EXECUTIVE BOARD
Approved Minutes

November 24, 2003

MEMBERS PRESENT:
David Dauwalder, CSU Stanislaus
David Ashley, UC Merced
George Railey Columbia College
Bill Scroggins, Modesto Junior College
John Spevak, Merced College
Mary Ann Cox, representing San Joaquin Delta College
Marcella Rodgers, HECCC Executive Director

MINUTES
The minutes of October 22, 2003 were approved as read.

HECCC Items:

PACE Guest: Cynthia Morgan
Guest, Cynthia Morgan, Dean of CSU Stanislaus, Stockton Center, provided an update report to the Board regarding the proposed Program for Adult College Education (PACE) project between CSUS and Delta College. The CSUS Provost proposed the HECCC Board discuss the possibility of including all institutions in the proposed project. The Board representatives from the other HECCC institutions indicated an interest and requested this item be on the next Board meeting agenda. The Delta College proposed plan provides for two student cohorts of 30 students each beginning fall 2004 at the Delta College site at Mountain House, near Tracy. From the CSU perspective the program could be offered state side or through extended education. CSU Stanislaus currently would plan to operate the program through extended education if the proposal is approved. If this project were to be extended to the HECCC region it would lend itself to a distributed learning format of upper division course work in the “field” based at Manteca, Merced, Stockton, Tracy, Modesto and Dos Palos. Smart Classrooms, two way video, are available at MJC and the CSUS Stockton Center. Two way audio one way visual is available at the Tri College Center. The Delta College proposal has targeted the Communications major. CSUS representatives as well as other Board members indicated an interest in exploring other majors. Liberal Studies is the most popular major among Merced students. The Board Chair discussed the need to keep in mind what the goal is, which is to have a CSUS presence in Tracy. A pilot could possibly include the following target population: potential students who have not enrolled, plan to attend and have a job and want a degree, students enrolled in the community college. The MJC Vice President of Instruction established two PACE programs and the student participants enrolled in two courses for an eight-week block.
Cal Pass
Roseann Hogan, CSUS Assistant Vice President Institutional Research, Planning, and Accountability, reported on the status of the Cal Pass activities at the local level. The goal of the statewide project is to improve and expand the exchange of student data. The project also provides for faculty discipline groups to be formed for the purpose of discussing the student data results and making appropriate adjustments to the curriculum. Hogan requested that the Board consider ways to eliminate the need for duplicate meetings with each of the HECCC community colleges. This item will be on the next Board agenda for further discussion.

HECCC Budget Update
Rodgers distributed the approved 2003-04 budget and will provide a revised copy at the next meeting. Rodgers suggested that the line items pertaining to day-to-day operations be transferred to the CSUS HECCC account. The CSUS Provost has made arrangements for the HECCC operating funds at CSUS to be under his department at no administrative fee. There are new unplanned costs: moving costs, cost of one new telephone at $490, and a monthly telephone bill. A summary of those costs will be prepared for the Board’s review.

Delta College will explore ways to provide software updates for the HECCC Power Book used by the HECCC Executive Director.

MJC Electronic Curriculum Development Project
Scroggins distributed a summary describing the project and discussed the details. MJC has locally developed a curriculum management system that consists of Database Management System (DBMS) that delivers information via the web embedded in Adobe PDF form documents. The forms mirror the current local curriculum development documents. The documents can be viewed, downloaded, saved, and printed. With the appropriate clearance users can upload revised documents. All communications will be made through the port 80 http protocol. Business logic and data processing will occur on the web server using the .NET framework and .NET Visual Basic web application components. MJC has graciously offered their “home grown” system, at no cost, to the HECCC institutions. Merced College requested to use the system. The Board thanked MJC for their gift in partnership.

Physics Project Update
Rodgers reported that the project staff indicated that the college/university physics faculty is welcome to be as involved in the project as they wish. They may consult with the trainers and provide input regarding the training topics. Spevak suggested that the Board members send a list of physics faculty members to Rodgers so a regional list of the physics faculty can be developed.

Title V Items:
Project Directors Meeting
It was reported that the following individuals attended the Annual Title V Project Directors Training Meeting in Washington D.C. from November 17 through 19, 2003: David Dauwalder, Title V Administrative Board Chair; Marcella Rodgers, Regional Title V Project Director; Donna Moore, Regional Title V Accountant; Pam Upton, Activity One Coordinators Committee representative; Martha Robles, Activity Two Coordinators Committee representative. Rodgers stated that the Title V Project Officer and the
presenters stressed the need for cooperatives to work together with their grants, as they are not individual grants. The Project Director is responsible for all grant budgets at each of the three institutions. Title V funds are not to be spent on food or refreshments. The regional office must maintain a regional equipment list. Monthly time and effort logs are to be submitted to the regional office on a monthly basis by each person that is paid with Title V funds.

**Budget**

Donna Moore is working with Rodgers to develop documents that meet the Title V regulations. They plan to schedule a regional meeting in the near future with the six coordinators and the accountants from each campus. The Title V Administrative Board will also be invited to attend.

**Activity One**

Lucy Casale, Statewide MESA Project Director, will be attending the December 5, 2003 Activity One Coordinators meeting at CSU Stanislaus to discuss training opportunities that she and her staff have available. Their training closely parallels the Supplemental Instruction training that is offered by the University of Missouri-Kansas City.

**Activity Two**

The activity coordinators are developing common forms to be utilized for the project. They are making plans to meet jointly with the research staff from each of the institutions.

**Regional Research**

A joint meeting of the Activity One and Activity Two Coordinators is being scheduled with the Title V Regional Research Committee. Rodgers and Roseann Hogan have been conducting preliminary work and the Regional Research Committee met on November 25 to review the research elements of the grant project in preparation for the joint meeting with the coordinators. A summary report will be provided during the next HECCC Executive Board meeting.

**Other**

Rodgers suggested progress reports be provided to the Board on a timely basis if other Title V grant applications are being developed. CSUS and Delta College are currently developing Title V HIS grant applications. The Board agreed this information should be jointly shared to determine ways to connect the projects. It was noted that collaboration is important.

Respectfully Submitted,

Marcella Rodgers
HECCC Executive Director/
Regional Title V Director