



Learning Assistance Center
Dept. Meeting
MINUTES

Date: Tuesday, May 5, 2009 Time: 1:15pm Rm.112

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|--|---|--|
| <input checked="" type="checkbox"/> Pat Bower | <input checked="" type="checkbox"/> Michelle Sampat | <input checked="" type="checkbox"/> John Cardenas |
| <input checked="" type="checkbox"/> Ema Burman | <input type="checkbox"/> Larry Silva | <input checked="" type="checkbox"/> Peter Beshay |
| <input checked="" type="checkbox"/> Susie Castaneda | <input checked="" type="checkbox"/> Rick S.-Bolling | <input type="checkbox"/> Eva Figueroa |
| <input checked="" type="checkbox"/> Sun Ezzell | <input type="checkbox"/> Lori Walker | <input checked="" type="checkbox"/> Lester Lawenko |
| <input checked="" type="checkbox"/> Luisa Fuller | <input type="checkbox"/> Margie Arambula | <input checked="" type="checkbox"/> Bailey Smith |
| <input checked="" type="checkbox"/> Barbara Gonzales | <input checked="" type="checkbox"/> Tiefa F.-Gabriana | <input type="checkbox"/> Meghan Chen |
| <input checked="" type="checkbox"/> Martha Hall | <input checked="" type="checkbox"/> Rick Nguyen | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Eric Kaljumagi | <input checked="" type="checkbox"/> Martha Lopez | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Jannie Ma | <input type="checkbox"/> Chris Magoni | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Carol Norton | <input checked="" type="checkbox"/> Barbara Harris | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Paul Russell | <input checked="" type="checkbox"/> Jean Jernigan | <input type="checkbox"/> |

ITEM	DISCUSSION/ACTION	OUTCOME
1. Check in	1. Check-in Discussion "Sterling Moment in this semester..."	
2. Continuing Business	2. Minutes From now on Dept. meeting agenda will be available on-line; minutes will be emailed through the LAC listserv (in order to conserve paper).	2. No changes on minutes as of 5/5/09
3. Announcements	3. Announcements: 3a. Reading: Ema announced the topic outline for Read 90 has been approved. Summer Faculty Reading workshop set for Friday, July 17. Academic Senate: Eric K. announced there will be a vote for senator-at-large. Email regarding nominations was sent but did not reach all adjunct. Instructions to register to vote will be available in Bldg. 4 mailroom. All adjunct are welcome to vote. Academic Senate is still looking for an Early College High School Coordinator (60% re-assigned time) —————> Pat added there will be a Spotlight on Best Teaching Practices Friday, May 8 th from 9:30 am to 2:00 pm.	If interested, contact Michelle Grimes-Hillman.

<p>Faculty: Martha H. announced there was a vote for Dept. Chair. There was also discussion at last Faculty meeting on lab; it was agreed to recommend lab assignments to be "reframed" in <u>learning experience</u>. For example: "Do exercises in book, check answers, follow up", etc.</p> <p>Martha H. also stated that to improve the campus' understanding of what the LAC is and does, the LAC Faculty asked Pat, Meghan Chen and Committee Chairs to meet with the Vice President of Instruction. Martha H. announced Larry S. emailed information regarding Learning Communities; looking for feedback and will vote to move curriculum changes forward with Learning Communities.</p> <p>Writing: No announcements</p> <p>3b. Department Information: Bailey announced LAC will have an "extreme makeover" to spruce up. Bulletin boards will have updated, new art reflective of what we do. Team so far is Eva, Jean and Rick N.; will work in summer to be ready by fall.</p> <p>Regarding the use of electronic devices: academic use is fine, not disturbing others. →</p> <p>Transition to Banner—regarding students checking in: transition should be smooth. Staff is being trained.</p> <p>Bailey announced that since the LAC staff break room area is seen as a sanctuary/a place to eat in a comfortable environment, she asks that people in the break room take/make cell phone calls outside. Also, please practice good hygiene in staff restroom.</p> <p>Regarding noise level in LAC, Bailey requests we all be aware of noise level (Skills Lab, Tutorial Services, etc.) and try to keep conversations/noise at a minimum level.</p>	<p>Pat Bower will continue to be Dept. Chair.</p> <p>Pat, Meghan Chen and Committee Chairs to meet with the Vice President of Instruction.</p> <p>New signage will be used to reflect what guidelines are for electronic devices.</p>
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Bailey presented new LAC logo voted by 36 staff & faculty and 105 students.

3c. Title V: Lester presented new flyer for the Read Tutor workshops which will be held May 15th and May 22nd; the workshops will focus on comprehension and vocabulary. Target audience will be LAC tutors as well as Writing Center and EOPS tutors. This will be a paid training session. Title V meeting this Thursday, May 9th. Pat announced Title V still looking at readability and working w/ other depts.

3d. Skills Lab: Martha announced that for those classes that were randomly chosen to fill out Skills Lab Pre-surveys, the post surveys will be arriving the week of May 18. The procedures should be the same as before. Martha also announced the last day of lab is Saturday, Jun 6th. The Lern 49 **short-term** classes (Hall, Ma, Tarman) have pre-arranged final dates. Skills Lab tutors will meet this Friday, May 10 to discuss how to better have consistency in the process of checking for accuracy in student's assignments, etc.

3e. Learning Lab: Tiefsa announced the Learning Lab has been busy. There are mini-maps given to students when they first come in; mini-maps indicate the layout of the Learning Lab, including location of their assigned seat, printers, etc. Barbara G. reminded instructors of the Rapid Help Pass; if a student in classroom is having technical problems, the student may go to the Learning lab with the Rapid Help Pass and if a tech. is available, will accompany student back to class and assist. Barbara also recommended that instructors be mindful of paper source; stacks of printed articles have been found. Please help



The post surveys will be arriving the week of May 18.

conserve paper! If students find very good articles that are long, have them email the article to themselves so that they can print at home. Barbara added that it's helpful to shake printer ink cartridges to extend the use; if you do not know how, please ask. Barbara G. also thanks instructors for turning lights, Elmo off between classes. Expect memo regarding laptops in rooms 112, 134, 136, & 137.

Good results regarding the use of repair requests via online: please remember to indicate specifics under "type of problem"; for example, "projector", etc.

3f. Front Counter/Testing: Jean announced it's getting busier but going well. Barbara H. announced Testing area conducted surveys the week of April 13; results not yet in. There will also be an survey on-line for instructors; please take so that there is feedback that may help Testing serve faculty in a more excellent way ☺ Barbara H. reminded there will be NO make-up testing during the week of finals.

3g. Tutoring: John announced that Advisory committee is developing a campus flyer promoting all areas that provide tutoring. Working on letter for faculty regarding ed. code compliance. Sub-committee met to discuss on-line tutoring. Worked on math SLOs w/math dept. (tutors & faculty). → Getting ready for summer; recruiting for summer bridge & looking for S.I.s for Lern 49 and Lern 81. Presented at ESL Conference to promote Tutorial Services. Bailey will work with Lisa D. from Research to get focus groups to find interest level.

Please remember to indicate specifics under "type of problem"; for example, "projector", etc.

Barbara H. reminded there will be NO make-up testing during the week of finals.

John recommends Developmental math instructors fill out survey.

3h. Dev. Ed.: Rick S.B. thanked all who helped with Dev. Ed. conference; will accept suggestions for next year's direction and guest speaker. Dev. Ed. team meets today at 3pm in POD. Module 4 is completed as of 5/6/09. May 14 is "Ride your bike to work day".

3i. Matriculation: Michelle announced Matriculation is pushing for computerized testing, leaning toward Accuplacer for math. DRP computerized form will be \$4 each student (9500 students). Jim O. will take switch to computerized testing forward. Michelle stated a comment, regarding computerizing of the AWE, was made but no specifics.

Michelle also announced a concern regarding DRP; working on trying to reconcile test placements for students who took DRP before changed to placement measure (2005) and those who took DRP after.

3j. Basic Skills: Bailey announced Basic Skills plan is drafted for next year. Most of funding for LAC is the same. Requesting increase for MARC tutors to meet need for math tutoring. Pat added that there will be a process (form) if you have a need for funding for basic skills. Filling out form may help for future funding.

3k. Safety Com.: Martha announced that everyone has received the newest Emergency Response Quick Reference Guide; it has the same information as the prior guide. →
If anyone has questions about the guide, Martha will be happy to direct those questions to Karen Saldana on your behalf.

Although Zone W is designated as our location to evacuate, our department's agreed-upon location is in front of the gym, building 3.

		There will be a video conference on Emergency Preparedness on May 6 from 1:00pm to 4:00pm in Rm.160.
4. Future building plans	<p>There was a discussion on the new building plans. Bailey attends meetings to discuss current vision of new building. Plans need to be finalized in June 2010. Student service-related areas (Library, Tutorial Services, Testing) will be in new building; Instruction-related areas (Classes, Skills Lab, Learning Lab, Instructor's offices) will stay in Bldg. 6.</p> <p>Concerns over future classroom space were expressed.</p>	Pat will take concerns to Meghan.

Next meeting: Tuesday, June 2, 2009

1:15pm

Rm.112