Introductions:
Committee members introduced themselves and greeted guests.

Guest:
Martha Robles, MJC Activity Two Coordinator
Eileen Tanioka, Merced College Instructor/Trained SI Supervisor

Part-time Employees Discussion:
Marcella asked us to research rules on campus regarding part-time work. Where’s the written policy? Get the procedures in writing. How many hours/week, etc.

Send Marcella a list of section #’s doing SI.

Review SI Training Materials:
Discussion including guests as to what is needed.

Campus Reports:
MJC: 2-day training for SI Leaders @8 hrs/day
Math 70 &90 – Pre-Algebra, Algebra & Stats; also 12 – College Algebra;
Anatomy tried previously with remedial courses – not successful.

Develop Local Staff Development Plans:
- Faculty doesn’t need “training” just need an intro to program.
- SI Leaders hired as “staff” not students. $2000/section honorarium consultant contract instead of hourly part-time.
- 2-day training week before school starts includes an assignment to prepare a marketing speech for the first day of class.
- Paid for 1 drop-in office hour, 1 hr with instructor, 5 hrs in class and 3 hours of study sessions. The coordinator makes up a study session schedule based on student surveys, and then arranges for rooms.
- Mid-semester survey – may make adjustments at this time. Re-survey on schedules if attendance low.
- End-of-semester survey given week before finals.
- Recruit in Nov. for Spring (send out applications)
- Interview with whole SI team. Give all applicants training.
• Saturday study sessions have been successful.
• SI Leaders will need student textbooks (call publishers for possible freebies).

**Information Items:**
• Title V-HSI Project Directors’ Meeting scheduled for November 17-19, 2003 in Washington, DC.
• Other Title V Committee Rosters.

Respectfully Submitted,

Marcella Rodgers
Regional Title V Project Director