



Learning Assistance Center
Classified Staff Meeting

MINUTES

Date: Friday, December 4, 2015 Time: 3:30pm-4:30pm Rm. 6-237

Present: Bailey, John, Peter, Barbara, Tiefsa, Nicee, Marlene, Martha (notes)

ITEM	DISCUSSION/ACTION	OUTCOME
Bailey's Thanks Goes To...	Thanks to the Learning Lab staff for surviving a stressful Fall!	
Reminders	Campus committees and commitments: The college will be doing a lot of faculty (and counselors) hiring and therefore a lot of people will be asked to serve on hiring committees. Bailey requests that if you are going to be on a committee, run it by her first, before committing to it, to work out any scheduling issues.	
Division Retreat	Division Retreat Reminder: The Division Retreat will be on Friday, January 29 from 8:30am to 3pm (possibly earlier).	
Vacation Requests	If you are planning to take vacation time this month, let Bailey know what days you plan to take off. Keep in mind we have to be <u>ready to start</u> on Monday, January 4.	
Winter 2016 Work Schedule	Let Bailey know what your work schedule will be for this winter so that she can make up a list of everyone's schedules. There is no mandatory four-ten work week so working on Fridays is optional.	
Campus News	Mt. SAC will have an online catalogue live in Fall 2016.	

<p>PIE review: any areas of particular concern or confusion?</p> <p>Checking in on our Assessments</p> <p>De-brief on a strange week: what worked well and where could we improve?</p>	<p>If the budget looks good next year, there will be a 2% cost of living raise.</p> <p>Announcements on the opening of buildings and construction of various buildings and centers.</p> <p>The launching of the new Portal will be December 16.</p> <p>Bailey showed that the new Dept. Unit Goals and Assessments match. There is an internal logic that connects both well. However, there is a disconnect between PIE and Dept. Unit Goals & Assessments. Bailey will work with Meghan on this before the Division Retreat.</p> <p>Bailey will email updated assessments.</p> <ul style="list-style-type: none"> • Tutorial Services has an SLO on Study Skills Strategies. • Testing students will be surveyed about their experience during finals week. • The Learning Lab will have an assessment for Spring 2016. <p>On Monday, November 30, students, faculty and staff were told to evacuate the building because of a mysterious package left in the Music & Arts building.</p> <p>What worked? Phone messages, text messages and emails, although those didn't send immediately.</p> <p>What didn't work? There was no official communication between the "upstairs" and "downstairs" staff of our building.</p>	
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<p>Safety Group Update</p> <p>Area Reports: challenges and accomplishments</p>	<p>Also, as much as staff tried to keep students out, there were students still trying to get into the building. It was mentioned that bull horns and other effective emergency items are needed to warn people to keep away from the building.</p> <p>Another incident occurred with a student behaving in an odd and inappropriate manner. Marlene notified Bailey who then called Public Safety, although the consequences were unclear. The student was escorted out of the LAC, but it was not immediately known if the student would be allowed to return or not, so Public Safety Officer, David Quiroz, was contacted to procure more information.</p> <p>Bailey, along with Ema Burman, Frederick Byaleero, Paul Kittle, Barbara Soriano and Linda Small, are working on updating the Evacuation Plan.</p> <p>For LARC & Tutorial Services, one accomplishment was to have a representative from the Deaf & Hard of Hearing give a presentation on best practices when working with deaf & hard of hearing students as training for tutors in the LAC.</p> <p>LARC tutors were given a math diagnostic in order to determine if math training is needed. Marlene is analyzing the scores and the topics where tutors need to review most.</p> <p>Tutorial Services received Student Equity funds. Data entries are also all caught up. Tutor Mentoring is also continuing well.</p>	<p>It was agreed that ideally, all LAC members could be informed of the consequences of individual student misconduct/incidents and that information could be shared via email.</p>
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<p>Award progress: are you earning your dream award?</p>	<p>Testing Center has funds to provide extra help during finals week.</p> <p>Classified staff pondered on whether or not they were earning their "dream award" originally thought up at the beginning of the semester.</p>	
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Next meeting: Thursday, February 4, 2016