



**TITLE V - HSI COOPERATIVE GRANT
RESEARCH COMMITTEE MEETING
Approved Minutes**

**Date: February 23, 2006
Time: 11:00 am – 12:30 pm
Location: CSU-Stanislaus, SSB - 128**

Present: Robert Bauer, Institutional Research, Merced College; Gary Lowe, Institutional Research, CSUS; Kathleen Silva, Institutional Research, MJC; Marcella Rodgers, Director Title V Regional Grant; Diana Sunday, Title V Research Consultant

1. Introductions were made and the meeting started, 11:35 a.m.
2. Review of Approved Research Plan (FY 06-07 to 07-08)
The research plan, as approved through the Title V Board of Directors, was reviewed with another review tentatively scheduled for July 2006.
3. Acquisition of Data and campus & regional data coordination was discussed with emphasis placed on Activity II student data including:
Discussion addressed reducing the amount of manual data entry for static institutional data such those listed below. If data could be extracted from student data already collected at the institutional level and pushed to the Activity II database, data entry errors could be reduced and the workload on clerical staff greatly reduced. Issues discussed centered around the ability to, and process of obtaining data from the various institutions. For CSUS, the process is relatively straight forward, for Merced and MJC, the process will best be addressed by contacting the Vice Presidents and those involved in information systems first. The data specifically requested was institutional information such as:
 - Student demographics, e.g., name, contact information, ethnicity, etc.
 - Semester specific information, e.g., units attempted, completed, semester GPAs,
 - Units attempted/earned and transfer units, and
 - Cumulative data related to cum units, cum GPA, cum transferable units, etc.
4. Title V Campus Reports. Discussion included review, and discussion of the activities of Title V, Activity I and Activity II, and the differences in services which causes confusion when discussing data needs.
 - The Activity I involves semester specific activity and grades information
 - Activity II involves cohort, longitudinal information that resemble educational planning data such as progress made toward degree/educational goals.
5. Community college researchers discussed the possibility of obtaining data similar to the newly implemented Merced College educational planning tool. This will also be a discussion during a March 22nd 12n to 1:30 p.m. HECCC Regional Technology meeting. The researchers will be asked to join that meeting.

Researchers were thanked for the valuable input received on the recent annual report to the Board, and were asked to continue to provide their expertise and advice on the Title V reports for the grant year.

Respectfully submitted by

Diana Sunday