Learning Assistance Center

Department Meeting

MINUTES

Date: Thursday, October 22, 2015 Time: 1:15pm Rm. 112

Present: Bailey Smith, Ema Burman, John Cardenas, Lester Lawenko (note-taker), Eric Kaljumagi, Barbara Gonzales, Robin Cash, Dan Wheeler (note-taker), Carolyn Robinson, Jannie Ma, Jane Nazzal, Nicee Gonzalez, Dianne Rowley, Martha Hall, Paul Russell, Lori Walker, Larry Silva, Susie Cevallos, Martha Lopez (note-taker)

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes		1. Minutes approved
2. Announcements	2a. Safety/Emergency Procedures: need volunteers for small work group. Bailey is looking for one faculty and staff member from the LAC and one faculty and staff member from the Library to work on updating the LAC Building Evacuation Procedures.	Contact: Bailey Smith (ext. 5669)
	2b. Ema is requesting faculty volunteers for the Division Retreat. Meeting will be Monday, November 30 at 3pm.	Contact: Ema Burman (ext. 4485)
	2c. Bailey reminded faculty and staff of the EASE (Employee Assistance Service for Education) program. The program provides help with family, legal, psychological, and financial issues and can refer people to other helpful agencies. Information about EASE is available on the Human Resources site.	EASE offers services to all full-time and part-time faculty and staff and to their immediate family members.
3. Updates: Committee	3a. **Reading**: Barbara announced the rough draft for the READ 90 SLO is in process, and it involves the Four Levels of Comprehension. This will be the second cycle.	

	LCOM: Larry announced the SLO on LCOM 90 and possibly LCOM 100 are completed. SLO involves looking at the Pathways program and its connection to the Education Plan.	
	Math: Martha H. announced the inclusion of word problems in the LERN 48 and LERN 49 final exams. There will also be an assessment in problem solving in an SLO.	Contact: Martha Hall (ext.6381)
	Writing: Dan announced the Author's Chair Night will be held on Tuesday, December 3 at 6:30pm in 6-160.	Contact: Sun Ezzell(ext.6334), Jane Nazzal (ext.4306) or Dan Wheeler (ext.5818)
	Curriculum: Lori announced the STDY 80 curriculum has been approved.	
	Faculty Association: Eric requests all faculty fill out survey located on portal. There will be a fundraiser on Monday, October 26. There will also be a celebration of adjunct faculty on Wednesday, October 28 from 12pm to 3pm.	Contact: Eric Kaljumagi (ext. 6225)
	There will be a third insurance plan (dental) which is a PPO.	
	Academic Senate: Dan announced the Chemistry department will be having a Family Science festival on Saturday, November 12 from 10am to 2pm.	
	President Scroggins has plans for the campus to work on emergency preparedness for different scenarios. Plans for updating emergency tech. are also underway.	
	The college is looking into adding a program called Canvas which is part of the Online Education Initiative. Plans to use	

	this online class statewide exchange are under discussion. FLEX day proposal requests will be sent out soon. A new proposal mission statement is under discussion. **Skills Development**: Ema announced that on Thursday, October 29 the Skills Development Instructors' meeting will focus on the LERN 61 course. Committee Chairs' meeting is canceled; however, the committee chairs will attend this meeting. **Basic Skills**: Dianne announced that Sun will be the AWE representative on SSSPAC (formerly Matriculation). There will be Basic Skills Workshops on three consecutive Fridays: November 6, 13 and 17. Faculty Professional Development Committee: There is still money available for faculty and staff to attend conferences. Eric announced the National Association for Developmental Education (NADE) will be having a conference. Bailey announced that the committee is working on rubric and proposal guidelines for next year. They will be sent out at the end of next semester. Dev. Ed. Conference Follow-up Workshop was held on Friday, October 16. Thirty-nine faculty and more than a dozen students attended. It was a successful event and there was great feedback.	For more info, contact Dianne Rowley (ext.6223) Contact: Eric Kaljumagi (ext.6225) Planning for the next conference in April will begin soon. Contact: Jannie Ma (ext.3337)

	CSEA: Robin announced nominations for vice-president, chief job steward and a site rep. coordinator. A vote for ratification of initial proposal for re-opener negotiations with the District will be held on Wednesday, October 28 at 12:05pm in 6-160. **Classified Senate**: Robin announced there will be an annual Halloween gathering for Classified Staff on Thursday, October 29 from 2pm to 3pm in Founders Hall. There is a flyer with more information on the LAC break room door.	Contact: Robin Cash (ext.6601)
	LARC/LARC Steering Committee: Bailey announced the next meeting will be during the week of November 9. Exact day to be determined. If anyone is interested, please join.	Bailey will send email to notify date and time of LARC meeting.
	Learning Lab: Jannie announced the Discovery Session: Exploring Web Tools to Create Lessons will be on Tuesday, October 27 from 1:30pm to 2:30pm in 6-112. Robin is trying to get all chairs uniform in the classrooms. She requested instructors not bring in chairs from other areas. Three new scanners (two of which are book scanners) will be in the Learning Lab soon. New laptops will be added to classrooms that need them. A request has been submitted for a new printer in room 222.	Contact: Jannie Ma (ext.3337)
	Currently, the online request service is not available on the LAC website due to the recent updates that are ongoing. Bailey announced planning for assessment for Spring 2016.	Contact Help Desk via email or phone (ext.4357)

4. Other	**Front Counter/Testing**: no announcements **Tutoring**: John announced Eva is back! She will be working three days a week for the meantime. Funds received from Study Equity has allowed for the set up of a tutor mentoring program. Nicee announced that tutors who have been selected to be mentors will be going through training starting today. The Tutorial Services staff are grateful to receive these funds. Research Day will be Friday, November 13 from 9am to 12pm in Founders Hall. Bailey Smith, Rafael Delgado and David Charbonneau will be presenting. Student Evaluation (online): Faculty who are <u>not</u> scheduled to do student evaluations will receive an email to have their students complete the <u>online version</u> of student evaluations. A survey requesting faculty feedback on this process will be sent later on. Bailey announced the online tutoring website is back up and running.	Registration available through POD. If your students are having problems logging in, let them know they need to log in, select the evaluation and then log in again when prompted. Hard copies of the updated Student Evaluation pink forms (2014-2017) are available in the stock room.

Next meeting: Thursday, November 19, 2015