



Learning Assistance Center
Classified Staff Meeting Minutes

Date: Fri 09/05/14 Time: 2:00pm Rm. 6-222

Present: Frederick Byalero, John Cardenas, Robin Cash, Rapheal Delgado, Marlene Espina, Tiefa Fisher-Gabriana, Barbara Harris, Martha Lopez, Bailey Smith

| ITEM | DISCUSSION/ACTION | OUTCOME |
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| 1. Minute Recorders | Reminder of who is assigned/responsible for recording minutes during the fall 2014 semester. | Martha Lopez - department meeting Marlene Espina - staff meeting |
| 2. DAPPS follow-up | DAPPS (Dated, Achievable, Personal, Positive, Specific) goal check-in. Who has accomplished their On-Course activity? Bailey also spoke about the benefits of "on-course-ifying" tutor training. | Bailey accomplished her goal, other participants provided updates—most are still in progress. Those responsible for tutor training were encouraged to incorporate the principles into their trainings. |
| 3. Area Reports a. Tutorial Services | The area is busy, and John has been managing tutor schedule change requests, Bailey provided info about budget cuts and enrollment effects-declining in both; 10% cut across all student service programs; minimum wage increase has cut into budget, John is hoping that more funding will materialize. SI responsibilities have been shared among the other tutorial services staff members due to Eva's leave of absence | SI questions should be deferred to John for the time being, until Eva returns. |

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| b. LARC | Martha reported that tutoring began on 09/02 for Basic Skills students; new practice of posting available classes on main white board in the LARC to inform/encourage fill rates for class offerings; tutor training in math (model drawing) with Prof Hall for LARC tutors; The Magoni Library is up and open for use by staff and students (student use in the area only) | Available classes will be posted on white board at the beginning of the semester, as well as posted on the portable white board (placed in lobby) to fill class offerings. Tutor training with Prof Hall on 09/12 at noon, 6-112 |
| c. Front Counter | Bailey asked for samples of the types of information and questions student asked during the first week of the term. Questions from students during the first week of the semester are mostly about information and assistance in finding classrooms and open classes | Martha compiled an exhaustive sample list of questions that she was asked during the first week, and also included questions that other staff members were asked |
| d. Testing Services | Barbara reported that she received positive feedback from faculty during the Flex Day BBQ | Barbara asked that faculty send notes to Pres. Scroggins with their feedback about restoring testing services. |
| e. Learning Lab | Robin shared that there had been a large overturn of student assistants at their counter. Robin also stated that it would be helpful if there were some additional signs that clearly defined the areas within the LAC more clearly defined-they are getting many students who need spatial directions. Frederick also asked for a list of the various levels of courses offered on campus as a guide to help student assistants when students ask about the sequential classes in a discipline. | It was acknowledged that additional signs would be helpful, but no real discussion as to location or when this new signage would be installed. If anyone can provide a source for Frederick to use. Please contact him directly. |
| 4. Reminders | EASE - Bailey reminded everyone that there is a program available for employees who need support services indirectly | Flyers are available for further information. |

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| | work-related; a happy employee is a good employee. Bailey reminded everyone of the fraud hotline should anyone be witness to, or have knowledge of any chicanery occurring on campus. | Please report any fraud incidences to the fraud hotline (866/367-7970). |
| 5. CSEA | Contract has been finalized. | Reopeners begin in January 2015 |
| 7. Classified Senate | No report available. | |
| 8. Year-end report | Bailey explained that the year-end report has gone out to the school's administration and she will be following up with respective parties to remind them of our "awesomeness." | Bailey will send report to all staff members. |
| 9. Assessment Rotation | Bailey started our discussion with samples of 3 cycles we could follow; it was suggested, and voted on, that we should go with Research's recommendation—cycle 1, which coincides with accreditation. Bailey reiterated the purpose and benefit of assessment— to ask for funding, and show impact of services. | Cycle 1 was chosen by "vote" Every area will meet with Bailey to discuss his or her proposed plan for assessment (plan, select, and report back in October). |

Please inform the minutes recorder/transcriber of any omissions or discrepancies found on this recorded information.

Next meeting: Fri, October 3, 2014; Room 6-222; 2:00-3:30pm