

TITLE V
GRANT ACTIVITY I COORDINATORS COMMITTEE

Approved Minutes

Monday, October 6, 2003

10:00 a.m. to Noon

CSU Stanislaus
MSR 350

A. Introductions

The Coordinators introduced themselves and shared their previous experience, which prompted the request from the Vice Presidents/Provost that they each be involved in the Title V grant.

B. Review Activity One

Rodgers distributed a copy of the Activity One section of the grant application along with the grant organizational chart. The committee reviewed the activity timeline and then discussed the details.

C. Establish Agreed Working Definition of Supplemental Instruction

The Coordinators agreed to use the SI definition as reference in the grant application with one minor change as follows: "Supplemental Instruction approach is designed to provide students in difficult courses with an opportunity for facilitated study with a group of students from the same class. Outside-of-class study sessions are led by trained SI Student Leaders who know the course content, attend class regularly, and are approved by the instructor. The SI process guarantees focused study time to compare notes, discuss concepts, develop study strategies, and predict test questions. The study session outside-of-class will be voluntary, free of charge, and open to anyone enrolled in a designated course section." The Coordinators will review the definition with the MJC/Merced campus math departments and CSUS Econ/Chem instructors following the first meeting. Pam Upton will communicate with Scroggins prior to communicating with the math department. The Coordinators will each provide faculty feedback at the next meeting.

D. Review Measurable Outcomes

As outlined in the grant, the group discussed the need to collect appropriate and similar data. We will be hiring a regional research analyst with grant funds. This person will report to the Regional Project Director and help all three campuses with research related grant issues.

E. Establish Regional Tasks vs. Campus Tasks

The group discussed the need to develop a collaborative working relationship that is helpful for each coordinator. Discussion began to establish agreement as to what tasks are the most beneficial to accomplish jointly. Rodgers agreed to develop the SI student leader application.

Basically, the Regional Project Director is to provide regional coordination and support to the coordinators. The coordinators will be facilitating their campus activity. Keeping in mind that the project needs to have similar strands and activities to meet the requirements to the grant but also it is important to take into consideration that each campus will operate a little differently.

F. Establish a 2003-04 Meeting Calendar

The group scheduled the next meeting for Friday, November 21 at 1:30 pm at CSU Stanislaus.

G. Develop Agenda Items for Next Meeting

The committee members will devote the majority of the next meeting to SI staff development details. It was decided that a local SI training needs to take place during the first week of December 2003.

H. Individual Campus Reports

Merced College shared SI advertisement that will be published in the spring class schedule. Other campuses are invited to use the format if they so wish.

I. Other

Pam Upton will obtain SI training materials and Rodgers will have them duplicated for the next meeting. SI trained staff at MJC and Merced will be invited to the next meeting to share their training information.

Respectfully Submitted,

Marcella Rodgers
Title V Project Director