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**TITLE V GRANT  
ACTIVITY TWO COORDINATORS COMMITTEE  
Approved Minutes**

**October 6, 2005  
2:00 – 4:00 pm**

**Minutes**

The committee approved the September 1, 2005 minutes

**Campus Reports**

Rodgers asked the coordinators to bring a list of which students will be transferring in the spring from the community college to the university. The list is not yet available. Rodgers indicated the target list of community college students who need to transfer during the next two semesters needs to be developed and shared early so the proper interventions are made available to students in a timely manner and they meet the deadlines associated with the transfer process.

**Joint Mentor Campus Meetings**

Rodgers requested a copy of the meeting dates for the MJC mentor meetings and the meeting dates for the Merced College mentor meetings. During May 2005 the coordinators agreed to schedule these meetings and invite the CSUS mentors, the CSUS activity two coordinator, and the Regional Title V Director. The purpose of these meetings is two fold: 1) increase coordination between the community college and university mentors and 2) request input from the university and community college mentors, in relationship to their perceptions regarding the institutional barriers to transfer.

**CSU Stanislaus Mentors Update and Concerns**

University student mentors need to gain access to student files and a computer that they can use to better serve students. MJC has made a computer available and Merced College is working to locate a space for mentor computer access. Merced College is challenged with finding an appropriate space for the program. Rodgers suggested that Soto purchase a couple of lap-tops for community college student mentor use. Soto will discuss the idea with Dr. Spevak and move forward with the plan if it meets with the Vice Presidents approval.

**Community College Student No Shows For CSUS Appointments**

Forte expressed concern that she prepares for community college student workshops and that students do not attend. Rodgers indicated that she thought we had transitioned away from workshops and moved to round table discussions where students were grouped by major disciplines of interest. Forte clarified that Merced College had made

that transition but MJC had chosen to remain with the workshop format. Rodgers stated that perhaps the time of workshop is the problem. Rodgers suggested they revisit the round table discussion format.

#### **Student Case Studies (Group Staff Intervention Coordination)**

The coordinators did not bring case studies for discussion.

#### **HECCC Transfer Initiative**

Rodgers updated the coordinators in relationship to the long term and short term goals of the HECCC Transfer Initiative. The long term goal is to increase the community college student transfer rate to the universities. The short term project is to host a transfer day at CSU Stanislaus and a transfer day at UC Merced. Each community college has agreed to pay van transportation to each of the transfer days and the hosting university will pay for lunch. Each community college transfer center coordinator is being asked to work with counselors to secure ten students to attend each event. The selection of the student attendees being left to the discretion of the community college counselors with the transfer center coordinators as the local lead person. The transfer center coordinators are being asked to facilitate a preparation round-table discussion with the students

#### **US Department of Education End of Year Report**

This report is due December 31, 2005. Our plan is to finish the report by the end of November and submit early.

#### **Regional Research Update**

Diana Sunday has been hired as our Regional Research Consultant. She is working on the end of the year performance report for the federal reporting.

#### **Regional Server Support Plan**

The site visitations have been scheduled and the technology consultant will visit each campus during October 2005.

#### **New Campus Reimbursement Procedures**

Rodgers indicated that the Title V Board had approved a change in campus reimbursement procedures. All campus requests for reimbursement are reviewed and approved by the Regional Title V Director and the CSUS Provost prior to payment. Therefore, in the future all logs and time and effort certification forms must be turned in to the Regional Office prior to institutional payment.

Respectfully Submitted,

Marcella Rodgers  
Regional Title V Director