EXECUTIVE BOARD
Approved Minutes
November 10, 2004

Members Present:
David Ashley, UC Merced
Steve Collins, Modesto Junior College
Mary Ann Cox, Delta College representing Francisco Arce
David Dauwalder, CSU Stanislaus
John Spevak, Merced College
Marcella Rodgers, HECCC Executive Director

Approval of Minutes
The September 22, 2004 minutes were approved as read.

HECCC

Articulation Committee
Spevak reviewed the Reciprocity Agreement memo, dated October 21, 2004. He distributed this memo to the Merced College staff and copied the current HECCC Executive Board members. After the Board reviewed the memo Rodgers indicated she would include excerpts from the letter in the minutes for the record. The memo states, in “1992-93, my first year as vice president at Merced College, I participated in an historical event. The four member community colleges of the Higher Education Consortium of Central California (Columbia College, Modesto Junior College, San Joaquin Delta College, and Merced College) signed off on a plan where each of the four community colleges agreed to accept the graduation requirements of the others. Each member of the HECCC Executive Board, consisting of the chief instructional officers of the colleges, was asked prior to this sign-off to bring the reciprocity agreement to the appropriate faculty body. During the academic year 1992-93, I brought this plan to the Merced College Curriculum Committee, and the members of that committee approved the reciprocity agreement unanimously.” Spevak further stated in his memo, “I hope this memo will confirm that the reciprocity agreement was taken through the shared governance process. I would also like to note that this agreement is one of the cornerstones of HECCC and has been a shining example throughout the state of how neighboring colleges can work together to the benefit of students.” The Board recognized and agreed with the statements in the memo.

Dues/Budget Update
Rodgers distributed the dues structure that indicates the amount due from each HECCC institution. The billing will be sent to each institution for payment.

Evaluators Committee
Rodgers distributed the roster and meeting calendar for Executive Board reference.
**Physics Project Update**
The Summer 2005 session is scheduled for June 27 through July 1, 2005 at CSU Stanislaus. Rodgers distributed a twelve page document summarizing the curriculum as it relates to the California Department of Education Standards. Also included was a one page summary that could be reproduced and distributed to faculty. Rodgers is in the process of obtaining an option for physics graduate level credit. The course proposal is currently under review with the CSU Stanislaus Physics Department. Participants will be staying in the campus dorms.

The HECCC Executive Board discussed the possibility of charging a participant Fee and using the fee to create a Participant Grant for the instructors that complete the three years of training. The grant would be used to purchase physics supplies for their classroom. The Board gave the HECCC Executive Director approval to determine if a fee should be charged contingent upon the input obtained from the secondary partners.

**Title V**

**US Department of Education**
The Title V Board reviewed the memo requesting an Expansion of Activity One at the CSU Stanislaus campus. The memo was approved for submission to the US Department of Education.

This year, Title V HSI Directors Training will not be available through The U.S. Department of Education. Rodgers distributed the memo requesting the Annual Performance Report be submitted no later than December 31, 2004.

**Budget**
Rodgers distributed a summary of the Title V Activity One and Activity Two budgets including the carry over from year one of the grant.

**Activity One**
The Supplemental Instruction Staff Development event is scheduled for January 4, 5, and 6, 2005 in the Faculty Development Center at CSU Stanislaus. Rodgers distributed a copy of the agenda and the current attendees that have made reservations. Rodgers encouraged the Board to invite administrators and other interested individuals to the 2:00 to 4:00 pm session on January 4th.

**Activity Two**
The Board reviewed the purpose, target group, questions and protocol for the planned Student Focus Groups. One focus group will be conducted with MJC transfer students and one with Merced College transfer students. Each group will be students who are currently enrolled in their first semester at CSU Stanislaus.

**Regional Research**
The Faculty Survey and informed consent for utilization with Activity One has been approved by the CSU Stanislaus IRB. Copies were distributed to the Board.

The Spring 2004 SI Statistics and a fall 2004 summary through October were distributed and discussed.
Rodgers indicated that the Regional Data Sharing Contract was still out for review by the Board. Spevak will check on the review status at Merced College.

**Summer 2005 Calendar**

Rodgers discussed the need to plan ahead in relationship to Title V staff working part time during summer 2005 to meet the goals of the grant. Spevak indicated he agreed with the concept because the staff working part time last summer enabled them to be prepared for the fall semester of activities. The MJC and Stanislaus Title V Board members will discuss this planning issue with their Title V HSII staff members and report at the next Board meeting.

Respectfully Submitted,

Marcella Rodgers
HECCC Executive Director/
Regional Title V HSI Director