



Learning Assistance Center Department Meeting Minutes

Tuesday, May 6, 2008 1:15pm-2:45pm Rm.112

Present: Margie Arambula, Peter Beshay, Pat Bower, Ron Boerem, Ema Burman, John Cardenas, Meghan Chen, Sun Ezzell, Luisa Fuller, Barbara Gonzales, Eric Kaljumagi, Martha Hall, Barbara Harris, Jean Jernigan, Lester Lawenko, Martha Lopez, Chris Magoni, Rick Nguyen, Carolyn Robinson, Paul Russell, Michelle Sampat, Rick Stepp-Bolling, Lori Walker

ITEM	DISCUSSION/ACTION	OUTCOME
1. Check in	1. Check-in discussion	
2. Continuing Business	2. Continuing Business a. Minutes b. Book suggestions--Ema Burman Ema is looking for more suggestions which she will take to READ committee. c. Kerry's retirement update--Chris Magoni Cold food only will be served at party; sign-up sheets for	2a. Minutes: changes <ul style="list-style-type: none"> • Remove "Questions on" • Under Skills Lab, change "contents up end missing" to "contents end up missing" • Under Skills Lab, add "tutors" between "assist" and "with" • Under Basic Skills Com., change "see above" to "see 2f" 2b. Ema will announce the book chosen at June's Dept. meeting.

	<p>volunteers to help set up or clean will be in staff break room. Please fill out farewell notes (get from/return to Chris by May 7) for scrapbook. Theme for party will be "Traveling".</p>	<p>2c. Decided on gift (gas card): contribute \$ to Chris by June 1st. It was decided that Paul Russell would give a few words at party on behalf of LAC. Please bring cold foods on serving platters</p>
<p>3. Announcements</p>	<p>3. Announcements</p> <p>a. Acad. Senate--Barbara Gonzales announced the Student Learning Outcomes Committee has presented a Purpose & Function Statement.</p> <p>b. Title V--Lester Lawenko announced there will be READ workshops for tutors held on Friday, May 16 and Friday, May 23, both from 2-4pm in 6-136. The first will focus on vocabulary and the second will focus on comprehension.</p> <p>c. Skills Lab--Chris Magoni showed the results of the recent survey done about the Skills Lab. There were almost 400 respondents; high percentages were given for positive, helpful and encouraging staff.</p> <p>d. Learning Lab--Margie announced that she does not yet have the results of the Learning Lab survey but will present the results at next month's department meeting.</p> <p>Pat demonstrated the excessive use of classroom printers by showing a stack of wasted paper left on printers of two classrooms; Pat and Margie strongly urge faculty to help cut down on the use of toner and paper by showing students to cut and paste, print preview first, or by managing better the quantity of paper being printed.</p> <p>e. Front Counter--Barbara Harris thanked all faculty for turning in the drop sheets on time. Barbara discussed the</p>	<p>3a. See Barbara, Rick S.B. or Susie C. for more info.</p>

- results of the Testing Center survey. 99% of the respondents reported being satisfied to very satisfied.
- f. Tutoring--John Cardenas showed the positive results of the survey done for Tutorial Services and presented the newly hired full-time staff person, Peter Beshay. Welcome Peter!
 - g. Dev. Ed.--Rick Stepp-Bolling announced that the Dev. Ed. conference held in April received reports of satisfaction from those who attended and filled out surveys. Will be looking for speaker for next year. Rick also welcomes anyone to join Dev. Ed. team. Will be working on and piloting faculty portfolios.

 - h. Matriculation--Luisa Fuller suggested to see Faculty meeting minutes for latest info regarding matriculation. Survey will be done on students who retook the DRP to evaluate improvement. Possible direction for assessment testing is to make it all computerized; issues and concerns were expressed. Some are concerned about impact on use of Learning Lab as possible site for testing.
 - i. Basic Skills Com.--See item 4.0 below
 - j. Safety Committee--Meghan announced that despite her inquiring about evacuation plans, there does not seem to be anything new; it was suggested we move forward on our own and write own proposal to request an exit be made in the Learning Lab, having all faculty sign the letter. Pat asked whether the red signs posted in the hallway are having an effect or not; comments were made that students are still sitting on the floor and blocking walk way. Solution is for faculty and staff to be consistent in reminding students to keep walkway clear.

3g. To recommend next speaker for Dev. Ed. conference or to volunteer for the LAC faculty portfolio, see Rick.

4. Basic Skills and the LAC	Basic Skills Com.--Pat showed a Basic Skills website she encouraged people to look at; there will be a meeting on the 19th and 20th (free lunch) to discuss what would like to see in the future regarding Basic Skills.	
5. Other	5. Meghan Chen announced that Mt. SAC student Denise Kelly requested to place a container to hold donated items for soldiers in Iraq. It was decided to place container by the bulletin-board "tree", across from testing center. Will collect donations May 12 through May 16.	

Next meeting: Tuesday, June 3, 2008

1:15pm Rm.112