



## TITLE V COOPERATIVE GRANT ACTIVITY ONE COORDINATORS COMMITTEE

Approved Minutes  
December 17, 2003

### **Present:**

Kelvin Jasek-Rysdahl, CSU Stanislaus  
Marguerite Smith, Merced College  
Pam Upton, Modesto Junior College  
Marcella Rodgers, Regional

### **Introductions**

Committee member introductions included a summary of their campus activity and background.

### **Supplemental Training Agenda Development**

The group discussed the training agenda items and related details.

### **SI Training Attendees List**

There is still time for a couple of instructors to register for the January 8, 9, and 10th faculty development event at CSU Stanislaus. Rodgers distributed a list of faculty and administrators registered to attend from each college and university. Columbia College will be sending one faculty member and they will pay for the cost of that person.

### **SI Training Content**

A pre-arranged telephone conference was conducted with Dr. Maureen Hurley, Activity Director of the Center for Academic Development, U. of Missouri, Kansas City: The purpose was to provide Activity One Coordinators and the Regional Title V Director an opportunity to jointly finalize the training agenda with the facilitators input and expertise.

### **SI Training Summary Report**

- **Day 1 (half day)** – It was suggested that we utilize overview videotape, as it would be a good kickoff. The recommendation is to include the Administrator Overview during the first afternoon session jointly with faculty from all of the colleges. We will conduct interactive activities to engage the group. Funding is an important topic. We need to plan for institutionalization. The training needs to include how to support SI once the grant money is not available. Research people will be present during the administrative session.
- **Day 2** – Topics will include information for Supervisors, how to establish an SI program, and essential elements of a successful SI program. The benefits, resources needed, and initial and ongoing training for SI Leaders will be reviewed. Roles of SI Instructors and interaction strategies will be explored.

Participants will discuss courses selected for SI service. How to plan SI sessions with leaders and attendance strategies will be reviewed.

- **Day 3** – Presentation of study session strategies & scenarios. Lecture scenarios will include tapes of Galileo, Algebra and Chemistry lessons. CD with sample forms and data collection devices will be shared. Strategies to facilitate interaction between SI Supervisors, SI Faculty, and SI Leaders will be discussed.

**Reviewed SI Forms for Approval**

The regional SI Leader Applications and Student Applications were reviewed and discussed. They were approved with minor changes.

**Time & Effort Forms:**

Duties from coordinators will include such activities as: hiring SI Leaders, developing forms, regional coordination efforts, campus SI marketing, orientation for campus staff/faculty, recordkeeping, etc. Title V campus Board Representative or designee will sign as verification.

**Requisition Order Procedure:**

All requisitions over \$100 must be signed by Rodgers for pre-approval.

**Other:**

The group discussed the billing procedure for the SI staff development activity. The conference will be invoiced following the training event. Each institution participating will be billed a prorated share based on the number of participants.

**Announcement:**

The Title V Grant Project Report will be presented during the January 16, 2004 meeting of HECCC Executive Board and Council. The coordinators agreed to prepare a brief update report on Activity One. Rodgers will coordinate with Activity Two and Research representatives.

Respectfully Submitted,

Marcella Rodgers  
Regional Title V Project Director