EXECUTIVE BOARD
Approved Minutes
March 22, 2006

MEMBERS PRESENT
David Dauwalder, CSU Stanislaus
Jim Johnson, Modesto Junior College
Dennis Gervin, Columbia College
Charles Jennings, San Joaquin Delta College (Representing Della Condon)
Anne Newins, Merced College (Representing John Spevak)
Mike Cuchna, Merced College (Representing John Spevak)
Marcella Rodgers, HECCC Executive Director

GUESTS
Stacey Morgan-Foster, Vice President of Student Affairs, CSU Stanislaus
Vadon "Mac" McIlwain, Director of Admissions, CSU Stanislaus
Robert Nadell, Vice President of Student Services, Modesto Junior College

ABSENT
David Ashley, UC Merced

I. TITLE V

Research
Pertaining to the Transfer Difficulty/Barriers Survey, Rodgers reported that only 213 of 725 students have returned their completed surveys. Because this ratio does not meet with the 30 percent target, a request has been sent to CSUS Institutional Review Board (IRB) for approval of phone surveys to be conducted by the Regional Title V Research Office. A response from IRB is expected soon. Regional Title V support staff have already been trained to conduct such surveys.

Newins questioned the exclusion of statistics in the student survey report. Rodgers explained that the document is only preliminary; the final report is planned to be completed by May and will include the type of statistics she mentioned.

Rodgers informed the Board that the Regional Title V Technology meeting convened earlier that same day to discuss the implementation of electronic student transcripts and electronic student education plans. Don Peterson and Gina Rose will prepare a budget regarding the electronic transmittal of transcripts to CSUS and submit to Rodgers in two weeks. The piece will include training line items. A datatel consultant and training staff are necessary to facilitate the request. They estimate the total amount for this project to be approximately $20,000.

Dauwalder suggested a good investment of the carryover funds is updating the program. Courses that qualified for IGETC last year may not qualify today. Catering to the fact that the needs of each campus are different, Rodgers encouraged Newins to prepare a brief transfer proposal on behalf of Merced College to distribute to the Board at the next meeting. Johnson will verify whether MJC has a proposal to share for April.

Rodgers announced that the Mid-Year Federal report is not required until the end of the year, which is usually on December 31.

Activity One
Acting on Pat Wall’s proposal from the previous Executive Board meeting, each community college is sending a team of two faculty to General College at the University of Minnesota. Columbia College, Modesto Junior College, Merced College, and San Joaquin Delta College all have faculty attending this program.
**Activity Two**

The Career Awareness Days have been finalized. Participating organizations are Memorial Hospital, Gallo, and Hilmar Cheese Factory. Each Grant Activity Two Coordinator from MJC, CSUS, and Merced College is responsible for organizing 10 students from their respective campus to attend all Career Awareness Days. The six-week externship (two at each campus) will start this summer.

Dauwalder suggested that if employers are willing, a video documentary should be compiled of the career days in action. Students could be interviewed before and after site visitations for their comments about the experience. Liability issues and concerns will need to be addressed if a documentary is to be pursued. To date, there has not been any expectation for participants to come back and present their experiences.

Rodgers shared that Jacqueline Forte is working with the College of Business Administration at CSUS to offer an internship unit on the Gallo piece.

**Institutionalization**
Activity One and Two Coordinators have been asked to begin discussions with their Tutor Center Coordinators about the possibility of folding SI service under the same umbrella as tutoring. Rodgers suggested inviting the Tutor Center Coordinators to the next meeting in April. Rodgers requested that each board member initiate discussion with the key supervisors to enlist support. Cuchna pointed out that the same discussion occurred during the Education Master Planning Committee meeting at Merced College.

**Other**
The Title V grant closes September 30, 2008.

**II. HECCC**

**MINUTES**
The February 22, 2006 minutes were approved with one change.

**Transfer Initiative**
Rodgers presented an overview of the HECCC Transfer Initiative to regional Vice Presidents of Student Services. The goal of the initiative is to increase student transfer rates from community colleges to a UC/CSU university. The initiative is comprised of the Articulations Officers Committee, Evaluators Committee, and the newly established Transfer Committee.

Rodgers introduced the preliminary findings for the Transfer Barriers Student Survey. Information from past student focus groups was used to develop the survey. San Joaquin Delta College and Columbia College were given permission to use the survey, if interested. Guests were requested not to share the preliminary findings as the final report will be available in May.

Nadell asked if the Transfer Days sessions were well-attended. Rodgers explained each Transfer Center Coordinator selected a maximum of ten students to participate in CSUS and UC Merced Transfer Days. For UC Merced Day, students were asked to bring their transcripts for on-site evaluations. Students were then separated by majors and situated for an informal, round-table discussion led by university faculty and administrators, which the students found most-enjoyable. Student follow-up is expected from the university. Encarnacion Ruiz is planning to hire and train community college students to be mentors for transfer students. This will be coordinated with the Transfer Center Coordinators.

Dauwalder pointed out that the “big picture” of the transfer initiative is to create culture and awareness at community colleges and asked for input from the Vice Presidents of Student Services. Gervin construed that the many community college students do not believe they have the potential to transfer. Current efforts have not been focused on these students; therefore, it is important to figure out a way to tap into these students. Suggestions included increasing outreach and improving admissions, hiring student ambassadors who are former transfer students, and facilitating more round-table discussions with university peers and best faculty. Jennings added that the colleges do not aggressively identify those
students who wish to transfer and follow-up with them once a semester by email. A mechanism is needed to collect this data.

McIlwain reported that CSUS receives numerous incomplete student applications. The respective community college needs to know about this. In addition, university representatives sent to community college transfer centers to assist in the advising process do not develop faculty-to-faculty relations due to an increased focus on student contacts. McIlwain suggested that they should be present in guidance courses in order to better assist students.

**Phase I:** UC Merced has scheduled the next Transfer Day for February 15, 2007.

The Board and the Vice Presidents of Student Services jointly requested that Rogers facilitate the HECCC Transfer Committee to create a one-page student handout regarding the transfer process from a community college to a university.

**Phase II:** The long term planning discussion included a brief review of the success of the Santa Ana Partnership and how it parallels with local transfer issues.

**III. CAMPUS REPORTS**

**Merced College:** As it is recruiting season, the hiring process is underway. Enrollment has increased by 0.49 percent. Campus is still under construction. The Great Student Leadership Conference is coming up. It is overbooked and will take place at Porterville, West Hills.

**Modesto Junior College:** Campus is also in hiring season and under construction. The search for an MJC President will likely conclude by April. Four new faculty has been hired; three dean positions are still open. New development is underway to establish a weekend college at MJC by Spring 2007. Rob Kennedy, Jr. will give major keynote speech about the environment at the Hispanic Education Conference. Enrollment is flat. There will be a High School Spring Fling early next month.

**CSU Stanislaus:** Enrollment increased by 3 percent, which is 1.6 percent over target. The Academic Senate has approved restructuring of the College of Arts, Letters, and Sciences (ALS). ALS will be divided into four colleges: College of the Arts, College of Human and Health Sciences (HHS), College of Humanities and Social Sciences (HSS), and College of Natural Sciences. The next Leadership Seminar is coming up in August. Vice Provost Diana Demetrulias will take over as Interim Provost until a candidate for the Vice President of Instruction/Provost is hired. Accordingly, Cynthia Morgan, Dean of CSU Stanislaus-Stockton Center will take on the role as Assistant to the Provost. Dave Hamlett will assume her former role as Director of the CSU Stanislaus-Stockton Center.

**San Joaquin Delta College:** Enrollment is down by 2 percent. There were a lot of retirements and few new hires. Two hundred fifty million dollars have been authorized to the college for the purchase of land in Lodi; they are contemplating whether to keep land in Tracy.

**Columbia College:** Currently, there are three open Dean positions. A bond project is still in its planning phase. Hopefully, enrollment will remain flat this spring.

**Other**

Dauwalder will not be joining the Executive Board meeting in April.

Sprech was nominated and approved to fulfill position as Board Chair for the remainder of the 2005-06 academic year. It was noted that in relationship to Board Chair elections, the next two-year cycle is approaching.

Respectfully Submitted,

Meuy Saechao
Recorder