



Learning Assistance Center

Dept. Meeting

MINUTES

Date: Tuesday, Sept.1, 2009

Time: 1:15pm

Rm. 112

Present: Pat Bower, Ema Burman, Susie Cevallos-Castaneda, Sun Ezzell, Luisa Fuller, Barbara Gonzales, Martha Hall, Eric Kaljumagi, Jannie Ma, Carol Norton, Paul Russell, Michelle Sampat, Rick Stepp-Bolling, Margie Arambula, Tiefa Fisher-Gabriana, Rick Nguyen, Martha Lopez, Chris Magoni, Barbara Harris, Jean Jernigan, John Cardenas, Peter Beshay, Eva Figueroa, Lester Lawenko

ITEM	DISCUSSION/ACTION	OUTCOME
1. Check in	1.Check in discussion	
2. Continuing Business	2.Minutes from June 09 2b. Budget: Pat announced that due to budget cuts and attrition rates, we are experiencing the following: <ul style="list-style-type: none"> • Fewer hourly faculty across campus • No hourly techs in Learning Lab • No T.A. money to hire hourly T.A.s • No additional staffing at Front Counter/Testing other than student workers who begin next week 	2. No changes This may be the "flavor " for the entire campus for the next 2-4 years.
3. Announcements	3a.Pat announced that she will check to make sure all minutes for meetings are online. 3b.Dept: Bailey announced she received good feedback on the redecorating that was done this summer. There are still some additional refinements to be done. Bailey highlighted some summer-year-end report stats for	

	<p>08-09.</p> <p>3c. Title V: Lester gave some stats on the increased hours and percentages for tutoring. Lester stated that the READ workshops have been successful in helping to train tutors. Barbara G. added that they will be focused on getting content area readability on text (range of readability) into the schedule of classes, TUTR 10R has been approved and will be offered in the Spring of 2010. Gen. Ed. links haven't worked as planned and plans are to reconvene to figure out why.</p> <p>3d. Skills Lab: Chris announced that due to budget cuts, the Skills Lab will have fewer tutors with some gaps of no tutors scheduled. This means time spent with each student will be as brief as possible. There is a concern regarding the time needed for reading and writing students since they require work to be corrected. Discussion and suggestions were made about how to improve this situation.</p> <p>Chris reminded instructors in Rm.112 to have their students wait in the hallway and to escort their students in. It may not be a problem for the 8am classes but it will impact space and create noise issues after that. Chris added that the round tables will be saved for group work but will be used for individual seating if there is an overflow in the main seating area.</p>	<p>Stats of highlights for Tutorial Services, Skills Lab, Testing and Learning Lab will be available on the LAC Listserv.</p> <p>If you would like to schedule a presentation, contact Lester at ext. 6612.</p> <p>Instructors who would like to help students in their content area during their office hours are asked to give Chris a list of their office hours.</p> <p>Please emphasize to your students not to bring food or beverages to lab although bottled water is fine. Also cell phone conversations should</p>
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Martha requested that instructors turn in the blue lab contracts as soon as possible. Martha added that beginning in October, the LAC Dept. Calendar will only be available online and will be posted on the lac listserv.

3e. Learning Lab: Margie announced that although Banner is proving to be challenging with registration, the staff in the Learning Lab are registering students as quickly as possible. Margie asked if there were any questions regarding a recent memo she distributed. Someone asked if using a Rapid Pass for a student who is unable to log into Blackboard; the answer is "Yes". A technician can assist a student with going into Blackboard although there may not be a tech. readily available due to cuts in staffing.

Margie presented the "100% Club"—those instructors who turned in their green registration forms on time.

In reference to the memo about the use of the new instructor consoles: One additional piece of information is the button called "mode" toggles the use of monitor from the doc. Cam to computer and back. Please note that the "pic mute" turns off the bulb and will help with the cost of replacement.

be saved for outside of the lab area. The Skills Lab closes early on Fridays (4:30pm)

Please prepare for a reduction in the number of computer technicians available.

When you're not using the projector, please push "pic mute" for a great savings in the cost of bulb replacement.

With the onslaught of online orientation classes and initial registration, the Learning Lab staff no longer does an orientation introduction for LERN or READ

A question was posed regarding the "synchronEYES" that was an option before and what replaced it in Rm.132: please schedule an information session with Rick Nguyen if you would like to learn how to use or access new features that replaced previous ones or log in with your msac account, select "start" and "programs".

3f. Front Counter/Testing: Barbara H. and Jean Jernigan thank instructors for their patience regarding the waiting time for printing orders. The location of the Copy Center has moved further away and lack of coverage/getting multiple boxes of order have proven to be challenging. Currently there are boxes yet to be picked up. Bailey added that there will be fewer staff at Front Counter/Testing; student workers will begin next week. Saturday coverage for this area will be provided by tutorial staff.

3g. Tutoring: Eva presented end-of-the-year stats for 07-08/08-09 Supplemental Instruction use. Due to the budget cuts, there will not be as many S.I. opportunities offered. John announced TUTOR 10C has been resurrected. There are lots of cuts in the tutoring budget and full-time staff will be filling in gaps when possible. Surveys for students to express complaints about the lack of tutoring will be provided. John announced that because of the new check-in system with Banner, there is an increased potential for errors. Other labs on campus have the ability to use CRN that are not for

classes; please show your students the area either at the beginning of the semester or right before any assignment where students will need to use the computers.

Bailey Smith will be teaching the TUTOR 10C six-week course this semester.

John plans to create a directory he

their labs. Also, students will need to make sure they select the correct option (correct lab/CRN).

Bailey added that because the computer now lists all labs students are enrolled in as well as classes, we will remind students to select the lab to corresponds to the class they are doing assignments for. We will try to come up with a solution with other lab coordinators. Pat added that instructors can now check their students' lab hours on their mtsac portal.

3h. Dev. Ed.: Rick S. announced the Dev. Ed. of the Year Award went to the faculty of the Respiratory Therapy Program. The first Dev. Ed. meeting will be held Tuesday, September 1 at 3:00pm in Rm. 144 (POD).

3i. Michelle reviewed the process of how academic counselors have access to "bump up" students test scores when they are very close to the next level up by using multiple measures. There is a concern about how this can be done without a paper trail and there is no oversight. Reading Faculty will look at their multiple measure. The Math Dept. on campus is pleased with the counselors' use of multiple measures. Pat added math is on hold out of Lern 48. Read and Writing is on hold.

3j. Basic Skills: Pat announced there has been some additional money found; the hope is to reconstitute deletions that were

can contact supervisors of other labs on campus when Tutorial Services CRNs are being selected in error.

Let Michelle know if there is anything you would like her to take forward to Matriculation.

<p>4. Current Dept. Projects</p>	<p>previously made. Emphasis will be on areas with direct student contact.</p> <p>3k. Saftey Com.: Martha announced plans to have staff review roles during emergency evacuations at next Classified Staff meeting Friday, September 4. Martha also plans to check classroom emergency bags to make sure flashlights work properly. Martha reminded all to wash hands frequently and use alcohol-based hand cleaners to keep viruses at bay; if staff/faculty want to donate funds, Martha can purchase hand sanitizers for the breakroom. Students in the hallway are plugging in their laptops or cell phones in the outlets which is causing safety issues; Martha and Bailey will further investigate how or if outlets can be covered.</p> <p>4. Pat announced that Carolyn is involved in charity giving opportunity; Carolyn will make a presentation about her efforts in the near future.</p> <p>Book Read: Ema announced the summer's book read, "Three Cups of Tea" will be discussed during Project Time so that all LAC faculty/staff and Library staff who are interested can attend. Everyone is encouraged to meet in their own groups if they want to meet at different times or places.</p>	<p>Project Time is the third Tuesday of every month from 1:15 in Rm.112</p>
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Next meeting: Tuesday, October 6, 2009 at 1:15 in Rm.112