



Learning Assistance Center
Skills Development Meeting
MINUTES

Date: Tuesday, May 12, 2009

Time: 1:15p—2:10pm

Rm.112

Present: Luisa, Carol, Michelle, Sun, Martha L., Pat, Carolyn

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1.Minutes	1. Minutes Ok
2.Updates—drops	2. Many drops: half the roll	
3. Final grades: record sheets—change forms	<p>3.1 Need to add to contract to address assignment requirement.</p> <p>3.2 Final grades: need four assignment projects</p>	<p>3.1.1 Changes made to contract that include assignments and drop requirements. Will use new form beginning Summer '09. See attached.</p> <p>3.1.2 Martha will staple student contract copy to student folder as reminder of requirements for unit credits.</p> <p>3.2 Be sure assignments are appropriate for Lern 61 vs. 62. At least 4 grades.</p>

<p>4. SLO Assessment</p>	<p>4.1 Two SLOs; will assess SLO #2 #2 Students will self-assess their learning. (changed from "Students successfully complete an assignment")</p>	<p>#2 Assessment: Students will choose one completed assignment and write 3 things learned from the assignment, covering 3 criteria established by instructor. 90% of students will meet all criteria.</p>
<p>5. Other: Carolyn R. shows Model Drawing</p>	<p>5. Model Drawing: Carolyn gave handout with Model Drawing problems. She explained showing part-part-whole using blocks.</p>	<p>5. See attached. Copy of examples with answers will be available for reference: located in "math" box in Skills Development bookcase.</p>

This is the last Skills Development meeting for Spring 2009.

Student Name: _____
Skills Development Lab Contract LERN 61 1 Unit

_____Hours per week **48** Hours Required for Credit Class Ref. # _____

As a Skills Development student, you must meet these requirements to receive credit.

- By the end of week 4, you must have completed 24 hours and 2 assignments that have been assessed (checked/graded).
- By the end of week 6, you are expected to have completed 48 hours and 4 assigned projects appropriate to your level.

You will also need to know and follow these procedures:

- It is your responsibility to see any Skills Development Instructor twice a week.
- Your lab time is verified by clocking in/out on the computer at the Front Counter; check the computer screen to verify your time is correct.
- Do not schedule yourself for more than 3 hours at any given time.
- You may make up time or change your schedule.
- Study or complete only those assignments that the Skills Development Instructor has given you.
- File your folder by last name in the file cabinet; do not take your folder home.
- You must see any Skills Development Instructor for your final grade or you may receive a No Credit.

I have read (& understand) the above. To receive the 1 Unit credit, I will meet the requirements.

Signature of student _____ Date: _____
 Skills Dev. Instructor's Initials _____

Skills Development Laboratory Schedule

Indicate your suggested lab schedule by placing an "X" on the appropriate lines

Time	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
7:30-8					xxxxxxx	xxxxxxx	xxxxxxx
8-9					xxxxxxx	xxxxxxx	xxxxxxx
9-10					xxxxxxx	xxxxxxx	xxxxxxx
10-11					xxxxxxx	xxxxxxx	xxxxxxx
11-12					xxxxxxx	xxxxxxx	xxxxxxx
12-1					xxxxxxx	xxxxxxx	xxxxxxx
1-2					xxxxxxx	xxxxxxx	xxxxxxx
2-3					xxxxxxx	xxxxxxx	xxxxxxx
3-4					xxxxxxx	xxxxxxx	xxxxxxx
4-5					xxxxxxx	xxxxxxx	xxxxxxx
5-6					xxxxxxx	xxxxxxx	xxxxxxx
6-7					xxxxxxx	xxxxxxx	xxxxxxx
7-8					xxxxxxx	xxxxxxx	xxxxxxx
8-9					xxxxxxx	xxxxxxx	xxxxxxx
9-10					xxxxxxx	xxxxxxx	xxxxxxx

Model Drawing

Create a model for each of the following and solve. Check your answers.

Example:

2 more than 18

18	2
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$$18 + 2 = 20$$

21 less than 50

$$50 - 21 = 29$$

50	
29	21

25 more than 9

$$9 + 25 = 34$$

34	
9	25

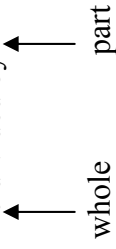
5 times 14

$$14 \times 5 = 70$$

14	14	14	14	14
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$$14 + 14 + 14 + 14 + 14 = 70$$

440 divided by 4



440		
110	110	110

$$440 \div 4 = 110$$