



Learning Assistance Center  
**Skills Development Meeting**

MINUTES

Date: Tuesday, April 14, 2009

Time: 1:15pm

Rm.112

Present: Pat, Carol, Luisa, Michelle, Sun, Carolyn

| ITEM                        | DISCUSSION/ACTION   | OUTCOME  |
|-----------------------------|---|--|
| 1. Minutes                  | 1. Minutes  | 1. No changes  |
| 2. Updates                  | 2. Drop date looming: check hours and assignments   |  |
| 3. Following protocol       | 3.1 Example: use primary Study Tech. assignment sheet in addition to area sheets<br>3.2 Honor assignments by other instructors  | 3.2 May choose to give new assignment  |
| 4. SLO assessment for Fall? | 4.0 2 SLOs for each course<br><br>4.1 Discussion on SLOs<br>-added new SLO: Study Tech. will use resources effectively<br>-modified SLO: Study Tech. will complete a given assignment<br>-Assessment of timeliness discussed<br>-have student do reflection after each assignment (resource | 4.0 2 SLOs:<br>1) Students will use resources effectively<br>2) Students will successfully complete an assignment<br>-pick one and tell how you think it should be assessed.<br>-goal is Fall '09 assessment |

|                                |  |   |
|--------------------------------|--|---|
|                                | <p>use)<br/> -e.g. 90% of students will be able to write 3 things learned from a completed assignment.</p>           |   |
| 5. Diagnostics and assignments | <p>5. No new materials<br/> -need update on Singapore Math</p>   | <p>5. Carolyn will bring &amp; do intro on Singapore math in May meeting.</p> |
| 6. Other                       | <p>6. There may be changes to minimum qualifications for Skills Dev. Lab instructors. Waiting for clarification,</p> |   |

Next meeting: Tuesday, May 12, 2009

1:15pm

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