Members present: Ted Alfaro, Ann Fontanella, Kristin Hershbell, Claudia Jimenez, and Dr. Philip Magalong

Members absent: Dr. Henry Augustine, Nick Chang, Dr. Ann Clark, Ophelia Clark, Alberto De La Rosa, Josephine Loo, Sharon Nunley, Debra Porter, and Lisa Romano

The meeting called to order at 3:10 p.m.

1. Review and approval of October minutes was tabled until 12/18 due to not having a quorum present.

2. Discussion of membership and attendance tabled until 12/18.

3. Discussed current Scholarship Office configuration and services; question was raised about whether or not the Scholarship Office collects data to measure/document success (number of students applying for scholarships, number receiving scholarships, number of walk ins, number of students who schedule appointments, total dollar amount of awards distributed, number of students who are applying for the first time v. those who are repeaters, the number of scholarships that end up not being awarded). Phil Magalong will contact the Scholarship Office to find out whether they collect data.

Also determined that we would revise our scholarship memo to include only the following:

- encouragement to increase the visibility for the Scholarship Office through hanging a banner on Batmale, distributing bookmarks to students, faculty, and staff;
- encouragement to continue College discussions about relocating the Office closer to Financial Aid;
- encouragement to find ways to increase faculty participation in promoting scholarships and reviewing applications; and
- if needed, encouragement to increase the number of scholarships available (pending Phil Magalong’s findings).

5. Claudia Jimenez reported students are not currently expressing concerns re. the student complaint process. Tabled further discussion for 12/18.

6. Did not determine a plan for reviewing status and activities of subcommittees. In particular, need to hear from Scholarship Committee.

7. Dr. Day stopped in and suggested that he visit our Committee to discuss basic skills, NATN/transfer, etc. We invited him to the 12/18 meeting. Still need to invite Hal Huntsman and Jim Sauve to present their findings on basic skills during Spring 2004.
8. Topics to address in the coming year also include supporting students under stress; what resources are available through Student Health Services (and other programs) and do students know how to access these? Need to raise faculty awareness.

The meeting was adjourned at 4:08 pm.