

Learning Assistance Center

Faculty Meeting

MINUTES

Date: 3/26/09 Time: 1:15pm Rm. 112

Present: Ema Burman, Jannie Ma, Pat Bower, Eric Kaljumagi, Larry Silva, Rick Stepp-Bolling, Martha Hall, Sun Ezzell, Michelle Sapat, Carolyn Robinson, Paul Russell, Luisa Fuller, Susie Castaneda, Lori Walker

Absent: Carol Norton, Barbara Gonzalez

ITEM	DISCUSSION/ACTION	OUTCOME
1. LAC Dept. Chair Responsibilities	1. Pat went over the contractual expectations for dept. chair, nominations, and election procedures and timelines. Nominations must take place by the 5 th week of the semester and the election by the 12 th week.	1. Nominations took place later in meeting.
1a. Dept. Chair Election Process	1a. At our next faculty meeting on Thursday, April 30 th , we will vote on dept. chair by secret ballot. If you are unable to make this meeting, contact Meghan at x5658 and inform her of your vote and she will fill out an official ballot.	1a. Carolyn will create the official ballot for the election.
1b. Dept. Chair Nominations	1b. Two faculty members were nominated for dept. chair. It was suggested that leading up to the election day, the nominees should make themselves available to faculty members for questions related to the position of Dept. Chair.	1b. Dept. Chair Nominees: Pat Bower and Larry Silva.
2. Learning Lab Faculty Liaison	2. There is an opening for the Learning Lab Faculty Liaison position for Fall '09 and Spring '10. Reassign time = 3 LHE per semester.	2. Ema Burman is interested in the position.

<p>3a. Committee Chair Election Processes</p>	<p>3a. Faculty agreed that committee chair elections are to be held every 2 years. Should another faculty member desire to be chair, a vote will take place.</p>	<p>3a. See attached Committee Chair processes.</p>
<p>3b. Committee Chair Duties</p>	<p>3b. The writing committee drafted a list of committee chair responsibilities during the Oct. 16th meeting. Some minor revisions to the list were made. Faculty approved the revised list of Committee Chair duties.</p>	<p>3b. See attached Committee Chair duties.</p>
<p>4. Open Dialogue</p>	<p>4. Pat reminded us to bring concerns about our dept. to faculty meetings for discussion. A suggestion was made to have a dept. comment box to allow for anonymity. Carolyn and Lori are willing to take anonymous suggestions and comments to faculty meetings.</p>	<p>4. Carolyn and Lori will take anonymous suggestions/comments to faculty.</p>
<p>5. Easy Access to End of the Year Forms</p>	<p>5. Paul Kittle's shortcut for getting end of the year evals, forms, etc. was presented.</p>	<p>5. Go to library.mtsac.edu, scroll to division homepage, click on Chuck's head and the forms you need will magically appear! Forms are due 2 weeks after the end of the spring semester.</p>
<p>6. Faculty Websites</p>	<p>6. After Rick Nguyen and Paul Kittle are trained on OMNI, we can set up personal faculty webpages. Lori asked if the Dev Ed template could be inserted in the webpages.</p>	<p>6. Faculty webpages coming soon.</p>
<p>7. Ed Design Committee</p>	<p>7. Course Outlines of Record need to be revised/edited. Larry can help with this. Lab requirement should be changed from 24 to 23 hours. We need to make sure our syllabi reflect this change.</p>	<p>7. See Larry for help with Course Outlines of Record revisions. New Lab Requirement = 23 hours.</p>

8. Learning Communities	8. We have been asked to create 3 Learning Communities courses. Village Academy High School Faculty position open (18 LHE reassign time).	8. Submit the 3 Learning Community course proposals by the end of this semester.
9. Faculty Association	9. Part-time Faculty Open House coming up.	9. Part-time Faculty Open House on April 21 st at noon and 5:30pm.
10. Developmental Ed conference	10. 110 people already signed up to attend. Contact Rick if you can volunteer on the day of the conference. Stuffing bags will take place Thursday before conference at 3pm in POD.	10. Dev Ed conference on Friday, April 24 th .

Next meeting: Thursday, April 30, 2009