

Learning Assistance Center  
**Department Meeting Minutes**

Date: April 16, 2015

Location: Bldg 6 - Rm 112

Time: 1:15pm-

Item	Discussion / Action	Outcome
1. <u>Minutes</u>	Minutes for the March 19, 2014 meeting are posted on the department web site	Send changes to Tiefa
2. <u>Upcoming Events</u>	<p>a. Parachutes &amp; Ladders Conference - Fri, April 17, 2015, 8:30-3:00 Founders Hall</p> <p>b. Discovery Session – Google Apps - Thur, April 30, 2015, 1:30-2:30, 6-261; Jannie and Carol shared information as to what the session will comprise.</p> <p>c. Book Drive - The Writing Committee is holding a book drive to enrich the reading program at Lopez Elementary.</p>	<p>Walk-up registration is available on day of conference.</p> <p>Barbara G. shared her experience of the session she attended, which had a positive outcome.</p> <p>Request for book donations (grades 4-6) was made. A very thoughtful large donation was made by the WIN program &amp; Beta Meyer.</p>
3. <u>Reminders</u>	<p>a. Please remember to verify doors are locked when exiting a classroom. Do not provide access to students from another class without their instructor present.</p> <p>b. Technology help – please use the blue sheet (every classroom has one) to help capture technology issues that are occurring throughout the day.</p> <p>c. Construction – has begun in the POD area and will last approximately 40 days.</p>	<p>Please report any issues regarding construction to Bailey.</p>
4. <u>Updates: Committee</u>  <b>Read</b>	<p>Completed COR course review for READ 100, which was finalized and approved at the last meeting. READ has also completed an SLO review. Dianne has entered it into WEB CMS. (<a href="#">Link here.</a>)</p>	<p>Committee Leads to provide COR updates to minute to become part of official documentation.</p> <p>COR changes to READ 100 were approved.</p>

<p><b>Writing</b></p>	<p>The committee is in the process of selecting their next SLO.</p>	
<p><b>Study Tech</b></p>	<p>Made various changes to the COR (see attachment). Writing is still working on its rubric with regard to the SLO “Value Writing” and will continue to develop it. Save the date: Author’s Chair will take place Wednesday, June 3 at 6:30 pm in 6-160.</p>	<p>COR changes to LERN 81 were approved.</p> <p>Final report submitted to Co-Chairs for review.</p>
<p><b>Faculty Association</b></p>	<p>STDY 80 has made changes to its COR, including changes to the course measurable objectives (in particular, “locus of control”). The STDY 85A SLO has been assessed and completed. Lori and Susie have also created a scoring rubric.</p> <p>-“Puttin’ on the Hits” is set for Apr. 24 and 25.</p> <p>-Council delegates are needed. Anyone with questions about FA can meet with Eric.</p>	<p>COR changes to STDY 80 were approved.</p>
<p><b>Academic Senate</b></p>	<p>Amendments to the outcomes plan to include the word “texts” were accepted.</p>	<p>-Eric to hold open house on April 21, 2015 between 10am and 4pm.</p>
<p><b>Matriculation</b></p>	<p>Suggested changes to multiple measures went to a vote within the English department. They will raise the points from two back to three points to multiple measure from LERN 81 to ENGL 67.</p>	<p>The vote will now go to SP&amp;S on Mon, April 20, 2015</p>
<p><b>Basic Skills</b></p>	<p>Currently in the process of reviewing grant proposals. Beginning of May expect a preliminary announcement from committee and VP of Student Services regarding recommendations.</p>	
<p><b>DEST</b></p>		

<p><b>CSEA</b></p>	<p>Next meeting is at 3:00 on Tuesday, Apr. 21 in 9B. Fall follow-up for the Parachutes and Ladders conference will happen Oct 16, 2015.</p> <ul style="list-style-type: none"> <li>- The Classys will be held during Classified week.</li> <li>- Koff &amp; Associates study is moving forward and first round will go to the Board for approval in May.</li> <li>- Survey regarding Summer schedule was sent to all CSEA 262 members and results will inform the next step in determining a summer work schedule.</li> <li>- Classified week will be May 17-23, 2015.</li> <li>- A call for an alternate on the IRB Committee was announced.</li> </ul>	
<p><b>Classified Senate</b></p>	<p>No report</p>	<p>-Anyone interested in additional information about this request, please contact Marlene. John and Bailey nominated Raphael</p>
<p><b>LARC Steering Committee</b></p>	<p>Anyone interested in attending should contact Bailey, Ema or Michelle. This committee includes faculty and staff interested in improving the services for students in the LARC.</p>	<p>Meeting date and time TBD</p>
<p><b>Learning Lab</b></p>	<ul style="list-style-type: none"> <li>- There have been internet issues along with printer failures.</li> <li>- Faculty are asked to please remind students there is no food or (non-water) beverages allowed in the Lab, particularly in 6-122.</li> <li>- Learning Lab committee is currently exploring ways to revamp the department web page.</li> </ul>	<ul style="list-style-type: none"> <li>- Faculty agreement forms (indicating guidelines) will be used when reserving room 6-122.</li> <li>-Any instruction related materials left in 6-122 shall be removed at the end of the semesters.</li> <li>- Please continue to send web change request and information to the committee.</li> </ul>
<p><b>Testing / Front Counter</b></p>	<p>An overflow testing center (6-160) will be instituted this spring during finals week.</p> <ul style="list-style-type: none"> <li>- Shortage in staffing issues this semester.</li> </ul>	<p>Temporary, hourly staff will be hired to help with the overflow area.</p>

<p><b>Tutorial Services</b></p>	<ul style="list-style-type: none"> <li>- Recruiting for SI's is under way for the Bridge and Pathways programs.</li> <li>- Raphael is working on an SLO to determine if tutors are recommending study skills development to students in order to help them succeed in MA 50/51 &amp; 71.</li> <li>- Tutorial Services' SLO is looking to determine wait times by students and the impacts thereof.</li> <li>- EOPS advisory committee gave kudos to the LAC and EOPS tutoring services; testimonials by student and peer advisors indicated their positive experiences using the two areas.</li> </ul>	
<p>5. <u>PIE</u></p>	<p>Bailey requested that purchasing requests for resources be submitted for prioritization in the PIE.</p> <ul style="list-style-type: none"> <li>- Classified staff has been surveyed for requests, which included a copier, a SMART board (6-122), touch screens for the LARC and Testing, scanners for the Lab, and more tutors for Tutorial Services. These items have been added to PIE.</li> <li>- Faculty will hold a special meeting (April 28) to discuss needs. Bailey suggested that requests specifically be in conjunction with an SLO/AUO/SAs.</li> </ul>	<p>-Staff to send purchasing requests to Bailey.</p> <p>-If any faculty have requests, please send them to the department Chairs. Faculty will discuss at next round of faculty meetings.</p>

Next meeting: Thursday, May 21, 2015 at 1:15, room 6-112.