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**TITLE V GRANT  
ACTIVITY TWO COORDINATORS COMMITTEE  
Approved Minutes  
September 1, 2005**

**Present:**

Jacquelyn Forte, CSU Stanislaus  
Martha Robles, MJC  
Greg Soto, Merced College  
Marcella Rodgers, Regional

**Guest:**

Donna Moore, CSU Stanislaus, Accountant

**Student Education Plan Coordination**

Rodgers requested an update report from each community college coordinator regarding the status of the student education plans for the program participants and screening of participant status. Merced College has cleaned their student files, met with students, and now currently has 45 student participants. One strand is focused on liberal studies majors.

At MJC we need to investigate if Datatel can track a student ed plan. Robles has updated the student agreement with all student grant participants. The updated student agreement states that students will see a counselor twice a semester and meet with their grant mentor twice each semester. To remain in the program students must maintain a 2.5 GPA and a minimum of 12 units. Robles conducted orientation in the form of round table discussions with approximately 40 students attending. A series of sessions were offered to accommodate the varying schedules of students.

The University coordinator and the university mentors will have access to the education plans. Rodgers reminded the community college coordinators that the CSU Stanislaus Coordinator is available to assist with the student file review.

**Student Tracking Issues of Concern**

Forte shared her concern regarding the need to see targeted transfer students early during their first year at the community college, if possible. She is focused on transfer information that needs to be shared with transfer students during their first year at the community college.

The coordinators agreed to the level of access they need in relationship to the Regional Server files. Forte has requested read and write access to the CSUS, Merced, and MJC files. The Merced and MJC Coordinators have agreed to her request. Clerical support at Merced needs read and write access to the Activity Two Merced file. The clerical support at MJC (Grace Bettencourt and Kim) need read and write access to Activity One and Activity Two MJC files. The MJC Coordinator needs read only access to the Activity Two and One files. The Activity Two Coordinator at Merced needs read only access to the Merced Activity Two file.

**Student Follow-up Status Report**

CSU Stanislaus student mentor written comments generated from student contacts will be given to the community college data entry person who will enter into the regional data base.

**Counseling Department Coordination Plan Progress Report**

Modesto Junior College has identified a specific counselor to refer our grant students to for increased collaboration. Robles meets with the counselors regularly and reports on our grant activity.

Specific CSU Stanislaus mentors have been assigned to each community college and their work schedules are established.

**Review Campus Budgets**

Moore and Rodgers requested that the coordinators review their activity budgets for accuracy as we are coming to the close of year two for the grant, September 30, 2005. If additional billings need to occur the coordinators agreed to discuss that with their campus accountant and Vice President as needed. Moore will make minor changes to the MJC Activity Two budget and Robles will coordinate with the MJC accountant.

**Define Program Uniqueness**

The coordinators need to continue this discussion.

**Stamp Brochure Update Information**

Forte requested that the coordinators email campus contact information corrections. She has secured a final bid and is ready to print.

**Information Items:**

Rodgers distributed the 2005-06 meeting calendar and the updated Title V Committee Rosters. This information has been posted to the web. Rodgers also provided an update regarding the Research Tech Position. A site audit will be conducted during October. Coordinators were asked to please complete Logs and Certification Forms in a timely manner.

Respectfully Submitted,

Marcella Rodgers