

Learning Assistance Center

Faculty Meeting

MINUTES

August 22, 2014 Time: 2:00pm Room: 112

Present: Ema Burman, Susie Cevallos, Barbara Gonzales, Sun Ezzell, Martha Hall, Eric Kaljumagi, Jannie Ma, Jane Nazzal, Larry Silva, Carolyn Robinson, Dianne Rowley (Minutes), Paul Russell, Michelle Sampat, Larry Silva, Lori Walker, and Dan Wheeler

ITEM	DISCUSSION/ACTION	OUTCOME
1. Minutes	1.1 Minutes from May 27, 2014 minutes are available online	
2. New Adjuncts	2.1 Twelve new adjuncts have been hired. They will need to be evaluated during their first semester. Evaluations need to be split among faculty. Thank you to department/committee chairs for supporting new adjuncts. Adjuncts have expressed appreciation for this support.	
3. Schedules	3.1 Check your schedule. Some room assignments have been changed. Michelle has key requisitions that need to be signed off. Also, some READ 90 and LCOMs have been moved out of Bld.6 to other locations on campus. If there is a problem with a room, contact Loralyn. Three classes were added yesterday (LERN 49@4:45pm, READ 100@4:45pm, and READ 90@9:45am). 3.2 On Monday morning, Michelle will place printouts by each instructor computer listing open classes. LERN 61/62 has low enrollment. There is room for fifty students. If students need a class, but all classes are full, instructors can encourage students to maintain their math, writing, study, or reading skills in LERN 61/62. LERN 61/62 can each be taken once for credit. Students can add LERN 61/62 up to the second week of classes. LERN 61 is one unit and requires 48 hours in the lab. LERN 62 is two units and requires 96 hours. 3.3 Irene Malmgren has agreed to open more classes if there is demand. There are math and reading instructors on standby. Bailey will set up a central location in the LARC to compile information from over-flow students who need	3.3 Bailey will set up a central location in the LARC to compile information from "over-flow" students

	<p>classes. Instructors were advised not to over-enroll classes in order to show that there is demand for additional sections. Michelle will try to open new classes which will need to fill to 80%. Paul Russell recommends walking students to the LARC to help them find open classes and also to encourage them to sign up on the centralized "sign-in sheet."</p>	
<p>4. Planning for Spring 2015</p>	<p>4.1 Michelle showed class matrix from 2014 on overhead, and discussion followed on class demand in terms of days and times. In Spring 2014, classes scheduled after 4:00pm had lower enrollment than earlier classes. Lori Walker asked about pass rates for eight week courses.</p> <p>4.2 Ema and Michelle sent out emails reminding faculty about the twelve hour LARC expectation. Students cannot be dropped for low hours but can be dropped for incomplete/missing assignments. Adjuncts will need mentoring on LARC usage.</p> <p>4.3 Regarding absences, always call or email Loralyn (not Meghan) and copy both Ema and Michelle. After 4:00pm, email Barbara Harris or Marlene/Martha Lopez. Also, if for some reason, Marlene or Marth L. are unavailable to post a notice of class cancellation, call campus safety to post a note for students. When trading classes with another instructor, notify Meghan and department chairs. Trading classes with another instructor is preferable to substituting (which comes out of the budget). When requesting a substitute, contact Meghan (cancelling class may also be an option).</p> <p>4.4 The new department calendar was distributed and email reminders of new meeting days and times will be sent by co-chairs. Study=1st Tuesday; Faculty=1st Thursday; Writing=2nd Tuesday; Reading=2nd Thursday; Skills & Committee Chairs=3rd Tuesday; Department=3rd Thursday; Project Time=4th Tuesday; Math=4th Thursday. Campus will be closed Tuesday, 9/11 for Veteran's Day.</p>	

Next meeting: Thursday, September 4, 2014

1:15pm

Room: 112