



Learning Assistance Center  
Department Meeting Minutes

Date: Thursday, March 19, 2015

Bldg 6 - Rm 112

1:15pm-2:30pm

Present: Bailey Smith, Robin Cash, Barbara Harris, Jane Nazzal, Jannie Ma, Sun Ezzell, Lester Lawenko, Peter Beshay, Lori Walker, Eric Kaljumagi, Susie Cevallos, Martha Lopez, Paul Russell, Carolyn Robinson, Barbara Gonzales, Tiefa Fisher-Gabriana, Nicee Gonzalez, Marlene Espina, Dan Wheeler, and Dianne Rowley.

ITEM	DISCUSSION/ACTION	OUTCOME
1. Announcements	<p>Congratulations to Nicee Gonzalez!!!</p> <p>Nicee is the newest member to join the LAC family. She was recently hired (February 12, 2015) as the Project/Program Specialist (for Tutorial Services). Please take a moment to introduce yourself (if you haven't already done so), and welcome Nicee to the LAC.</p>	
2. Minutes	<p>The minutes from our last department meeting (November 20, 2014) are available online.</p>	
3. Spring Enrollment	<p>Enrollment for the Spring 2015 semester was down in our courses. Unfortunately, several classes were cancelled due to low enrollment. Thank you to the staff and faculty members who met during Winter Intersession to work on marketing strategies for our Spring 2015 classes.</p> <p>A special thank you to the staff and faculty members who volunteered to work at the information booth during the first week of the Spring semester. Your efforts to assist students in finding open classes in order to fill their schedules were greatly appreciated.</p>	<p>Eighteen classes were cancelled during the Spring 2015 semester.</p>
4. Upcoming Events	<p>The 14<sup>th</sup> Annual Parachutes and Ladders Developmental Education Conference is scheduled for Friday, April 17, 2015. This year's conference will be held in Founders Hall from</p>	<p>For more information, please contact Bailey (x5669) or Jannie (x3337).</p>

	<p>8:30am-3:00pm.</p> <p>The Book Drive to benefit the children of Lopez Elementary in Pomona is underway. Books that are geared towards the older elementary students (3<sup>rd</sup>-6<sup>th</sup> grade) are in high demand.</p>	<p>If interested in donating, please contact Sun (x6334) or Dan (x5818) for further details.</p>
<p>5. All Committees</p>	<p>Committee minutes are available online.</p> <ul style="list-style-type: none"> <li>a. Reading Committee-COR revision for READ 100 is currently in process.</li> <li>b. Writing Committee-Save the date for the Spring 2015 Authors Chair presentation. This semester's presentation will take place the week before finals (the week of June 1<sup>st</sup>).</li> <li>c. Math Committee-The placement test is pending approval from the State Chancellors Office.</li> <li>d. Study Tech-Is in the process of revising STDY 80 COR.</li> <li>e. Skills Development-Report forthcoming.</li> <li>f. Faculty Meeting-Requests for Basic Skills Grants are due. A grant writing workshop has been scheduled for March 20th. Liaisons will be available to assist during this workshop.</li> </ul>	<p>More information to come.</p> <p>Please contact Glenda Bro (x4588) for additional details.</p>
<p>6. Department Information</p>	<ul style="list-style-type: none"> <li>a. Faculty Association-17<sup>th</sup> annual Puttin' on the Hits is coming. Mark your calendars for Saturday, April 25, 2015. Please come out and support fellow faculty and staff members at either of the two scheduled performances (3:00pm and 7:30pm at the Sophia B. Clarke Theater). All of the proceeds from the performances will benefit Mt. SAC students in the form of scholarships.</li> <li>b. Academic Senate-Sun has volunteered to speak on behalf of students (making a public comment) in regards to the impact of the amount of classes that</li> </ul>	<p>Please contact Eric Kaljumagi (x6225) for further information.</p> <p>Contact Sun (x6334) for further information.</p>

	<p>were cancelled during this semester.</p> <ul style="list-style-type: none"> <li>c. Matriculation-Multiple measure questions are available online for students who are preparing to take the placement exam.</li> <li>d. Basic Skills-Report forthcoming</li> <li>e. Dev Ed.-Parachutes and Ladders, April 17, 2015</li> <li>f. Study Skills Team- Report forthcoming</li> <li>g. CSEA-Negotiations with the district are in process.</li> <li>h. Classified Senate-Preparations are underway for the Student of Distinction Celebration. This year's celebration will take place on May 16, 2015.</li> </ul>	
7. LARC	<p>It was a slow start to the semester, but things are moving along well.</p> <p>A Project Information Form is in the development phase and will be used to inform the LARC staff of student/tutor expectations for special assignment. Once approved they will be uploaded to the department's website for easy access.</p> <p>The LARC staff and Carolyn are working together in order to collect data for PIE.</p>	Please contact Marlene (x4362) for further information or to provide input.
8. Learning Lab	<p>The Lab received brand new PCs, all of the classrooms have received new printers, and forty new laptops are due to arrive before the end of the semester.</p> <p>Room 122 Reservations-The LLab is unable to reserve extended blocks of time. Reservations are on a first come, first serve basis, and all reservations must be made online.</p> <p>Discovery Exchange Session-A brief information session on the latest technology that is currently being utilized within</p>	<p>If you have any questions, please feel free to contact Robin (x5666 or x6601).</p> <p>Please contact either Carolyn (x6333) or Jannie (x3337) for</p>

	<p>the classroom. This session is being offered to faculty and will be held on March 25<sup>th</sup> in Building 6, Room 261 from 1:30pm-2pm.</p>	<p>additional information.</p>
9. Front Counter/Testing	<p>Over the years, the Testing Center has provided a tremendous service to the campus at large. However, during the Fall 2014 semester the testing center staff noticed many of the students utilizing the area were experiencing long waiting periods (generally 1-2 hours) prior to taking their exams. These waiting periods posed more of a hindrance and often limited students from utilizing the full allotted time given to complete an exam (this influx of student traffic generally took place during midterms and finals week).</p> <p>In preparation of Spring 2015 finals week, the use of room 6-160 has been approved to accommodate for the "overflow" or the unusually high amount of students that the center would normally serve during the last week of the Spring (Finals Weeks) semester.</p>	<p>The hope is that use of room 6-160 will alleviate the stress for students and staff during finals week.</p>
10. Tutoring	<p>Tutorial Services has recently acquired two brand new computers for student use (one is stationed on the math side and the other is stationed on the writing side).</p> <p>Raphael is currently working on an assessment to determine if tutors are recommending and/or offering study skill strategies to their students.</p> <p>Tutoring for the ASPIRE program will begin next week (March 23<sup>rd</sup>).</p>	<p>The computers have been well received by the students.</p>
11. Last Minute Item	<p>Budget Updates- Requests for the 2015-2016 fiscal year is due March 27, 2015. If there is something that you believe will impact or improve instruction within the center, please contact Michelle or Bailey. Each request received will be</p>	<p>Requests will be considered, but are not guaranteed.</p>

	reviewed and placed in the PIE.	
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Next meeting: Thursday, April 16, 2015 - 1:15pm-2:30pm, Rm. 112