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## TITLE V - HSI COOPERATIVE GRANT ACTIVITY I COORDINATORS COMMITTEE MEETING

### Approved Minutes November 9, 2006

- I. The minutes from October 12, 2006 were approved with the following notations:
  - II. c) ...stagger the schedule of SI courses to allow the SI leaders to attend SI classes as well as the student's advanced courses in the major.
- II. Megan Guenther was introduced as CSU Stanislaus' Assistant Coordinator for Activity I and Activity II Coordinator while Jacque Forte is on leave.
- III. Learning Aids:

It was decided that the draft of the scoring rubric for the learning aids will proceed to finalization and will be provided for each of learning aid: eight pre-algebra, nine beginning algebra, and eight intermediate algebra topics.
- IV. Mid-term surveys:

A sample of the Mid-term survey for Merced was distributed as the committee's first look at the data derived for institutional use. As the first to receive the results from the new mid-term surveys, Caroline reported her faculty was pleased with the data feedback as well as appreciative of receiving the information so quickly.

She also mentioned that the information was helpful to her as a coordinator in providing an early evaluation tool for the sessions and of the SI leaders.

With fall terms that began later in the calendar year, MJC and CSU Stanislaus had just submitted their mid-term surveys for processing and would be expecting their results by mid-November.
- V. Regional Data Collection Demonstration – the data collection demonstration and overview was postponed due to inoperative equipment but the enhancements to the spreadsheets were briefly explained as well as the effect of moving rows and columns had on formulas. D. Sunday explained that the spreadsheets were locked in all areas but the data entry grids to protect the embedded formulas and to notify her if any issues needed to be resolved.
- VI. Campus Reports

MJC: Is committed to and working toward institutionalization. Part of that process is melding current campus services with SI to increase efficiency and serve more students. Plans include expanding SI to more math and math-dependent and/or science courses.

Merced: Continuing their efforts in reviewing SI effectiveness and efficiencies as well as moving SI leaders to other courses when attendance is too low. Merced is also targeting new courses to offer SI and finding that some students may be better served by referrals to individual tutoring.

CSU Stanislaus: Hoping to expand SI to more courses including Biology. Approval was obtained from Washington to expand course offerings. The discussion now involves funding and possible new sources of funding to carry SI forward beyond the grant.

## VII. Other

As to the carryover funds, J. Boffman indicated that more information should be forthcoming following the Board meeting on the 20<sup>th</sup>. Following a decision by the Board, approval may need to be obtained from Washington, but the coordinators will be notified as soon as possible of the decision(s) and outcome. Caroline reminded the group that institutions, including Merced, build its course schedule six months in advance.

The question was raised in terms of what to do with sessions that consistently experience low attendance. Continued discussion regarding combining course sections, moving session leaders from low attending courses to other courses with higher demand for SI, allowing student from non SI courses to attend, and blending the collaborative learning style of SI with traditional tutoring were options institutions are considering. J. Boffman agreed that the coordinators should make choices that make sense for their students and institutions.

On the topic of allowing students from other courses to attend existing SI-targeted sessions, the need to track, or not to track was discussed. D. Sunday suggested that whatever was decided, a means and decision needed to be made regarding data collection. Tentatively, it was suggested that all students who attend the sessions be counted (for efficiency measures) but that some qualifier be noted in the spreadsheets (such as leaving the student ID field blank, or an asterisk by the first name, or ?) be agreed upon; something that would allow a way to filter those students out from the rest of the data if needed. It was also suggested that the same data be collected in terms of test scores and final grades.

Dr. June Boffman announced that this would be her last Activity I Coordinator's meeting as Chair. The next meeting will be chaired by Director, Beverly Hatcher. The group thanked Dr. Boffman for her leadership and expertise she provided to the grant project as Interim Director.

The next meeting will be on Thursday, December 7 at 1 p.m.

Most diligently and respectfully submitted,

Diana Sunday

Research Consultant