



Learning Assistance Center  
**Skills Development Meeting**  
MINUTES

Date: Tuesday, September 8, 2008

Time: 1:15p—2:00pm

Rm.112

Present: Pat, Rick S.B., Sun, Carolyn, Barbara G., Luisa, Lori, Martha

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	<p>1. Reviewed Minutes</p> <p>Pat announced that there are no adds for Lern 61 or Lern 62; 50 is the class limit. About 1/3 of the 50 enrolled have shown up so far.</p> <p>Barbara asked whom to notify if she knows she going to be absent from lab ahead of time.</p>	<p>1. Pat requested Carolyn to make an assignment sheet for math Add Carolyn to attendance. Pat asked Martha to create a chart/list to show which enrolled students haven't shown up until after the 2<sup>nd</sup> week. Let Pat know so that she can arrange for coverage; also let Chris know for timesheet purposes.</p>
2. Position Description: Faculty, Skills Development Lab	<p>2. Pat distributed the Skills Dev. Lab Instructor Description for everyone to review. Pat reminded that the emphasis is on student becoming an independent learner.</p>	<p>2. For clarification, Skills Dev. Lab Instructors are not required or expected to work at the Front Counter/Testing. If staff needs a restroom break, okay for instructors to accept completed tests and use date stamp to "clock out" test. If available, may also answer questions from students at Front Counter.</p>

<p>3. SLO Assessment</p>	<p>3. SLO Assessment</p> <ul style="list-style-type: none"> <li>-need to define what the assessment is</li> <li>-focus on process for the selected topic, e.g. sentence fragment             <ol style="list-style-type: none"> <li>1) Improvement to date?</li> <li>2) Have you been able to use in other classes/area</li> <li>3) What next?</li> </ol> </li> <li>Evaluate/Analyze how _____helped with (subject)</li> <li>-also, for practice:             <ul style="list-style-type: none"> <li>-independent vs. dependent</li> </ul> </li> <li>"don't need help"      "need help"</li> <li>confident doing      not confident doing on my own</li> <li>on my own</li> <li>-prepare students for assessment by having students self-assess</li> <li>-will have a reflection completed before entering grade for project</li> </ul>	<ul style="list-style-type: none"> <li>-Need a standard format</li> <li>-Practice self-assessment form for students to complete (2 questions including 1 from final)</li> <li>Help instructor develop future plans.</li> <li>-Need instruction sheets for Skills Dev. (next meeting). Reasoning:             <ol style="list-style-type: none"> <li>1) Validates approach in lab</li> <li>2) Helps us assess how students are doing</li> </ol> </li> <li>Pat will send draft for practice form via email</li> <li>Helps instructor develop future plans</li> </ul>
--------------------------	---	--

Next meeting: Tuesday, October 13, 2009    1:15pm    Rm.112