

Avanzando Implementation Team Meeting Minutes

April 26, 2022

10:00am – 11:000

Present: Daisy Cardenas, Lisa Dulberg, Teri Erickson, Guillermo Garcia, Mas limura, Mari Morris, Darci Rosales, Tammy Sakanashi, Victor Tam, and Jessica Zambrano

Topic	Discussion	Action Items
Review the Agenda <ul style="list-style-type: none"> • Approval of March meeting minutes 	<ul style="list-style-type: none"> • Minutes were reviewed and recommended for approval without changes. 	March minutes approved.
Welcome and Project Director's Update	<ul style="list-style-type: none"> • Darci has been working closely with the SRJC Office of Institutional Research (OIR) and Accounting to prepare the draft Title III Interim Performance Report (IPR). After Dean review Kate Jolley will certify and submit the report. The IPR captures the progress of the grant from Oct 2021 – Mar 2022. • Darci reported that the HSI Avanzando webpage is published. See https://hsi.santarosa.edu. 	
Dean Updates <ul style="list-style-type: none"> • Personnel • Budget Revision 	Updates from Tammy Sakanashi: <ul style="list-style-type: none"> • Jill Harrison, Faculty – Health Sciences, will present as the Health Science HSI Faculty Coordinator for the summer SWAP. Updates from Victor Tam: <ul style="list-style-type: none"> • Darci is now the Director of STEM Student Success. • Coordinator of STEM Student Success position has been approved by the VP and is with HR and the Classification Review Committee. Once approved by the Board, the District can recruit for these permanent positions. • Student Support Specialist position is pending final go-ahead from President's Cabinet. Finalizing these job description will allow us to get fully staffed. • Impact for the budget: The grant underspent for personnel in Year 1 and will have a carryover of approximately \$200,000. The carryover will provide a cushion for anticipated salary and benefit cost increases. • OIR is working to get a part time Data Research Analyst on board to assist with data collection. collection. Update from Darci: <ul style="list-style-type: none"> • Budget is still in place to hire a Student Assistant for the summer to help with the front office, SWAP and Orientation. A candidate has been identified. • Beginning to address the use of PALs for the fall. 	

<p>Input from External Evaluator</p> <ul style="list-style-type: none"> • Recommendations based on a review of the grant narrative • Clarification on submitting a budget modification request to the Program Officer 	<ul style="list-style-type: none"> • Introduction of Teri Erickson of Erickson Consulting Services. • Teri reported the District’s grant was put together and written well. • Teri recommended the District review how the Program Director salary was described in the original grant and consider submitting a complete budget revision for the five-year period to the assigned Program Officer. • Teri reminded the committee that Year 1 carryover is common; the Department of Education knows it takes time to get personnel hired. • Teri highlighted a long-term strategy to revisit and revise three objectives to be stated in measurable terms prior to submission of the APR: Objectives 1.3, 1.4, and 2.4. Goal is that moving forward we will have more solid statements that can then be captured by raw data or percentages as measurement. • Objective 3.2 (increasing number of articulation agreements): goal is to create 25 over the course of the grant. Is this feasible? Determined it might have been phrased incorrectly. May also be able to adjust wording to include “updating” existing agreements. Noted that it we should include Kate Blackwell, who oversee the District’s articulation agreements, in discussion. • Terri’s preference is to submit a single request for all changes to the grant to the Program Officer. 	
<p>Focus Group Updates</p> <ul style="list-style-type: none"> • Summer Workforce Academy Preparation • STEM Learning Communities • Student Success Week 	<p>Summer Workforce Academy Preparation (Mari Morris, Mas limura):</p> <ul style="list-style-type: none"> • It is six days over two weeks, June 21 – 30, Tues – Thurs each week. 9am-3pm each day. • There is also a parent night planned for June 15, 5:30-6:30pm. • Currently recruiting high school students. Counselor & staff recommendation form is live on the Avanzando website. • The program schedule is more than half solidified and currently confirming speakers & participants. There are 5-9 lab, hands-on experiences, as well as lunch panels. Hoping to have the schedule finalized by the time the application is due. • There are a lot of people volunteering to help, including counselors and clubs. • Still need volunteers to share their short video stories for the Human Library. This will be built up over the years, but want to launch it with an event. <p>STEM Learning Communities (Mas limura, Guillermo Garcia):</p>	<p>Guillermo working with Counseling to update and access counseling laptops for program.</p>

	<ul style="list-style-type: none"> • Starts in Fall 2022, and the first thing to be done is linking Math1A and CHEM3A. Recruitment is underway. • The goal of the learning community is 1) students pass these gateway courses in the first attempt, and 2) students identify as part of a STEM community. <p>Student Success Week (Daisy Cardenas, Jess Zambrano):</p> <ul style="list-style-type: none"> • Doing well organizing week. Waivers are approved for catering and currently identifying students for panels and people to lead workshops. • Financial Aid, Scholarship, Transfer and PEER departments will be involved. • Anticipate 50 – 80 students will participate. • Simultaneously supporting Mari and Mas with SWAP needs, i.e. application, email, other forms, and communications. 	
Announcements	<ul style="list-style-type: none"> • Daisy has provided a Kaiser contact for SWAP. • MESA is working with partners, Pepperwood and SSU, to provide more internship opportunities in the future. • Next meeting is May 24, 2022, 10-11am, then decide summer schedule. In the fall we will shift these meetings to 90 minutes. 	