



Learning Assistance Center  
**Skills Development Instructor Meeting**  
MINUTES

Date: Tuesday, November 13, 2007

Time: 1:20pm

LAC Break room

Present: Sun E., Carolyn R., Lori W., Barbara G., Barbara H., Luisa F., Pat B.

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1. Minutes	1. Ok
2. Reinstatement	2. <u>No more</u> reinstatements this semester -students must have check-in/grades and hours. Either missing, was dropped. -File folders used to validate when check-in missing -If folder is missing, cannot check work.	2. Be sure students file folders
3. Retrieved folders	3. Be sure to return "colorful" sheets that notify students to see instructor	3. Place in same box retrieved folders are in
4. Final grades	4. Must have <u>four</u> grades and hours. -label grades to avoid duplication	4. Check both before giving Cr/NC

Next meeting: Spring '08

1:15pm

Rm.112