

Learning Assistance Center Department Meeting Minutes

Date: Thursday, May 21, 2015 Bldg 6 - Rm 112 1:15pm-2:30pm

Attendance: Barbara Gonzales, Sun Ezzell, Dan Wheeler, Paul Russell, Dianne Rowley, Susie Cevallos, Lori Walker, Larry Silva, Jannie Ma, Jane Nayyal, Peter Beshay, Nicee Gonzalez, John Cardenas, Bailey Smith, Marlene Espina

Reports	Discussion/Action	Outcomes
1. Minutes	<ul style="list-style-type: none"> • The minutes from our last department meeting (4/16/15) are available online. 	
2. Faculty Committee Reports	<ul style="list-style-type: none"> • Math Committee <ul style="list-style-type: none"> ○ LERN 49 curriculum has been modified <ul style="list-style-type: none"> ▪ Most important modifications: added problem-solving strategies, added math vocabulary ▪ Added information that would help students become more successful in Math 50 ○ Will look at rubric design • Writing Committee <ul style="list-style-type: none"> ○ COR submitted on Web CMS ○ Working on SLO and rubric ○ Authors Chair Night is Wednesday, June 3rd from 6:30pm to 8:30pm ○ Need more books for book donation drive! • READ Committee <ul style="list-style-type: none"> ○ Summer reading discussion with students ○ Devising new SLO ○ Working on summer workshops, LARC assignments, and LERN 61 assignments ○ Website is being improved ○ Worked on attachments for curriculum: content review form, GE form, and department minutes. ○ No more reading competency test, placement in READ 100 would meet the requirement • STUDY Committee <ul style="list-style-type: none"> ○ Submitted COR for STUDY 80 ○ Should have revised STUDY 85A at the same time, will be revising it ○ STUDY 85 SLO is being worked on next week 	

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	<ul style="list-style-type: none"> • LCOM Committee <ul style="list-style-type: none"> ○ Submitted SLO for LCOM 80 <ul style="list-style-type: none"> ▪ 70% used the SI/tutor once a week in the winter session! ○ LCOM 100 will be used in Fall (France) (not the hybrid version) ○ Working on streamlining the curriculum, almost completed • Matriculation <ul style="list-style-type: none"> ○ Academic Senate approved raising the cut score from 2 to 3 points for placement from LERN 81 to ENGL 67. ○ Approved orientation hold policy amendment ○ Faculty Association Committee looking for members • SP&S <ul style="list-style-type: none"> ○ Working on student equity plan ○ Working on AP for discipline process ○ Presentation by Jim Ocampo on June 1st ○ Jim Ocampo and Evelyn Hill-Enriquez are co-chairs ○ ENG 67 multiple measure was approved and in effect ○ Math and Chemistry placement test not approved by the Chancellors office <ul style="list-style-type: none"> ▪ Pre-approved by another party connected to the Chancellors office, but needs final Chancellors approval 	<ul style="list-style-type: none"> • Email Eric if interested
<p>3. Area Reports</p>	<ul style="list-style-type: none"> • Testing/Front Desk <ul style="list-style-type: none"> ○ Set up overflow for finals week (online classes) <ul style="list-style-type: none"> ▪ Room 160 ▪ Temporary hourly staff will for testing will train starting May 28 • Learning Lab <ul style="list-style-type: none"> ○ Short on staff ○ Last Learning Lab/IT meeting last week, reviewed 	

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	<ul style="list-style-type: none"> ○ strategic action <ul style="list-style-type: none"> ▪ Constructing SLO out of strategic action ○ Another set of laptops set up in room 137, ○ Instructors can request Easy Grade Pro and other software ○ Planning more Fall Discovery Sessions ● LARC <ul style="list-style-type: none"> ○ Review sessions for Week 15 on white board ○ Evening sessions are open topic. Students can make suggestions to Martha ○ Day sessions will cover the whole text over the course of the semester ○ CALL TO FACULTY: there is a request for students to be interviewed/recorded to showcase LARC services and support <ul style="list-style-type: none"> ▪ Please send 2 students who benefited from LARC services to Marlene ○ LARC team meeting on May 27th in 6-237 at 1:30pm ● Tutorial Services <ul style="list-style-type: none"> ○ Study Skills AUO <ul style="list-style-type: none"> ▪ More experienced tutors tend to go over study skills, newer tutors incorporate these skills less frequently ○ Finals week and summer schedules are being made ○ Recruiting 12 SIs for summer (Pathways and Summer Bridge) <ul style="list-style-type: none"> ▪ Please let colleagues know we need math SIs ○ Tutor meeting tomorrow (5/22) 	
<p>4. Announcements</p>	<ul style="list-style-type: none"> ● LERN 61 likely not being offered in Winter 2016 ● June 11th: End of Year Potluck in Tutorial Service Math area ● Basic Skills funding notices will be going out soon <ul style="list-style-type: none"> ○ co-chair Glenda is retiring from the committee 	<ul style="list-style-type: none"> ● Sign-up sheet for the Potluck will be in break room