

**Learning Assistance Center
Committee Chair Meeting**

MINUTES

April 21, 2015 Time: 2:00pm Room: 112

Present: Ema Burman, Barbara Gonzales, Sun Ezzell, Martha Hall, Carolyn Robinson, Dianne Rowley (Minutes), Michelle Sampat, and Lori Walker

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1.1 Minutes were unavailable at time of meeting.	1.1 Michelle will post minutes from last meeting
2. Adjunct Evaluations: concerns/ideas	2.1. A comment was made that current adjunct evaluation process seems counterproductive. A suggestion was made to invite adjunct faculty to observe full-time faculty classrooms. Another suggestion was made to have “unofficial observations” if elements in the classroom observation were not addressed and adjunct will receive a score of “3” or “4;” a second “official” observation can then be scheduled after discussion with adjunct. A further suggestion was made to teach a model class with the adjunct’s students. Math faculty currently assigns one full-time mentor and one part-time mentor to each new adjunct.	2.1 Adjunct evaluation process can be discussed during the next faculty meeting as well as summer meetings (along with discussions on pedagogy)
3. Scheduling- 8 week classes	3. 1 Registration for 8 week Spring 2015 LERN 49 should have been restricted for LERN 48 students, but it was not. Eight week LERN 48/49s will be offered in Fall 2015 3.2 Eight week READ 80 students will have priority to enroll in the subsequent READ 90 class. An 8 week READ 80/90 will be offered in Fall 2015. 3.3 Eight week LERN 81 will no longer be offered in 8 week sessions for now.	
4. LARC Assignments	4.1 READ is collecting samples of student work to keep at the Skills Desk 4.2 A generic LARC Assignment Form may not be in the best interest of students. A recommendation was made to allow for some flexibility and variation with assignments	

	that the form currently does not provide. This form may not work well for all faculty.	
5. LARC Committee Issues	5.1 Tabled	
6. Other	6.1 Tabled	

Next meeting: Tuesday, May 19, 2014

2:00pm

Room: 112