



Learning Assistance Center
Skills Development Meeting
MINUTES

Date: Tuesday, May 13, 2008

Time: 1:20pm--2:10pm

Rm.112

Present: Pat, Luisa, Barbara, Lori, Sun, Carolyn, Martha L.

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1. Minutes	1. Minutes ok
2. Final grading	2. 4 grades, 48 hours for LERN 61; 96 hours for LERN 62 -no credit lab during finals, June 9-15 (except for 8 week Lern 49: those students can do lab Monday & Tuesday) -overload and adjunct must be in lab (until June 15, 08) to be paid. Let Chris know if you will not be in lab.	2a. validate hours with students own report b. can give a grade even if not usual student
3. Suggestions for improvement	3a. New sign-in sheet for students to sign in when instructor is absent. 3b. When folders are pulled, sign asking students to "see instructor if folder is missing" will be posted 3c. Curtailing sessions to 20 minutes -check one or two problems, then refer to answer keys -if professor wants practice tests answered, need a key -"Need to be available for other students" is a good way to end a session.	3. Info only
4. Other	4. Hours in 3-ring notebook are given for LERN 61, LERN 62 that are current students.	

This was the last meeting for the Spring '08 semester