



Learning Assistance Center

Department Meeting

MINUTES

Date: Tuesday, March 3, 2009

Time: 1:15pm

Rm.112

Present: Margie A., Peter B., Pat B., Ema B., John C., Susie C., Sun E., Tiefsa F., Luisa F., Martha H., Barbara H. Jean J., Eric K., Lester L., Martha L., Jannie M., Chris M., Rick N., Paul R., Michelle S., Bailey S., Rick S.B., Lori W.

| ITEM | DISCUSSION/ACTION | OUTCOME |
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| 1. Check in | 1. Check in—catching up | |
| 2. Continuing Business | <p>2a. Minutes</p> <p>2a. Division Retreat Pat announced we have the results of the information recorded from the Division Retreat goal setting session for anyone interested. Not sure what we will do with the information or what the next step is.</p> <p>2b. Welcome—Welcome to Bailey Smith, our new LAC Director! Bailey comes from the University of La Verne.</p> <p>2c. Kudos</p> <ul style="list-style-type: none"> • Pat announced the Dev. Ed. certificate received an award from the Academic Senate State Level: congratulations Lori Walker & Rick Stepp-Bolling! • Flex Day encompassed BANNER training; thanks to Eric Kaljumagi for organizing a great day! • Kudos & Thanks to Ema Burman and Susie Cevallos-Castaneda for your reading presentation at Flex Day! | <p>2a. Minutes: Rick Stepp-Bolling announced he was teaching a Study 100 class, not a Read 100.</p> <p>If anyone happens to notice any errors or discrepancies in the results, let Pat know.</p> |

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| | <ul style="list-style-type: none"> • Kudos & Thanks to Carolyn Robinson for her Flex Day sessions on FIG! • Additionally, Carolyn applied for and received a grant (FIG). Carolyn, Martha Hall and Jannie Ma will pilot Singapore Math in their Lern 48/49 classes. | |
| <p>3. Announcements</p> | <p>3a. Committees for Reading, Writing, Math, Study Tech., FA, Academic Senate</p> <ul style="list-style-type: none"> • Pat informed that during winter, California State Ed. Code (Title 5) reinterpreted requirements for classes that have labs attached; documentation is needed to comply with ed. code. Students must document when they plan to do lab hours and copies will be kept by the Division. • Pat announced that the memo from Student Life Office regarding Student Misconduct was given to all staff; Pat advises everyone to read and keep in mind everyone has the right to excuse a student from their area for excessive talking, cell phone use, etc. It is advised to take care of these matters right away; the memo is recommended reading. • Pat announced there is a mandated campus-wide 50% cutback for summer. The LAC will have a 30% cutback for summer and fall will have 5% cutbacks. Winter cutback percentages are not known at this time. • No Announcements for Reading, Writing, Math, Study Tech. • For Academic Senate, Eric K. announced the fund-raising even, Puttin' on the Hits will be held soon. <p>3b. Title V</p> <ul style="list-style-type: none"> • Lester announced Title V had a site visit; evaluator spoke to each group. Overall evaluations went well. • Will have Title V newsletter soon to highlight | <p>See Eric for information about Puttin' on the Hits event.</p> |

achievements and impact on students.

- Tutoring working with Early Alert (EOPS & Calworks).
- Also planning to set up more Read Tutor training workshops

3c. Skills Lab

- Chris announced there have been many lab tours so far; some lab tours began first week which helped to create less gridlock during second week.
- Chris and Martha have noticed students coming to do lab assignments even though lab doesn't officially begin until Wednesday, March 4th. There were also students coming to ask for assistance in grading work.

Miscommunication? With the exception of the LERN 48 eight-week course, other students coming for lab was not expected the first week nor the Monday & Tuesday of the second week. We need consistency across the board as far as what we tell students. Reasons for starting lab on Wednesday of the second week is to prevent too much noise with lab tours going on; also instructors may have students adding the class the first week.

3d. Learning Lab

- Margie thanked those instructors who returned the half, green policy forms in a timely manner. Students benefit from this because they get an overview of our area's procedures (goldenrod form & posted in all classrooms) from the instructor and students don't have to wait in long lines to register for Learning Lab use.

It was proposed to spread lab tours over first two weeks of semester.

Will take forward for further discussion at Faculty Meeting about whether to have lab start the Monday of second week rather than Wednesday.

Please return the half, green forms as soon as possible.

- Also, all service request forms are filled out by going online to the LAC Website. If service request is rejected, it may be an EIWOS issue so the request will go back to Jean.

3e. Front Counter/Testing Services

- Jean announced that she is letting students know during orientations of our area's rule of no food/beverage/cell phone use. If she notices students not following this rule as well as not studying while clocked in, the students will be asked to leave. Since the orientations include this warning, students have already been warned once.
- Jean proposed a picture display for fun; before next meeting, bring a picture of yourself taken in the 60s or 70s attire and they will be displayed at next Dept. meeting.
- Barbara announced Front Counter/Testing will do survey in the 10th week of the semester. Barbara also announced that testing during finals week last winter intersession was greatly improved due to the changes in testing policy.
- Barbara gave thanks for the card & plant after the loss of her aunt.

3f. Tutoring

- John announced looking at programs for online tutoring, pros & cons, cost, etc.
- Also did survey on how students find out about tutoring. Reasons were:
 - (1) Professors
 - (2) Friends
 - (3) In-class presentations.
- SLOs completed; found overwhelming satisfaction with tutoring services

Please be *specific* on service repair request (location, problem, etc.). Great detail is recommended.

- Working with Early College High School Program
- New Math building is open for business and has requested 25% more tutors.
- MARC will be closed Saturdays this semester; expecting math students will go to LAC math tutoring area.
- Received approval and recertification (good for another five years) from CRLA
- Still looking for tutors for certain subjects, certain times.

3g. Dev. Ed.

- Rick S.B. announced April 24th will be 8th annual Dev. Ed. Conference; already 96 Mt.SAC people have registered. 54 more can register for free.
- Doing Modules 2 & 3 this Spring. Module 4 will start in a couple of weeks and will meet on Wednesdays.

3h. Matriculation—Michelle announced will have first meeting Wednesday, March 4.

3i. Basic Skills Com.

- Pat and Bailey attended meeting; topic "Are there any issues in Basic Skills that haven't been addressed?" Some results were Non-credit tutoring, and other broad categories.
- Bailey announced that Research dept. will have a newsletter (SLO Spotlight).
- Also interested in creating a logo for the LAC to represent our department. Hope to use by Fall '09.

Sign up through P.O.D. Dev. Ed. team will meet today Rm.110 (P.O.D.) at 3:00pm for anyone interested in helping with Conference.

Are in process of making form for suggestions.

If you have a success story of using SLO to make an improvement, write 500-word article and submit to have included in newsletter. See Bailey for more info.

If anyone is interested in contributing a graphic for the LAC logo, see Bailey or Rick N

3j. Safety Com.

- Martha announced that Emergency bags are in all classrooms now (at or near Instructor's console). Red emergency bags contain: flashlight, glow sticks, earplugs, mini first-aid.
- Power failure lights are installed in all classrooms; they turn on the moment electricity goes out. Located near instructor to provide enough light to find emergency bags. Please DO NOT move the power failure lights; they are charging while plugged in. Lights will last up to one hour after electricity goes out.
- Martha reminded instructors that if during class you have a belligerent student and you don't feel safe, use your cell phone or borrow a student's cell phone and call the Front Counter. Say, "Hi, this is _____ in room _____. Will you please cancel my appointment?" This will alert staff to call security and send them to you.
- Martha also reminded instructors that in the event of an evacuation, instructors are to clear the room, close the unlocked door, and lead students safely out all the way to gym (Bldg. 3) and wait for the okay from Security or Safety team member to return to building.

Next month's goal: find out how much water would be needed for entire area if lock down happens (72-hr supply recommended).

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| <p>4. Incident Reports</p> | <p>4. In case a student is injured, hurt. Discussion took place on what would be the best way to handle a situation of a student were to have a seizure, etc. Important points:</p> <ol style="list-style-type: none"> (1) Instructor stays with student in classroom (2) Assess or determine whether it's a 911 issue or a Health Services (3) If unable to determine, err on the side of safety and choose 911; Bailey stated she would support that call. | <p>If it is a medical emergency:</p> <ul style="list-style-type: none"> • Identify the student's name and gender • Give this information (including room number) to a student and send him/her out to quickly inform a Front Counter staff to call 911 because of the medical emergency • Front Counter Staff will call 911 and will let Campus Security know as well <p>Pat requested that Martha inquire where walkie-talkies are and research if those are usable for faster response time.</p> <p>If it is not a "If danger to life and limb" issue such as a broken ankle, send a student to Front Counter to have staff call Campus Security and/or Health Services. Please provide name of student, gender, the nature of the problem and the room #.</p> |
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Next meeting: Tuesday, April 7, 2009

1:15pm

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