**Rio Hondo College**
**Title V Implementation Team**
**(Success Programs Strand) Meeting Minutes**

*Tuesday, March 11, 2014, Room LR 105*  
*11:30-12:30 p.m.*

**Present:**  
Barbara Salazar (chair), Hector Molina, P.Marcell Gilmore, Robert Graham, Sergio Guzman, Song Le Graham, Eva Menchaca, Jim Sass

**Absent:**  
Jim Chandler, Dianne Holcomb, Michelle Bean, Maria Elena Martinez

**Call to Order:** Barbara called the meeting to order at 11:33 a.m. and welcomed/thanked everyone for attending. Barbara clarified that due to various scheduling conflicts, the Title V Implementation Group will now be meeting as two separate strands:

The Student Success Programs strand (addressing objectives 1, 2, 3, 4, 5, and 9) will meet on the second Tuesday of each month from 11:30-12:30 (during the academic semester).  

The Faculty Professional Development strand (addressing objectives 6, 7, and 8) will meet on the second Thursday of each month from 9:00-9:45 a.m. (during the academic semester).  
Required attendees:  Barbara Salazar, P. Marcell Gilmore, Katie O’Brien, Maria Elena Martinez.

**Year 3 A.P.R.:** Barbara announced that the Year 3 Annual Performance Report was submitted successfully at the end of January.  No word has been received about it from the Program Officer, but that is typical procedure.  Barbara will follow-up with a routine email later this month to the Program Officer to summarize the requested Year 3 budget carryovers to Year 4.

Barbara distributed copies of the “Project Status” section that was submitted in the Year 3 A.P.R. and indicated that most of the Objectives and Performance Indicators were met or exceeded while also reviewing the accompanying brief “Evidence of Completion” narrative for each.  However, Barbara also noted that there were a few changes that she proposed in this section as well:

Objective 3.4:  Proposed a “Change in Objective Schedule” status—far below 50% of FYE students (cohort one) have yet to transfer to another college or complete their educational goal, thus the new/proposed “Expected Completion Date” for this objective is now Year Five (2015).

Performance Indicator 3.8:  Also proposed a “Change in Objective Schedule” status—fell slightly short of demonstrating that a minimum of 40 faculty completed surveys indicating that they
had increased their use of technology in their teaching as a result of participation in instructional technology-focused workshops. The new/proposed “Expected Completion Date” for this P.I. is Year 4 (2014). Barbara has discussed with Katie and Marcell about incorporating more proactive strategies urge and follow-up with faculty to complete post-surveys.

In terms of the budget summary, we under-spent on salaries, benefits, and other (i.e., consultant services) but slightly over-spent on travel and supplies. The carryovers for other, travel, and supplies will be reflected in our Year 4 starting budget.

**Year 3 Objectives & Performance Indicators:** Barbara distributed copies of both Objectives and Performance Indicators for Years 3 and 4 of the grant for brief review.

**Meeting adjourned** at 12:30 p.m.. Next meeting is scheduled for Tuesday, April 8 at 11:30 a.m..
Rio Hondo College
Title V Implementation Team
(Success Programs Strand) Meeting Minutes

Tuesday, April 8, 2014, Room LR 105
11:30-12:30 p.m.

Present: Barbara Salazar (chair), Hector Molina, Robert Graham, Sergio Guzman, Eva Menchaca, Jim Sass, Dianne Holcomb, Elizabeth Telles

Absent: P.Marcell Gilmore, Michelle Bean, Maria Elena Martinez, Song Le Graham, Jim Chandler,

Call to Order: Barbara called the meeting to order at 11:35 a.m.. Minutes from the March 11, 2014 meeting were reviewed and approved.

Meeting adjourned at 12:30 p.m.. Next meeting will be scheduled for Tuesday, May 13 at 11:30 a.m. in LR105.
Title V Implementation Group Meeting Minutes
April 18th, 2013 Room LR 101
2:30-3:30 p.m.


Welcome: Barbara welcomed everyone to the meeting and also had members introduce themselves to the group and state what activity/objective on which they were assisting regarding the Title V Grant.

Project Director’s Report – Barbara spoke on how she went to the Higher Education Program Directors’ Conference in Washington, D.C. for Title V in March. She attended some presentations on grant management, research data on Hispanic students in higher education institutions, and student success programs as well as was able to meet briefly our DOE Program Officer.

APR-Year 2 was submitted at the end of January 2013; no response received from the Program Officer.

Grant Objectives & Performance Indicators –

2.1 Objective Met / Performance Indicators were met as well
2.2 32% of the Performance Indicator has been met.
2.3 Hector stated that Gateway language does not coincide with the Title V reporting. It was also noted that LAC-Gateway needs more funds to stabilize this indicator needed to reach the students. Hector and Sergio recommended that Barbara speak with Kenn and Robert Holcomb to see what can be done to bring more funds to tutoring.
2.4 By 09/30/12 (1 semester) students are participating in FYE program
2.5 The performance measure was not met for this indicator
2.6 Objective was to have 6 to 8 workshops; there were 14, so the indicator was met
2.7 Objective was met by offering 128 faculty members student learning workshops
2.8 Staff Development offered 10 technology-related instructional workshops
2.9 In year one-two of grant LAC offered online tutoring, but this was not sustainable, so for year 2 the language was proposed to be changed to only offering walk-in tutoring. It was also noted that not enough students are completing the climate survey to get a proper indicator.

It was discussed for year 3 objectives and performances that the language be changed particularly for items 3.5, 3.6, 3.7, 3.8 and 3.9. Jim Sass volunteered to compose a summary of these proposed changes to be distributed to all group members and to be discussed at the next follow-up meeting on May 2 from 2:30-3:30 p.m. in LR 101.

Meeting Adjourned at 3:30 p.m.
Rio Hondo College  
Title V Implementation Group Meeting  
Minutes  
May 2, 2013 Room LR 101  
2:30-3:30 p.m.

Present: Barbara Salazar, Hector Molina, Katie O’Brien, Michelle Bean, P. Marcell Gilmore, Robert Graham, Sergio Guzman, Song Le Graham

Project Director’s Report – Barbara recommended that the language for the Objectives and Performance Indicators for the remaining years of the grant remain as is (with the exception of revisions of language for objectives & performance indicators as previously approved by the Program Officer). The rationale is that although some of the language has been problematic or perplexing, it is the purview of this group to establish its own interpretations and parameters for measuring the objectives and performance indicators as long as they are reasonable, congruent with the overarching goals of the grant, and consistently applied and compiled.

Grant Objectives & Performance Indicators – Group’s Working Interpretations & Parameters

3.1 No concerns
3.2 For the “Performance Indicator,” “complete required courses” will be defined as complete placement-level course and next level course in Reading, English, and Math as required for graduation and/or transfer.
3.3 No concerns—more BSI funds were allocated to Gateway tutoring
3.4 (Song) For the “Objective,” “completed their academic goal” could be defined as being CSU transfer-ready (having 60 transferable units in 100+ level courses and 2.0 GPA), or having earned an A.A. or A.S. degree, or having earned a certificate. (Also recommended that Sergio increase counseling support for FYE students, e.g., to develop Ed. Plan.
3.5 (Song): increase in AS-T and AT-T degrees eventually will lead to increased number of CSU transfers
3.6 Objective was to have 6 to 8 workshops; there were 14, so the indicator was met
3.7 Objective was met by offering 128 faculty members student learning workshops
3.8 Staff Development offered 10 technology-related instructional workshops
3.9 In year one-two of grant LAC offered online tutoring, but this was not sustainable, so for year 2 the language was proposed to be changed to only offering walk-in tutoring. It was also noted that not enough students are completing the climate survey to get a proper indicator.

It was discussed for year 3 objectives and performances that the language be changed particularly for items 3.5, 3.6, 3.7, 3.8 and 3.9. Jim Sass volunteered to compose a summary of these proposed changes to be distributed to all group members and to be discussed at the next follow-up meeting on May 2 from 2:30-3:30 p.m. in LR 101.

Meeting Adjourned at 3:30 p.m.
Rio Hondo College
Title V Implementation Group Meeting
Minutes
September 19, 2013, Room LR 105
2:30-3:30 p.m.

Present: Barbara Salazar, Hector Molina, Katie O’Brien, Michelle Bean, P.Marcell Gilmore, Robert
Graham, Sergio Guzman, Song Le Graham, Jim Sass
Title V (IDEAS) Grant Implementation Group

Wednesday, November 14, 2012, 2:00 p.m.—Meeting Minutes

LR101

Members Present:  Barbara Salazar (chair), Michelle Bean, P. Marcell Gilmore, Robert Graham, Sergio Guzman, Song Le Graham, Eva Menchaca, Hector Molina, Katie O’Brien, James Sass, Elizabeth Telles (recorder)

Members Absent:  Jim Chandler, Walter Jones, Shin Liu, Jacqueline Wilvers

Guests Present:  Kats Gustafson, Robert Holcomb

I.  Call to Order
The meeting was called to order by Barbara Salazar at 2:00 p.m..

II.  Announcements
• Instructions from the Dept. of Education regarding completion of the Title V Annual Performance Report (APR) have not yet been received.
• Anticipating instructions within the next week with possible APR due date of late December-early January.

III.  Title V Major Objectives & Performance Indicators – Updates
• Goal 2.1  Summer Bridge and Springboard student completion and persistence – most likely will meet objective; P.I. results still unclear. Sergio will provide Marcell with list of student names and I.D.s from Springboard 2012. Marcell will calculate numbers to measure the persistence rate noted in the performance indicator (P.I.). Note: the wording for the P.I. should read “Of 100% enrolled,” not “Of 100 enrolled.”
• Goal 2.2  Summer Bridge, Gateway, and First-Year Experience (F.Y.E.) student assessment – met objective, but P.I. language is unclear. Michelle and Sergio stated that all students in these programs took the diagnostic placement test in reading, writing, and math. Jim S. will work on clarifying that the P.I. refers to successful completion of required developmental courses.
• Goal 2.3  Gateway sessions offered – objective projected on-target but unclear yet on P.I. results. Hector and Marcell clarified that the wording for the major objective needs to be changed to “60 Gateway sessions” (rather than “tutors”). Hector also reported 223 tutoring
sessions for fall to date and will be forwarding names and I.D.s of students to Marcell for research.

- **Goal 2.4** F.Y.E. student participation – on-target for objective but unclear yet on P.I. results. Marcell is working on a table to calculate results. May have to explain the P.I..

- **Goal 2.5** Articulation agreements – objective met, but yet unclear on P.I. results. Song reported that our articulation agreements have increased from 39 (last year) to over 100 (this year). Robert H. stated that we need to find and verify that 10 students earned G.E. certificates as a result of our articulation agreements. There is a need for reliable transfer data.

- **Goal 2.6** Instructional Development workshops – both objective and P.I. met. Katie reported that a Professional Development field has been embedded into campus-wide planning process/software.

- **Goal 2.7** S.L.O. workshops for faculty – surpassed objective, but yet unclear on P.I. results. Katie and Marcell will develop and distribute faculty survey to measure P.I. results.

- **Goal 2.8** Technology-related instructional development workshops – objective exceeded but yet unclear on P.I. results. Katie and Marcell will develop and distribute faculty survey to measure P.I. results.

- **Goal 2.9** Online tutoring – neither objective nor P.I. yet met but undergoing discussion. Robert G. reported that pilot program experienced some success (primarily used by ENLA students) and recommended some adjustments, but proposed new model still needs refinement in order to be self-sustaining, mainly due to limited resources and budget. Robert G. will discuss further the viability of online tutoring with Barbara and Kats and create a new climate survey on online tutoring for campus-wide distribution.

- Research data for 2011-2012 APR needs to be pulled from October 1, 2011 through September 30, 2012 period only.

- Coordination and completion of tasks outlined above should be completed within the next two weeks. All data should be submitted to Barbara Salazar by November 30, 2012 for inclusion in APR.

**IV. Adjournment**

Next meeting to be announced—most likely in January or February 2013. Adjourned 2:58 p.m.

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Barbara Salazar
Interim Assistant Dean, Student Success & Retention