



Learning Assistance Center

## Department Meeting

### MINUTES

Date: Tuesday, April 7, 2009

Time: 1:15pm

Rm.112

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

ITEM	DISCUSSION/ACTION	OUTCOME
1. Check in	1. Check in	
2. Continuing Business	2a. Minutes 2b. Rene Kouassi, Vice President of Associated Students, announced there will be student elections in two weeks; Rene requested an opportunity to do presentations in our classes to encourage students to be involved. Rene is running for President of A.S. Also has campaign buttons for anyone interested in showing support.	2a. No changes  2b. Rene Kouassi is a work-study student and you can find him at the Front Counter/Testing counter during his work hours.
3. Announcements	3a. <u>Dept.:</u> Bailey shared current vote count on Logo. Send your vote to Rick N.; LAC PIE is completed; there will be high-quality digital visual image presentation shown at Music Recital Hall on April 9 <sup>th</sup> from 3:00pm to 4:30pm. Congratulations to Adam Prohoroff for receiving a place on the All-U.S.A. Academic First Team; Adam is a tutor in our department and plans to transfer to Claremont McKenna. 3b. <u>Reading:</u> Ema announced working with Matriculation on competency issue; also working on "mission statement". Worked on goal setting and workshop for FIG (Faculty Inquire Group)	

Math: Carolyn announced working with Math dept. on assessment test. Researching what other campuses are doing. Also working on curriculum of record revisions and Module #4 for Skills Development Instruction.

Writing: Sun announced committee is working on Skills Development curriculum.

Study Tech.: no announcements

Faculty Association: Eric K. announced looking for people interested in political action. →

Academic Senate: Susie announced looking at "arranged hours"—might need to be revamped

Faculty Meeting: Martha H. announced discussion on committee chairs' responsibilities and election process; agreed information will be attached to Faculty meeting minutes. Also announced 2 people nominated for Dept. Chair: Pat Bower and Larry Silva.

3c. Title V: Lester introduced the Title V Newsletter that was recently distributed by mail. Newsletter highlights accomplishments for Year 2. Tutorial Services is expanding "Early Alert" for English 67 to include English 68. Also pursuing online tutoring systems; looking at demos and evaluating pros & cons.

3d. Skills Lab: No announcements

3e. Learning Lab: Margie announced Learning Lab will be conducting surveys in 9<sup>th</sup> week. All students entering will see an electronic survey appear on their computer screen; student will have option to do or not. This is the first attempt at an online survey; would like to post results. Rick N. introduced "Rapid Help Pass"; available in all classrooms and located near instructor's console. Give a Rapid Help Pass to any student who has a tech.-related problem and send to Learning Lab. An available Tech. will accompany the student back to class. If

If interested in Fac. Assoc. political action, contact Terri Long. If anyone interested in representing LAC in Fac. Assoc., see Pat.

**Reminder:** All service requests are done online! Go to lac website and look for service request section; two options are available. Please throw away old service request forms on NCR paper.

Tech. not readily available, will go before end of class.  
3f. Front Counter/Testing: Barbara H. announced will be conducting surveys the week of April 13. A faculty survey will be conducted the week of April 27; possibly electronic. Jean would like to know which kind of erasers faculty prefers: magnetic or "traditional" chalkboard version. →

3g. Tutoring: John announced finished entering for PIE. Met with Bailey, Matt Munro and Joan Scholars to discuss AUO for next year. Working with math dept. to develop a math survey tool, primarily for MARC. Bailey will teach the tutoring class (Tutr 10C) for SIs which has been revised. Bailey also recently reprised Tutoring Committee (EOPS, ESL, AMLA, etc.). Working on flyer which includes all tutoring sites. John also announced forming an online tutoring committee to discuss options available. Peter announced looking for Anatomy tutor.

3h. Dev. Ed.: Rick S. announced there are 112 people signed up for the Dev. Ed. Conference on April 24<sup>th</sup>. Still looking for volunteers to help with registration and putting up signs. Rick also announced the Dev. Ed. Professor Rubric will be presented; will use for choosing next Dev. Ed. Professor of the Year.

3i. Matriculation: Michelle announced there was a site visit that went well. Math dept. voted that would like to have computer-based assessment. Reading is working on competency. Request came back with regard to DRP assessment and whether or not test results should expire. LAC dept. believes test score should not expire; will put forward. Discussion regarding reasons test scores expire in two years. Sun announced satisfaction surveys for AWE & LERN were okay but low for AMLA.

Let Jean know your preference so that she can order the right kind and quantity.

If anyone is interested in joining the online tutoring committee, see John.

If interested in volunteering to help on day of conference or the Thursday prior at 3:00pm for stuffing goody bags, see Rick. Dev. Ed. meeting today, 3:00pm in Rm.105.

3j. Basic Skills Com.: Bailey announced that the committee is putting together action plan for next year. Plan remains same for Tutorial Services. Pat expressed positive results with TLC (Bldg.61, 3<sup>rd</sup> floor, Rm.3338). Carolyn will be presenting at May 8<sup>th</sup> campus presentation.

3k. Safety Com.: Martha announced she will revise calculation for necessary water needed due to the environmental factors in storing too much plastic water bottles.

Also inquired if hallway outlets can be covered to prevent students from plugging in laptops which endangers their lives and causes obstruction if immediate evacuation is ever needed.

Per last meeting's suggestion, Martha asked whether the walkie-talkies would be useful in classrooms in the event of a student in need of medical attention. →

Martha reviewed what has been done in the past if electrical power goes out:

- 1) Wait five minutes and send one person to Front Counter to find out if lights are expected to return or not. If it's close to the end of class, you may dismiss your students if you wish.
- 2) Front Counter staff will call security and our Dean to report/find out what information there is.
- 3) If power is expected to be out for the entire day, our Dean, Meghan Chen, will let us know to close down and put up signs at the entrance. If possible, support staff will also contact any instructors/staff who are scheduled for later to let them know we're closed for the rest of the day.

Concern was brought to Karen Saldana's attention; Martha was told outlets in hallways will be completely covered up.

Walkie-talkies would have to be left on always which would drain batteries too quickly. If you have a student needing medical attention, send a student to the Front Counter with all the necessary information (name, gender, medical situation of student).

Evacuation of building is not necessary after a blackout although it is the instructor's prerogative to take the class outside.

<p>4. Department policy on use of electronics</p>	<p>4. Discussed to find a reasonable process regarding the use of electronics (IPOD, cell phones, laptops, electronic dictionary, etc.) in all areas of LAC. Whatever the case, "We don't want to hear it" = All Sounds Off or low in the case of IPODs.</p>	<p>Processes on use of electronics: In Class: determined by instructor Tutorial Services: Laptop use okay, no cell phone conversations; texting okay. Skills Lab: No cell phone conversations. Laptops, texting okay but NO sound. Must be academically appropriate. Agreed that more signs are needed. Learning Lab: No laptops, no cell phone conversations. Hallway: Laptop use for now. Faculty will either include process in syllabus or attach LAC Lab Use Process form to syllabus.</p>
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Next meeting: Tuesday, May 5, 2009 1:15pm

Rm.112