



**TITLE V - HSI COOPERATIVE GRANT
ACTIVITY I COORDINATORS COMMITTEE MEETING
Approved Minutes**

Date: October 12, 2006

Time: 1:00 – 2:30 p.m.

Location: CSU-Stanislaus, SSB Conference Room - 128

Present: Dr. June Boffman, Interim Director, Title V/HECCC; Dr. Eungsuk Kim, Activity I Coordinator CSU Stanislaus; Caroline Dawson, Activity I Coordinator, Merced College; Jacque Forte, Activity I Coordinator, CSU Stanislaus; Dr. Pat Wall, Activity I Coordinator, MJC; Diana Sunday, Title V Research Consultant.

- I. The minutes for August 9, 2006 and September 14, 2006 were approved with revision as noted, Items IIIc and IVc.
- II. SI Discussion Items:
 - a) Increasing communication between faculty and SI leaders:

Merced –SI leaders have instructors initial their work plans prior to each session.

CSU – SI leaders are consistently reminded to talk to their instructors and the Coordinator previews each planning sheet prior to a session.

MJC – SI leaders are hand picked by faculty thereby increasing the likelihood of good working relationships. “SI Moments” that include information and data sharing are featured in department meetings.

Dr. Boffman – recommended keeping in touch with faculty to ensure they are receiving appropriate communication from their SI leaders and suggested replicating the “SI Moment” idea and format in other departments.
 - b) Determining the necessity of maintaining anonymity between student participants and faculty:

The group felt the benefit of sharing information with instructors, including attendance records, would seem to outweigh the need for participant anonymity. The coordinators were sure that instructors would maintain non-partiality once provided with participant information.

c) SI leader recruitment and scheduling (brainstorming):

CSU – Recommended making a suggestion at department meetings to stagger the schedule of SI courses to allow the SI leaders to attend SI classes as well as the student's advanced courses in the major.

Merced – Is currently "recycling" SI leaders to allow them to work across instructors thereby increasing efficiency. Sessions are being scheduled directly after the classes for Spring 07.

d) SI attendance and strategies to increase participation (brainstorming):

A target goal for sessions is an average 10 attendees.

MJC – Allowing experienced SI leaders who are familiar with an instructor's techniques to conduct sessions without having to attend each class.

CSU – Experienced SI leaders are allowed to miss one class session per week (with allowances).

Merced – Would like to open sessions up to accommodate students who are enrolled in a second section of a course taught by the same instructor, but not a Title V targeted course. D. Sunday remarked that these students would have to be tracked separately, and that using two sign in sheets could be used until a better method is created.

III. Quick tutorial on the regional server files.
(This will be scheduled for later meeting if needed.)

IV. Math Learning Aids

C. Dawson is refining the learning aids to more clearly address individual topics. The goal is that students who may have missed a class or require additional assistance can sign on to the website and find help with individual topic(s).

MJC – Informs SI leaders of the web-based learning aids but are instructed to receive approval from their instructor before using them.

CSU – Dr. Kim is marketing the web site and learning aid availability to the math faculty.

V. Budget

Washington, D.C. (Carlin Hertz) has approved adding additional courses to the approved SI list; as long as his office is kept informed of changes to be made.

VI. Updates / Reports from Institutions

Other issues related to providing feedback to faculty included sharing not only their individual course data but the term and annual regional reports including the student and faculty survey results and overall student performance reports.

VII. Other

CSU – Ms. Beverly Hatcher has been hired and will begin work on November 13th during J. Forte's leave of absence.

Respectfully Submitted,

Diana Sunday

Title V Research Consultant