



Learning Assistance Center  
**Dept. Meeting**  
MINUTES

**Date: Tuesday, June 2, 2009 Time: 1:15pm Rm.112**

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

ITEM	DISCUSSION/ACTION	OUTCOME
1. Check in	1. Check-in discussion; plans for future...	
2. Continuing Business	a. Minutes	a. For April minutes regarding Title V: Instead of "Tutorial Services is expanding 'Early Alert' for English 67 to include English 68", the minutes should state, "The 'Early Alert' pilot for English 67 has now expanded to include English 68. Tutorial Services is supporting both pilots by providing tutorial assistance to their students." Also, Martha announced that during the new format of the minutes, Carolyn Robinson's name was missing on the list of attendees for the May Dept. meeting. The unintended omission was will be corrected on the LAC website.

<p>2. Continuing Business cont'd</p>	<p>b. Recognition  Pat announced Susie and Larry received tenure this year and Eric K. has reached 10 years. Congratulations!  The LAC is also grateful for the improved health and well being of Luisa and Barbara G.</p> <p>c. Coming Events  The LAC End-of-the-semester Potluck will be held Thursday, June 11 at 12:00pm in Rm.160. Plates, napkins, utensils &amp; cups will be provided.  Carolyn announced the Math Summer Meeting will be held Friday, June 26 from 10:00 am to 2:00 pm in Rm.112  Barbara G. announced the Reading Summer Meeting will be held Friday, July 17.  Lori announced the Study Tech. &amp; Writing Summer Meetings will be held on the same day (1<sup>st</sup> half Study Tech., then lunch, then 2<sup>nd</sup> half Writing) on Friday, July 10 from 10:00 am to 2:00 pm.  Sun announced tentative approval for faculty pay for Writing/S.T. meetings.</p>	
<p>3. Announcements</p>	<p>Pat announced there was a TBA Lab discussion with Pat, the committee chairs and Meghan Chen to address issues.</p> <p>Pat asked in Dept. meeting for consent from faculty to take memo regarding consensus forward to Debbie Borocho, LeAnn Garret and Donna Burns.</p>	<p>Faculty met consensus to utilize Learning Assistance as a discipline with 3 areas of emphasis: Reading, Writing, and Math for Skills Lab. Committee Chairs will continue to build Lab topic outlines.</p> <p>LAC faculty consented to Pat's request to take memo forward.</p>

<p>Carolyn announced her plans to visit Africa in December and will provide more information later on about her efforts to help establish a shelter/support for a group of Massai people.</p> <p>Reading: Barbara G. announced the new summer read will be, "Three Cups of Tea" by Greg Mortenson.</p> <p>Regarding outcomes of reading meeting, Barbara G. announced reading committee is working with Angel Lujan to create a draft resolution in order to streamline reading competency process. The Read workshops were well attended.</p> <p>DRP expiration proposal was withdrawn and sent back to SPAS; want DRP to be consistent with math &amp; writing expiration date, but longer (3-4 years).</p> <p>READ 90 SLO assessment being developed.</p> <p>Writing: Sun announced the information about the Writing Summer Meeting has been sent out.</p> <p>Study Tech.: no announcements</p> <p>Math: Jannie announced she and Martha H. worked on questions for Lern 49 finals. One is "short" version (35 ques.) and the other "long" version (50 ques.)</p> <p>Fac. Assoc.: Eric K. announced there are discussions about a medical plan for part-time faculty. Still in the works.</p> <p>Academic Senate: Susie announced Winter 2010 Intersession will be cut 25%, not the original 50%. Susie also mentioned Luminis implementation for summer is set; if anyone is teaching this summer, he/she should already have received an account.</p>	<p>Carolyn will bring more information in the Fall semester.</p> <p>First discussion for reading club will be a potluck held on Sept. 15</p> <p>Michelle and Ema will work on rubric training in the summer.</p> <p>Instructors have been notified via LAC listserv to choose which version they want to use.</p> <p>Contact help desk for additional</p>
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<p>Announcements Continued</p>	<p>Michelle announced suggestions for the 2010-2011 calendar are being solicited.</p> <p>Michelle also announced that Mt. SAC students found a way to buy textbooks online for a fraction of the cost. The address is: <a href="http://campussurge.com">campussurge.com</a></p> <p>Kudos to Barbara G. for presenting Multiple Measure process to Academic Senate.</p> <p>A.S. is working on a way for students who take a course twice to receive the hire grade of the two.</p> <p>Faculty: Martha H. announced the LCOM (for Learning Communities) topical outlines were presented and approved. They will go forward to Ed. Design Com.</p> <p>b. Dept. Information: Bailey announced a memo was sent to all faculty regarding Commencement and the benefits of attendance. Pat reminded faculty of the mandatory nature of participating. There will be refreshments.</p> <p>Summer Session begins June 22. There will be many students but few classes available. Classified Staff will work a 4/10 schedule since there will be no classes on Fridays or weekends.</p> <p>There were power outage problems the week of May 25; there is a part that needs to be replaced for A/C and another part for the Learning Lab. Facilities will replace the parts.</p> <p>Proceeding with plans for "extreme makeover" this summer to be ready for Fall '09.</p> <p>Basic Skills Initiative funding proceeding on limited basis; plan is being developed to use funds effectively to maintain services.</p>	<p>information. Chris and Martha have a few copies of the Luminis account information.</p> <p>If anyone has suggestions for the 2010-2011 calendar, contact Ralph Spaulding or Terri Long.</p> <p>Contact Michelle for more info.</p> <p>LCOM course approved by faculty.</p>
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<p>Announcements</p>	<p>Regarding plans before Commencement: Carolyn suggested that rather than meeting at a local restaurant, faculty could have food catered and could take the opportunity to know each other better with fun activities. The timeframe would be from 3:30pm to 5:30pm. Discussion on whether to meet at restaurant or to have food catered. Invitation was extended; no vote was taken. No dissension given to question on continuing with idea.</p> <p>Title V: Lester presented the survey results from the Read workshops on vocabulary &amp; comprehension. TUTR 10R course will begin Spring '10.</p> <p>Pat added two Athlete Learning Communities will begin in Fall '09.</p> <p>Skills Lab: Chris announced the last day of lab is June 6. Martha L. added that the Lern 49 (8-week classes) will have until Tuesday, June 9. Martha announced she and Chris will be accepting grades until Friday, June 12<sup>th</sup>, 4pm; Chris will be working on Monday, June 15 and will accept grades until 3pm.</p> <p>Learning Lab: Tiefa announced the Learning Lab has been busy. Congratulations to L.L. staff, Michael Edwards, who received a scholarship to begin his upper level coursework when he transfers.</p> <p>Barbara G. announced there is a concern regarding the use of Rm.122; some instructors from other areas on campus who use Rm.122 are bringing food and doing other things that reflect negatively on their behavior. Barbara wonders if there is a way to broadcast a resolution of expected behaviors. Possibly Academic Senate?</p>	<p>Suggestion was made to continue discussion later.</p> <p>If you are unable to give Chris or Martha your grades, the One-Stop Clearance is Tuesday, June 16--- NEW LOCATION! 6-160 from 8am to 6pm.</p>
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<p>Announcements</p>	<p>The Online Request for Repair site has been updated.</p> <p>The rolling chairs, especially in Rm.112, are falling apart which is a safety issue. It is doubtful there is money to replace the chairs.</p> <p>Some equipment in classrooms are supplied by DSPS for specific DSPS students: Please make these available to the students rather than using it as extra space for other uses.</p> <p>Rapid Pass—For anything related to technical problems, send a student with the Rapid Pass to the Learning Lab and an available technician will return to class with the student. Rick N. is not available to go to classrooms.</p> <p>Front Counter/Testing: Jean announced that the week of June 15, work-study students will be cleaning white boards and possibly vacuuming. Tutoring staff may be assisting. Jean added that there have been students clocking in for more than the 3 hours maximum-at-a-time rule.</p> <p>Barbara H. presented the results of the Testing survey done in April. Close to 300 students filled out the surveys. 43.6% of students were satisfied with testing services; 56% were very satisfied. Some survey comments were made regarding the small size of the Testing room.</p> <p>Tutoring: John announced the Online Tutoring Committee met and looked at demos. The "Linked Systems" was chosen. Committee will meet in summer to discuss details.</p> <p>Bailey held a focus group to gather opinions from students about the use of online tutoring and will continue to get student</p>	<p>If request fails to submit correctly, use pull-down menu. Remember to select "type of problem" before resubmitting.</p> <p>Reminder: There will be No makeup testing during the week of finals.</p> <p>Committee will meet in summer to discuss details.</p>
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<p>Announcements</p>	<p>opinions.  John announced Phase 1 of the Math AUO (40 responses from Faculty and tutors) is done and will use info for Fall '09.  John announced a Skills Lab meeting was held in April to address some issues; John, Chris, Martha and Skills lab tutors discussed tutoring session experiences, making sure to know to ask someone if unsure about an assignment and also knowing where to find the instructions left by Lern or Read instructors as sometimes tutors are not always clear about what instructors want. John said he would work on providing tutors as best he can in spite of the budget cuts.</p> <p>Dev. Ed.: Rick S.B. announced that funding for the Dev. Ed. Modules may be discontinued due to cuts in Basic Skills. Rick assured that the Modules will continue even if not funded through Basic Skills. Dev. Ed. meeting will be held today at 3pm.</p> <p>Matriculation: Michelle announced the Early Assessment Program for 11<sup>th</sup> graders may be adopted by Mt. SAC. There are some concerns.</p> <p>Math is going to opt for Accuplacer although our LERN department may create own adaptive math test so that if a student places low, he/she could take our math test (future).  Regarding multiple measures: if a student is 1 or 2 points below a level, procedure is to use multiple measures to determine whether to bump the student to the next level. There was discussion on Banner training and how counselors can interview students to determine placement rather than using multiple measures. Concerns were expressed because counseling can move students using a subjective approach. There is no set format with counselors. Sun added that she has 8 years of data to</p>	<p>Chris and Martha hope to have Skills Lab Tutor meetings at the beginning of every semester.</p>
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	<p>provide for research to see if it would come to any conclusions.</p> <p>Basic Skills Com.: Pat announced 58.8% was cut from categorical funds. TLC will be affected by budget cuts. Pat added that for those who didn't attend the Budget meeting with Dr. Nixon, there was a Power Point handout available that shows the list of cutbacks and projections.</p> <p>Safety Com.: no announcements</p>	<p>Department agreed to have Michelle request that Matriculation stop implementation of multiple measures until processes are clarified. Sun and Michelle will continue discussions to address this issue.</p> <p>See Pat for Power Point information.</p>
4. Current Events	No time	

Next meeting: Tuesday, September 1, 2009 1:15pm Rm.112