



Learning Assistance Center

Skills Development Instructors' Meeting

MINUTES

Date: Tuesday, Sept. 20, 2011

Time: 1:15pm

Rm.112

Present: Pat, Carolyn, Barbara, Sun, Michelle

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1. Minutes	1. OK
2. SLO Rubric results and Use of Results	2. Majority (80% +) answered "yes" to all three questions. <ul style="list-style-type: none">• responses were mostly very brief.• discussions on next steps:<ol style="list-style-type: none">1) change form2) encourage reflections3) make description specific?4) give feedback	Results: Answers met standard 80%+ Use of Results: Need more reflection. Use Kolb reflective model: <ol style="list-style-type: none">1) Use Header: "Reflection is part of Learning Please reflect on your learning by writing your ideas (reflection) on the following questions". What did you learn? What was important to you? How will you learn? What will you do next? (or variation thereof). Leave a lot (not broken up) space for answers.2) Other features to include: instructions for faculty, request for student to bring project being

		<p>reflected on.</p> <p>3) Space for initials and date of instructor.</p> <p>4) Need to modify record sheet: reflection & discussion.</p>
3. Math assignments	<p>3. Shared new forms</p> <ul style="list-style-type: none"> • assignment sheet • vocab. activity <p>-discussed modifying to match KIM</p>	<p>3. PLEASE NOTE: Use forms for assigning math.</p> <p>-be sure to record the assignments on Student Record Sheet.</p> <p>-staple to left side of folder.</p> <p>-add test, practice test to record sheet.</p>
4. Other assignment changes	<p>4.1 Reading: Four Levels of Comprehension</p> <p>4.2 Writing: Eliminate grammar diagnostic</p>	<p>4.1 Need to have both chart & explanation--will be stapled.</p> <p>4.2 Teach grammar in students' own writing with resources (books available).</p>
5. Updates: DRP, LASSI, Projects	<p>5.1 DRP--still in progress, do not have corrected.</p> <p>5.2 LASSI--no copies available currently</p> <p>5.3 Projects--do not list just a single section or page as an assignment</p>	<p>5.1 Put in folder</p> <p>5.2 On order</p> <p>5.3 Need to be appropriate to Lern 61 or Lern 62 (density of work assigned)</p>
6. Other	6. Need to cover LARC better	6. Sign-up sheet should drive tutoring. Ask questions of Lern 61 or Lern 62 for book or content help.

Next meeting: Tuesday, October 18, 2011