

TITLE III STEERING COMMITTEE MINUTES

Meeting Overview

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| Host | Carolyn Keen | | |
| Attendees | Diana Alves de Lima Gregory Anderson Marcy Betlach MaryAlice Bonilla | Lydia Hearn Barbara Illowsky Howard Irvin Jerry Rosenberg | Kristin Skager Rowena To. Cheryl Woodward |
| Date/Location | 12/10/08 at 2:00pm in De Anza Adm. Room 109 | | |
| Note Taker | Darcie Connell | | |

Agenda

Review Annual Performance Report (APR) Draft

Meeting Minutes

In light of the current economy, the APR was written with a positive voice in hopes of getting carryover and future funding. There is a possibility of the government cutting grant funding.

Lessons Learned

Drafting the first APR, has been a learning process. There were a number of questions in the APR that were not discussed at the beginning of the grant. We have learned a number of lessons and now have a better understanding of the full reporting process.

One of the main take-aways, is to implement a standard methodology for reporting to help minimize audit finding risk and automate the process (e.g. method for calculating number of students served from tutors). The tutorial centers will be working on a methodology for tracking students and tutors and implementing it across all the tutoring centers.

We need to be aware of how we can make the Title III grant activities a broad impact across De Anza and how to make those activities sustainable.

APR Data Clarification

Title III helped serve 509 individual students with tutoring services in all tutorial centers (60% math and 40% LA)

Suggestion: Look at student ID numbers to give an ethnic and gender classification. Then that data could be correlated to the number of basic skills students. There is a larger front end effort

to collect and track student ID numbers, however, the back end effort of running reports would be fairly simple.

The FTE hired shows 500 on the report but really translates to 0.5 to account for the Title III Project Assistant.

Suggestions

Need more coordination and communication on “internal” and “external” grant activities.

- “External” grants: A document is being completed that will clarify all the grants at De Anza and the specific goals tied to the grant. The next step is to add the team members of each grant to encourage coordination.
- “Internal” grants: The grant coordinators will be cognoscente of communicating the specific grant activities to all grant team members. The various grant teams could proactively meet monthly to discuss measurements, activities, problem solving, etc.

Need to track equity numbers of overall campus and those served by Title III.

Important Note

Grants will be reviewed by Senior Management due to the budget crisis. However, the grants will still need to continue to meet the stated objectives.

Action Items:

- Double check the 1,000 number for “educational materials section”. Are there 1,000 employees at De Anza? Also, is it the quantity of educational materials offered or total number?
- Put together a document of all APR questions to give to the committee so everyone will understand what to expect in year 2.
- Update the timeline in the grant proposal to reflect the current activities and personnel involved.

Next Meeting:

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| Host | Carolyn Keen |
| Attendees | Title III Steering Committee |
| Date / Location | TBD in De Anza Adm. Room 109 |