



Learning Assistance Center

## Committee Chairs' Meeting

### MINUTES

Date: Tuesday, March 10, 2009

Time: 2:05pm

Rm.112

Present: Pat, Carolyn, Sun, Larry, Lori

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1. Minutes	1. No changes
2. SLOs Status	2. Need 2 OC/course and 1 course in Means of Assessment <ul style="list-style-type: none"><li>• need to update STDY 100, 80, RD 70, 80, 100 for 2 OCs, Means of Assessment.</li></ul>	2. Take to committee to update
3. Web sites update: model syllabi, etc.	3. Revisit model syllabi: be sure to include emergency information, absence official forms, standing in hallway.	
4. Reference texts resolution?	4. How to get texts utilized <ul style="list-style-type: none"><li>• ways to draw faculty into the conversation professionally</li></ul>	Include professional conversation in open forum. <ul style="list-style-type: none"><li>• have theme that is addressed at every meeting</li></ul>

<p>5. Syllabi and evaluations</p>	<p>5. Assess: Grading (stated vs. computational)</p>	<ul style="list-style-type: none"> <li>• take to faculty meeting</li> </ul> <p>5. Bring to next meeting</p>
<p>6. Other</p>	<p>6.1 Grading rationale: revisit (on-line)</p> <p>6.2 Training opportunities: adjunct pay needs to pass PDC.</p> <p>Next Meeting:  <b>*Change meeting time from 2:10pm to 2:00pm</b></p>	

Next Meeting: Tuesday, April 14, 2009

2:00pm

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