

**Learning Assistance Center  
Skills Instructor Meeting**

MINUTES

April 21, 2015 Time: 1:15pm Room: 112

Present: Ema Burman, Barbara Gonzales, Sun Ezzell, Martha Hall, Jannie Ma, Jane Nazzal, Dianne Rowley (Minutes), Michelle Sampat, and Lori Walker

| ITEM  | DISCUSSION/ACTION  | OUTCOME  |
|---|--|--|
| 1. Minutes  | 1.1 Minutes were unavailable at time of meeting.   | 1.1 Michelle will post minutes from last meeting   |
| 2. Semester Issues                                  | 2.1. Attendance seems to be down. Michelle sent an email to all students to remind them to complete their hours.<br>2.2 All instructors need to cover Skills Desk during Monday, Tuesday, and Wednesday of finals week. Instructors who have final exam conflicts will need to arrange for subs. | 2.2 Michelle will double check with the LARC to verify that Monday, Tuesday, and Wednesday during final's week are consistent with what was agreed on.   |
| 3. Check-in: Check hours/Clearly define assignments | 3.1 Are students checking their hours? Please check clarity of assignments.  |  |
| 4. LAC Website (Barbara)                            | 4.1 Hugo is apprehensive about changing LAC website layout without having a access to project management software. There will be lag time before he can set new things up. Lori mentioned that Stacy Gutierrez in POD is currently implementing a project management program.                    | 4.1 Give website ideas to Carolyn so she can take them to IT. Carolyn will also be sending out student surveys for Learning Lab. Website conversation will be continued in committee meetings. Please discuss website needs and evaluate websites from other campuses. |
| 5. STDY Assignments (Lori)                          | 5.1 Lori passed out a sample STDY assignment for "TED: The Empowerment Dynamic." She recommended a READ 90 placement for the TED text and that students use Cornell Notes.   |  |
| 6. Future of LERN 61/62                             | 6.1 A suggestion was made to have an 8 week LERN 61. Michelle advised that late adds with exceptional action are permitted in week 6. Barbara and Tie have these forms. Also, students can sign up for non-credit.   | 6.1 Carolyn has created the schedule for finals week in the past and agreed to do so again.  |

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|                 | <p>6.2 LERN 62 will not be approved again in its current form. The following options were mentioned: non-credit LERN 61, LERN 61 A,B,C, or inactivate course. Is there demand for LERN 62? Can a new course be designed based on the needs of students? What do we want LERN 62 to be?</p> | <p>6.2 Michelle will outline options for LERN 62 to identify pros and cons at next meeting.</p> |
| <p>7. Other</p> | <p>7.1 Tabled</p>  |   |

Next meeting: Tuesday, May 19, 2014

1:15pm

Room: 112