**Avanzando Implementation Team**

**Meeting Minutes**

March 29, 2022

10:00am – 11:00am

Present: Daisy Cardenas, Li Collier, Lisa Dulberg, Guillermo Garcia Mas Iimura, Shelley Masini, Mari Morris, Cathy Prince, Darci Rosales, Tammy Sakanashi, Victor Tam, and Jessica Zambrano

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| **Topic** | **Discussion** | **Action Items** |
| Welcome and Project Director’s Update* Logo and Webpage
* Interim Report Due April 30, 2022
* External Evaluator Role
 | Website:* One of the initiative with this grant is to create a website which will be integrated into the HSI website. We will add a title to the banner that indicates HSI/STEM 2.0 Educational Initiative. Subheading will say Avanzando. Then there will be four clusters: Home, Avanzando Initiative, Implementation, and Student Resources.
* Where we’re at: Avanzando Director is getting access to the website, developing the content, and by end of this will publish content to the website.

Logo:* Reviewed four proposed logos.
* Consensus: Logo #2 (longer version) with a request that the blue is more a navy blue and white is made off-white

External Evaluator:* There are two primary types of reports that the Implementation Team will need to submit to the US Dept. of Education (ED): the Interim Performance Report, done 6 (done between 4/1 and 4/30) and Annual Report in October.
* Our current HSI STEM Senior Program Officer from the ED is Stacey Slijepcevic though she is now also the Director of the HSI Division and we may have someone else assigned.
* The role of the Program Officer is to serve as a partner in successful implementation of the project and by making recommendations. This position will recommend the continuation of our grant each year.
* The 1st & 3rd year grant allocation allows us to bring in consultants to help with good communication, successful implementation and reporting. The SRJC has a contract with Erickson Consulting Service and Teri Erickson.
 | Darci will work on finalizing the logo with Graphics based on the groups choice and recommendations. |
| Focus Group Updates* Summer Workforce Academy Preparation
* STEM LC – STEM Directed Cohort
* STEM LC – STEM Curious Cohort
* Student Success Week
 | Science (Health Sciences/Science) Workforce Academy Program (SWAP):* Starting to schedule activities. Health Sciences will have 3-4 field trips on campus. Working out logistics.
* There will be a parent event on 6/15, 5:30pm. Hoping to also do a breakfast for student participants and SRJC students.
* On STEM side, Mas reached out from departments. Student clubs which will be participating. Planning on 3-4 lab experiences. Suggested to intermix STEM and Health Sciences throughout the two weeks, rather than doing one week for each.
* Hope to have activities finalized by end of week.
* Program is six days of events begin on 6/21, and running Tues, Wed, Thurs for two weeks. Will be using a room on the 1st floor of Bertolini, ideal for food service.
* We have identified a global permission slip with Stephanie Jarrett. Working on getting it translated to Spanish. The application packet will also include a photo release and a modified SRJC Code of Conduct for participants to sign.
* SRJC Outreach Team have given guidance on how to identify the 24+ students, including recommendations from high school counselors. Soon there will be links for students to register.
* We are planning to do a pre and post survey of the program. Question raised if there is any specific verbiage that should be included for grant measurements.
* Students who participate this summer will have first access to participate in the 2023 credit summer program. Then we will track how many of these students continue with STEM / Health Sciences career education.
* Still working on points of contacts with Counseling. Will know more once field trip and activity times are finalized. Expectation for Counseling is to help students with soft-skills (i.e. time managements, knowing resources, differences between high school and college).
* Orientation Scavenger Hunt / Treasure Hunt will include meeting key people, such as Counselors.

STEM Learning Community & STEM Directed Cohort:* Starting smaller and faster, drawing upon students already here at SRJC for this first year.
* Two courses we hope to link: Math1A, Chem3A, and 3AL, as these are prereq courses for STEM courses. Mas going to Math Department Meeting this Friday to talk more about this.
* Will start in 22/23 with Directed LC, then 23/24 with two pathways, the Curious LC directed more towards first time, younger students.

STEM Curious Learning Cohort:* Counseling 6 would be a good choice, but there are other Counseling courses that might be good options (i.e. COUNS60). Guillermo will meet with Counselors to discuss. Team reviewed other courses for this cohort.
* One of the guiding principles of the grant is to integrate with existing courses, rather than compete with them. Differences here is to purposefully including STEM and Health Sciences.
* The grant does now allow us to purchase textbooks for students but a lending library will be created where students can borrow books through course. The grant does cover purchases of student supplies, such as graphing calculators, graph paper, etc.
* Suggested to have family nights throughout the program. Also suggested to have at future SWAPs, an end-of-program family night, sharing what was accomplished and what the next steps are to inspire the family to support the students. Implementing family nights is under the purview of the Coordinators.

Student Success Week:* Formstack for Counselors to submit recommendations. That has been being working.
* Also created a student interest form. These two forms have been created.
* Student Success Week will be held over two half days. Currently working on agenda and timeline. Bringing in Financial Aide, Scholarship Office, Transfer Center, a student panel, and a panel of professionals in the work force.
* If you have any speakers from out in the community that would be good for the panel please let Daisy know
 | Cathy will share a self-efficacy scale (English & Spanish) used on prior grants with Mari for possible survey uses. |
| Dean Updates* Review of Year 1

(Summer 2022 and Fall 2022) Implementation Timeline Activities | * Behind the scenes we’re also working on the Curriculum and will shift to Curriculum Development in the summer.
* Grant does have Professional Development funds to be used in the future.
* Requests for orders and purchases should be sent to Darci so she can review and then forward on for ordering.
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| Program Planning* Solicit input on Implementation Team and Steering Committee meetings for spring 2022 and fall 2022.
* Calendar fall 2022 Implementation Team meeting schedule.
 | * There was a consensus that starting in August this meeting will become 90 minutes long. This will allow for data presentation and input from the Evaluators. Question is does this time slot still work at that point?
 | Darci will query the members via email for a meeting time that works best starting in August.Li requested a meeting with Darci, Victor, Tammy and Darci. |
| Announcements | * Draft of SWAP flyer shared by Jessica.
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* Calendar: Next meeting – Tuesday, April 26, 2022.