by email to be coordinated through Claudia Abarca. The group agreed the event will take place in March 2005 on a Friday. Due to travel time needed for the community college staff they tentatively agreed to a 2:30 to 4:30 pm time frame. We may decide to add a half an hour due to the need for introductions and wrap up discussion.

The following agenda item details were developed by the coordinators for the combined meeting:

Mentors:

Identify three mentors to present responsibilities, three goals of mentoring, and interaction(s) with students. Identify three mentors to present what is specific to their campus using a visual method developed by all mentors at each campus; focus areas: process, workshops, student needs, and student perception. Identify one mentor to present ideas on linking mentoring to SI (campus mentors will brainstorm ideas prior to the joint meeting).

SI Leaders:

Conduct a mock SI session to teach the mentors about SI. In addition, show the video from University of Kansas City at Missouri, discuss taking notes, and having SI session. A team of three SI leaders (one from each campus) will be used to facilitate the session by assigning each leader one part; introduce activity (5 minutes), main (10 minutes), and conclusion (5 minutes).

Marketing Title V Grant

This item was tabled for a future meeting due to meeting time restraints.

Individual Campus Reports, Activity One

This item was tabled until the next meeting due to meeting time restraints.

Individual Campus Reports, Activity Two

This item was tabled until the next meeting due to meeting time restraints.

Other

Forte shared a copy of the CSUS Student Mentor Roster as of October 2004.

Respectfully Submitted,

Marcella Rodgers
Regional Title V Director