



TITLE V ACTIVITY TWO COORDINATORS COMMITTEE

CSU Stanislaus
MSR 285

Meeting Minutes

Meeting Date: Friday, January 30, 2004
2:00 to 4:00 P.M.

Present: Roger Pugh, CSU Stanislaus
Jacquelyn Forte, CSU Stanislaus
Martha Robles, Merced College
Michelle Stanford, Merced College
Marcella Rodgers, Regional

Unapproved December 15, 2003 Minutes

Minutes from the December 15, 2003 meeting were approved as submitted.

Merced College Resolution, Early Registration (Michelle Stanford)

Stanford reported that Merced Academic Senate passed the resolution to give program participants Priority Registrations. Congratulations were issued to Michelle for her hard work on this.

Brainstorm Site Audit Activity

Rodgers reported that per her e-mail the Program Officer from the Department of Education will be coming out for a site visit. She does not know the details, but will keep us informed. Rodgers asked coordinators to brainstorm ideas on how to approach the audit. She reported that Activity I Coordinator at Merced would like to invite the Program Officer to visit their Math Tutoring Lab. Rodgers indicated that she would like the Program Officer to visit each of the campus sites. She will prepare a schedule.

Review/Discussion to Finalize Forms

Rodgers asked if there were any additional changes or discussion on the following forms:

Student Participant Application, Student Learning Agreement,
Student Mentor Application / Mentor Job Description, Student
Recruitment Letter

Coordinators indicated that forms were finalized. Rodgers asked that each campus provide her with copies of their individual forms.

CSUS TAA Update

Forte indicated that they were working on finalizing the TAA. She will work with Pugh and have it ready for our February meeting.

Program Participant Incentives Review

Merced and MJC have finalized program incentives. CSU will be finalizing their incentives as they complete the TAA.

Regional Research

Coordinators expressed the importance of being kept informed on the progress of the research component. Coordinators want to make sure that they are gathering the correct data. The status of a database was discussed. Rodgers will schedule a research meeting with Activity II coordinators in February.

Campus Reports

Coordinators provided updates of each of their campus. Recruitment is going well for both participants and mentors. It was decided to discuss mentor training at the February 27th meeting.

Time & Effort Logs

Rodgers clarified the difference between the activity log and the certificate time and effort form. Activity Log does not require signatures and is due once a month. The Certified Time and Effort form must contain all original signatures and is due on a quarterly basis. The next Certified Time and Effort form is due at the end of March.

Activity I Update

Rodgers reported that training for Activity I Coordinators had gone well. Campuses are up and running with the SI program.

Other

Next meeting is scheduled for February 27th.

Respectfully Submitted,

Michelle Stanford
MJC Title V Coordinator