



Learning Assistance Center
Skills Development Meeting
 Minutes

Tuesday, March 17, 2015 Time: 1:15-2:00pm Room: 112

Present: Susie Cevallos, Barbara Gonzales, Carolyn Robinson, Michelle Sampat, Lori Walker

ITEM	DISCUSSION/ACTION	OUTCOME
1. Check In: Spring 2015: Syllabus, other...	<p>Michelle emailed students the first week of classes to remind them to come to the Learning Assistance Resource Center to check in, set a schedule, and begin assignments.</p> <p>Students are checking in and receiving a syllabus.</p> <p>Faculty discussed how to engage students more effectively. Currently, students can email the Instructor of Record only. If students could email faculty and anyone at Skills Desk could respond, it may help students. However, it may also cause confusion as it might be unclear who is responding, who has responded, or who should respond.</p> <p>PLATO is not being used for assignments any longer.</p>	<p>Michelle will email students to let them know it is not too late to register for the class and to remind them to attend regularly if they are already registered.</p> <p>Students will be reminded to check in once a week and report their hours completed.</p> <p>Email contact information needs to be added to the syllabus. Michelle will call IT to determine whether an open gmail account can be created.</p> <p>PLATO will no longer be assigned.</p>
2. Absences and Trades	<p>Skills Instructors can arrange for trades.</p> <p>If a Skills Development instructor knows they</p>	<p>Nancy Kam as well as the chairs should be notified of trades.</p> <p>Substitutes must be approved prior to their</p>

	<p>will be absent in advance, they can request a substitute.</p> <p>Sometimes a Skills Development instructor is absent and there is insufficient time to find a substitute.</p>	<p>assignment by Meghan Chen. Instructors can email Meghan to request a substitute or they can just notify Ema or Michelle.</p> <p>A sign-in sheet will be placed on the Skills Development desk, and a sign on the desk will notify students that the Skills Development instructor is unavailable.</p>
3. Organizing Skills Materials	<p>Additional On Course texts and Pocket Guides for Study Skills are available.</p> <p>ID cards are inconveniently placed.</p>	<p>Susie will ask Martha Lopez to label the ID cards for these texts.</p> <p>The cards will be moved to the lower shelf behind the Skills Instructor.</p>
4. Study Information for Skills	<p>Tabled until the next meeting.</p>	
5. Skills Desk and Tutoring: Procedures	<p>Skills Instructors are responsible for working with LERN 61 and Continuing Education students. Tutors are responsible for working with students taking LERN 81, LERN 48, LERN 49, READ 70, and READ 80. Some concern was expressed regarding tutors not wanting to tutor math. Also, there were several days where no tutors were present in the LARC.</p>	<p>Michelle will clarify the process for tutor absences with Bailey Smith. Faculty will consider offering tutor training workshops for math.</p>
6. Skills Desk and Tutoring: Procedures	<p>Enrollment is low. We need to market LERN 61 more effectively.</p> <p>We need to revisit the LERN 61 and 62 curriculum. Due to repeatability restrictions, the curriculum for the two classes cannot be the same.</p>	