



Learning Assistance Center
Committee Chairs' Meeting
MINUTES

Date: Tuesday, Sept. 20, 2011

Time: 2:00p—2:45pm

Rm.112

Present: Pat, Sun, Martha H., Michelle

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1. Minutes	1. Ok
2. Summer workshop survey results	2. Results: 100% of 29 attendees rated workshop at top 2 (of 4) ratings	2. Results show broad satisfaction with workshop and want to pursue further topics (2-5) Use of Results: Need to do the follow-up on exploring further. Each discipline is going to create a process to address each area that was listed for exploring. Plan is to utilize listservs, newsletter, mentoring, Journal Club.
3. Adjunct evaluation process	3. Sent out electronically on 9/19	3. Be sure to document all observations and rate accordingly.
4. Minimum Qualifications for Disciplines	4. Information to take to committee	
5. Learning Communities plan	5. Information to take to committee	
6. Journal Club	6. Information to take to committee	
7. Other: Dept. SLO	7. Dept. SLO: Collect by course	

next meeting: Tuesday, October 18, 2011