



Learning Assistance Center  
**Classified Staff Meeting**

MINUTES

Date: Friday, October 5, 2015      Time: 3:30pm      Rm. 261

Present: Bailey Smith, John Cardenas, Rafael Delgado, Nicee Gonzalez, Katelyn Abadie, Tiefsa Fisher-Gabriana, Martha Lopez (note taker)

ITEM	DISCUSSION/ACTION	OUTCOME
Thank you!	Bailey thanked Martha, Katelyn, and Nicee for helping our colleagues in the Library at the Circulation Desk during their staff meetings on the third Thursday of each month from 1:30pm to 3:00pm.	Martha covered September Katelyn covers October Nicee covers November
PIE: Making assessment meaningful Assessment updates	Bailey distributed the Learning Assistance Center Services Assessments 2015-2016 and the LAC Services Proposed Unit Goals 2015-2016. Bailey made some changes/improvements in the wording of the unit goals. Goals should match Assessments which should match things we put that we need in PIE.	If any one has feedback on this, let Bailey know.  Meghan will join us next meeting to help us make goals more meaningful.
Reminders and campus news	<p>POD is our neighbor again. Will be moving back to Bldg.6 October 5.</p> <p>Dev. Ed. Parachutes &amp; Ladders conference follow-up workshop on "Best Teaching Practices" will be on Friday, October 16 at 11am in Founders Hall.</p> <p>Bailey will be out in order to attend a conference from Tuesday, October 6 through Friday, October 9.</p>	<p>Register through POD. For questions, contact person: Dianne Rowley ext. 6223</p> <p>Bailey will meet her Saturday TUTR class; she will be in on Monday, 10/12 by noon.</p>

<p>Area Reports</p>	<p>Flooring: LAC Faculty presented concerns about the flooring to the Division. The ramp section that leads into the LAC is exposed cement which is slowly becoming dirtied by traffic.</p> <p>School Dude Process: Currently Tiefsa is the only designated staff to request repairs from the School Dude system. Bailey will look into how to add Lester to the list.</p> <p>Classified Senate and CSEA reports—no reports given.</p> <p>John shared some details about a Supervisors Meeting he recently attended.</p> <p>Tutorial Services: John announced that many Supplemental Instructors have been hired as funds were obtained from STEM and Student Equity. Statistic tutors are needed.</p> <p>Learning Lab: Katelyn announced many technicians have been hired; there have been some challenges with student workers.</p> <p>LARC: Bailey announced the LARC is moving forward with paperless sign up by using a touch screen. There will also be a touch screen at the Testing Center.</p> <p>October Calendar: Martha indicated an error she made on the LAC Calendar regarding the meetings in the LAC. Please note that the LAC Department meeting for the month of October will be Thursday, October 22. Same time, same location.</p>	<p>Plan is flooring do-over during winter break. If any one asks, the answer is, "The tile is in process."</p> <p>Bailey asked Martha to find out if Robin is currently on the list of designated staff.</p> <p>Bailey thanked Nicee for finding a space for a large SI group to meet in.</p> <p>Plans are to pilot the use of touch screens in Winter 2016 Inter session.</p> <p>In November, department meeting will be the third Thursday as normal.</p>
<p>Next meeting</p>	<p>Bailey announced that Meghan will be attending our November meeting and that <u>all</u> staff should plan to attend.</p>	<p>Date: Friday, November 6 at 3:30pm in rm. 261.</p>

