



Learning Assistance Center  
Department Meeting Minutes

Date: Thursday, September 17, 2015

Bldg 6 - Rm 112

1:15pm-2:30pm

Present: Michelle Sampat, Ema Burman, Bailey Smith, Robin Cash, Jane Nazzal, Jannie Ma, Lester Lawenko, Peter Beshay, Eric Kaljumagi, Susie Cevallos, Martha Hall, Paul Russell, Carolyn Robinson, Barbara Gonzales, John Cardenas, Tiefa Fisher-Gabriana, Nicee Gonzalez, John Cardenas, Marlene Espina, Dan Wheeler, and Dianne Rowley.

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	The minutes from our last department meeting (May 21, 2015) are available online.	
2. Website Revisions	<p>Mt. Sac recently purchased OMNI content management system for the purpose of updating the campus-wide website. IT is currently in the works of implementing the updates. These updates will be cleaner and will be more user friendly especially for those who utilize mobile devices. Changes to the website will go live October 13<sup>th</sup>.</p> <p>Hugo and Michelle (OLSC) will be contacting each area within the department regarding informational updates to the department's website. These meetings will determine what content will be deleted and what will be transferred over to the new OMNI system.</p>	Please contact Hugo (x5300) or Michelle N. (x5016) for information.
3. Managing Challenging Students	Bailey presented on the issues relative to this topic, and a flowchart as a reference in these situations.	For more information, please contact Michelle (x4486), Ema (x4485), or Bailey (x5669).
5. All Committees	<p>Committee minutes are available online.</p> <p>a. Reading Committee-Summer workshop was a success. The committee will be utilizing information from the workshop in order to support the Four Levels of Comprehension SLO.</p>	

	<p>READ 100 is ready and waiting senate approval</p> <p>b. Writing Committee-Final stages of its SLO assessment. Fall 2015 Authors Chair presentation will soon be announced.</p> <p>c. Math Committee-Currently in process of adding to their PIE, and are currently in the works of reorganizing some of the classrooms. The purpose of this task is to make the learning process more effective for all involved.</p> <p>Suggestions are being made regarding the Math website. The committee is considering what needs to be revised and what information will be most helpful for the students that we serve.</p> <p>d. Study Tech-STDY 80 COR was returned for revision. The suggested revisions were made and has since been resubmitted.</p> <p>e. Skills Development-Nothing to report at this time.</p> <p>f. Faculty Meeting- Nothing to report at this time.</p>	
<p>6. Department Information</p>	<p>a. Faculty Association-CMC<sup>3</sup> Fall Conference will be held October 10<sup>th</sup>.</p> <p>b. Academic Senate-Nothing to report at this time.</p> <p>c. Matriculation (SPAC)-The AWE facilitator position is currently available.</p>	<p>If anyone is interested in attending, please contact Eric K. (x6225).</p> <p>Please contact Eric K. (x6225) or</p>

	<p>Information sessions are being offered throughout the semester to those who are interested in retaking the math placement test. Similar math boot camp sessions are being offered through Adult Basic Education as well.</p> <p>d. Basic Skills-Recent data/information collected regarding Basic Skills and success rates of students who started in LERN 48, LERN 49, and LERN 81 have been found to contain errors. The errors that were found are being reviewed and will be corrected prior to being placed into the Basic Skills report.</p> <p>e. Dev Ed.-Parachutes and Ladders Fall follow-up conference will be held in Founder's Hall. Fliers for this event are currently posted. If interested in attending this event, you may register through POD.</p> <p>f. Study Skills Team- In the exploration process of redesigning the responsibilities of the Skills Desk.</p> <p>g. CSEA- Nothing to report at this time.</p> <p>h. Classified Senate- Nothing to report at this time.</p>	<p>David Beydler (x4669) for information.</p> <p>For more information contact Dianne (x6223), Jannie (x3337), Martha H. (x) or Bailey (x5669).</p> <p>Contact Ema (x4485) or Michelle (x4486) for additional information.</p>
<p>7. LARC/LARC Steering Committee</p>	<p>The committee will meet next week. The team has agreed to meet twice during the semester. The focus of next week's meeting is to discuss challenging students and parental visitors within the LAC/LARC areas.</p>	<p>Please contact Bailey (x5669) for further information or to provide input.</p>
<p>8. Learning Lab</p>	<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>If you have any questions, please feel free to contact Robin (x5666 or x6601).</p>

	Discovery Exchange Session-A brief information session on Google Docs. A brief tutorial for faculty will be held on October 27 <sup>th</sup> in Building 6, Room 112 from 1:30pm-2:30pm.	Please contact either Carolyn (x6333) or Jannie (x3337) for additional information.
9. Front Counter/Testing	The front counter is fully staffed with eight (new and returning) student workers.	
10. Tutoring	Still hiring and currently seeking tutors for Statistics and Calculus.  Faculty requests for Winter 2016 SIs are currently being accepted.	For further information, please contact John (x5697).  Please contact Lester (x6612) for additional information.
11. Announcements	Language Learning Center Presents: Email Etiquette Workshops. The workshops will take place on September 18 <sup>th</sup> and 24 <sup>th</sup> and will be held from 12:00pm to 1:00pm in 6-264.  Faculty Association Presents: Putting' on the Hits Fundraiser. Join us for a delicious way to raise money. The fundraiser will take place on September 21 <sup>st</sup> from 11:00am-10:00pm at BJ's Restaurant and Brewhouse. BJ's is located at 2917 Eastland Center Drive (Eastland Center Mall). With each flyer presented during this event, BJ's will donate 15% of its food and soft beverage sales towards Puttin' on the Hits.  Developmental Education Study Team Presents: 2015 Fall Follow-Up Workshop. Please join us on October 16 <sup>th</sup> from 11:00am-2:00pm in Founders Hall for an interactive workshop based on the principles of Development Education as presented at the 2015 Parachutes and Ladders Conference.  Safety Events-September is Emergency Preparedness Month. The campus will be conducting safety demos throughout the month.	For more information, please contact Peggy Marcy (x5010).  Please contact Eric (x6225) for additional information regarding this event.  For further information, please contact Dianne (x6223), Jannie (x3337), Martha H. (x) or Bailey (x5669).

	<p>Reporting Fraud-As employees of Mt. San Antonio Community College, we are held to a higher level of standards within the community that we serve. Especially when it comes to reporting fraud. If you witness someone committing fraud, you can anonymous report them to a certified fraud examiner at 866-367-7970.</p> <p>Printing-Just a gentle reminder...the department is allotted a certain amount of copies throughout the fiscal year from Image IV (the company that we lease our machine from). Overall, we have done excellent job in maintaining our numbers. However, it is very important that we continue along that path. Please make sure that when using the copier it's only for a few prints and not for an entire classroom assignment. If your print job is more than expected, please submit a print request to Printing Services.</p>	<p>Please contact Rosa Royce (x5530) for any additional information.</p> <p>Please contact Bailey (x5669) for additional information.</p>
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Next meeting: Thursday, October 22, 2015 - 1:15pm-2:45pm, Rm. 112