



Learning Assistance Center
Committee Chairs Development Meeting
Minutes

Tuesday, March 17, 2014

Time: 2:00-2:45pm

Room: 112

Present: Barbara Gonzales, Martha Hall, Michelle Sampat, Lori Walker, Dan Wheeler

| ITEM | DISCUSSION/ACTION | OUTCOME |
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| 1. Check In: Enrollment, Needs, Questions | Michelle shared that 18 sections of classes were cut for Spring semester. Faculty hired for one discipline have been asked to teach in another discipline to meet load. Adjunct faculty have lost classes. | Fewer sections will be scheduled in the future. If classes fill, additional sections will be added. Schedule requests will include preferences for teaching outside discipline areas. |
| 2. SLOs: Where are we? | Chairs provided an update on SLO progress. Study Committee has completed an SLO and will share results at a faculty or department meeting. Writing Committee is evaluating results for their SLO. Math Committee is evaluating results for their SLO. Reading Committee completed an SLO cycle two years ago and has since conducted two Strategic Process Inquiries and will continue to develop their next SLO. | SLO results will be shared at a department or faculty meeting. |

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| <p>3. PIE: What do we need? How can we document this need?</p> | <p>The Planning For Institutional Effectiveness (PIE) forms need to be completed for the 2014-15 year. Input from all faculty is being requested. Michelle asked for chairs to discuss needs and accomplishments at Committee meetings.</p> | <p>Committees will begin discussing needs and accomplishments.</p> |
| <p>4. Budget: \$600 per Committee</p> | <p>Committees have \$600 each to spend as needed on supplies such as texts, white boards, manipulatives, or programs that will benefit students.</p> | <p>Faculty will let Michelle or Ema know if there is something they would like to purchase. If a committee is not using their funds, that money will be divided among the other committees.</p> |
| <p>5. Travel and Conference:</p> | <p>Up to \$1500 per faculty member is available. Adjunct faculty members can request funds as well. This is a great opportunity for adjunct faculty to grow professionally.</p> | |
| <p>6. Marketing</p> | <p>Enrollment is down. We need to work on ways to increase enrollment in our courses. Committees should discuss ideas for marketing our classes across campus.</p> | <p>Brainstorm ideas in committee meetings.</p> |

Next Meeting: Tuesday, April 14, 2015

Time: 2:00-2:45pm

Room: 112