

09-17-08

LLC Advisory Committee Meeting

Minutes added in bold

- LLC Adv Comm. possible meeting dates in Oct and Nov

Wait until Open House

- Set dates and times for Fall Open House for Teachers

Best dates will be October 28-29 or October 29-30

- Set dates and times for Spring LLC Tech Week
 - **Think of the week after Spring semester on Friday (statistics show teachers attend more than during the rest of the semester)**
 - **April 20-25 week may be a good time.**
- Ideas for workshops (2 or 3 sessions of hands-on workshops)
 - ✓ **Want to know what your students know about technology? (social networking, Facebook, Twitter, Myspace, Youtube, flickr, Skype)**
 - ✓ **Powerpoint (basic and advanced)**
 - ✓ **Voicethread**
 - ✓ **Yackpack**
 - ✓ **Wiki Repositories**
- Decide on fate of Satellite TV in LLC (or at least discuss it)
 - **Peggy asked the committee to consult with the Foreign Language Dpt. Chairs about the possibility of ending the Satellite TV due to the increase access to TV programs thru internet and the difficulty of paying Satellite on time.**
- No more Half Units of credit
 - **Peggy informed that there will not be Half units from now on.**

- Update on Online LLC
 - **IT department is going to work with Banner to try to get access to the LLC website thru banner. But, we were asked to wait until after Banner was implemented.**
- Update on PPT online database for teachers and students
 - **LLC is working on it. Waiting for Chris to add server access.**
- NativeAccent version 2 beta test site
 - **Peggy informed that the LLC is going to be a beta test site, the Native Accent software will include Spoken Grammar, TOEFL oriented.**
- Arabic Rosetta Stone installed and working
 - Who to contact about getting a copy of the textbook and audio and video?
Seema Atalla – new Arabic teacher

10-08-08
 LLC Advisory Committee Meeting
 Minute

Attendees: Peggy Marcy LLC Coordinator
 Solene Halabi French Faculty- Foreign Languages
 Yuki Mcphail Japanese Faculty – Foreign Languages
 Evelyn Hill-Enriquez AMLA Faculty
 Margaret Teske ESL coordinator
 Cari Oppenstein LLC Instructor

1. Set dates and times for Fall Open House for Teachers

a. Survey responses

Surveys were put in the mail boxes of 55 Foreign Language Instructors and sent 50 to the ESL teachers (via Margaret Teske); the LLC got 44 responses (13 FL & 31 ESL)

| OPEN HOUSE | # Returned | Yes | Prob. too busy | Expect from Open House |
|--------------|------------|-----|----------------|--|
| AMLA | 2 | 0 | 2 | <ul style="list-style-type: none"> Show us all your stuff |
| Chinese | 2 | 1 | 1 | <ul style="list-style-type: none"> Good Info and great food |
| ESL | 31 | 7 | 20 | <ul style="list-style-type: none"> Application of software to life situations. Hands on Explain software for ESL Students Reminders/ update software, how other instructors use lab Orientation Handouts with info, sample activities, snacks Information on how to use everything A Tutorial on software Anything is fine Explanation of Citizenship materials available To show me different ways to integrate LLC to my teaching |
| French | 2 | 1 | 0 | <ul style="list-style-type: none"> Learn new things |
| German | 0 | 0 | 0 | |
| Italian | 3 | 2 | 1 | <ul style="list-style-type: none"> See all LLC can do for my students |
| Japanese | 3 | 1 | 2 | <ul style="list-style-type: none"> no idea |
| Spanish | 1 | 1 | 0 | <ul style="list-style-type: none"> Candy! Show and tell about new lab and online language activities that work - Best practices |
| TOTAL | 44 | 13 | 26 | |

| | What do you like of S.L | Improvements | Comments |
|---------|---|---|--|
| AMLA | | <ul style="list-style-type: none"> Web-based / skill-based software index | <ul style="list-style-type: none"> Do PPTs on another Friday |
| Chinese | <ul style="list-style-type: none"> More available software for students. Very Much, specially the environment and assistance. | <ul style="list-style-type: none"> Keep up the good job | <ul style="list-style-type: none"> LLC helped a lot in terms of student learning, sound recording and other assistance necessary for classroom teaching Reply e-mails in a timely manner |
| ESL | <ul style="list-style-type: none"> Good assistants and software Great materials – came only for | <ul style="list-style-type: none"> Headsets are too heavy Students complain | <ul style="list-style-type: none"> We have such good labs in Bldg 66 I don't see a need to go so far away to Bldg 6. Lose |

| | | | |
|-----------------|--|--|--|
| | <ul style="list-style-type: none"> orientation As a part-timer at 3 different schools, time and knowing resources is virtually impossible ** Use different lab Everything It has a lot of great software for listening Difficulty parking too, lose to many students along the way ** I was able to bring my Sat Class there quite often. Excellent as SS could go at their own pace. A lot of software options STAFF, "big screen" capability 16 week semester makes scheduling smart lab time difficult Use different lab - not sure how Smart Lab benefits my students ** difficulty parking - individual attention / friendly staff / Just come for orientation ** I do a lot of work in class - No time to use, I sometimes do listening from on-line sites ** Flexibility All the programs available The software we don't have in our labs Nice Lab assistants Not enough time The students can work independently but at the same time they have their teacher to guide them | <ul style="list-style-type: none"> Programs available; friendly staff nearby building 31 Don't schedule us to go for orientation at the beginning of the semester We need more activities allowing the students to interact (Telephone software) | <ul style="list-style-type: none"> too much time and don't want to spend 3.5 hours there Find funds to pay adjuncts for orientation meetings, etc. THANK YOU I love the LLC but my students won't walk there The Smart Lab is one of the greatest things at MTSAC but is easier and quicker to take my students to the labs in bldg 66 Donna does an excellent job teaching S's how to do a power point presentation I enjoy the LLC orientations, students get excited but then the hours / location do not work Could we have a booklet or guide detailing the content of the software programs available in the LLC |
| French | <ul style="list-style-type: none"> Attendants professionalism and kindness Recording of the oral test and the staff is smiling | <ul style="list-style-type: none"> Happy the way it is Record a pair discussion | <ul style="list-style-type: none"> Thank you for the wonderful job |
| German | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> |
| Italian | <ul style="list-style-type: none"> Conversation So busy with in - Class activities ** Everything, especially all your equipment works & assistants are always available and nice! | <ul style="list-style-type: none"> Lab Personnel are terrific it's just great | <ul style="list-style-type: none"> Actually, I believe this is one of the best LLCs in the community college system Keep up the good work! Best lang lab I have ever seen!!! Best and most knowledgeable staff too! |
| Japanese | <ul style="list-style-type: none"> Easy to record student dialogues Very good for students to learn, practice languages by themselves Easy to do oral assessment and students get more free to practice | <ul style="list-style-type: none"> I am satisfied as is | <ul style="list-style-type: none"> I'm very grateful to have helpful staff at LLC You guys are big help for us and so Patient – doomo arigatoo! |
| Spanish | <ul style="list-style-type: none"> Students learn new applications all at once as a group | <ul style="list-style-type: none"> Larger blackboard, more computer speed when everyone does the same activity | <ul style="list-style-type: none"> Thanks, the staff has been super supportive and patient |

** They were answered under the question of “If never... other.../”

b. Flyer comments

Change the “Language Faculty Exploration Day” title to Open House
Do teachers know what is the Open Lab? Change for only LLC print in color

The Open house, will be held for 2 days on Thursday November 6th, from 2pm to 7pm
and Friday November 7th, from 8am to 2pm

2. Decide on fate of Satellite TV in LLC

Satellite TV doesn't work with public schools (government) they cannot send an advanced bill and school is not able to pay on the due date, hence late fees, cut off service 3 or 4 month a year. Students that ask for, or have used, satellite TV are 2 or 3 a semester.

Foreign Language teachers are going to ask in the Foreign Language Dpt. to approve discontinuing the service for good.

3. Each area update on what's happening

AMLA

Book Sale a success! Around \$400 collected

Going to buy digital recorders for students use; there is a Vietnamese student with a very thick accent that has substantially improved by using it. Price between \$25 and \$65.

Brand: Sony, Olympus, Panasonic.

ESL

Food Drive, Nov. 17. Donate food; for kids: Cereal, Peanut Butter, Macaroni and Cheese); for needy students and staff canned food.

JAPANESE

Decided to distribute the Japanese levels in a different way, as follows:

| | | | |
|------------|----------|-------|-----------------------------------|
| Japanese 1 | Genki I | Ch 01 | New Friends |
| | | Ch 02 | Shopping |
| | | Ch 03 | Making a Date |
| | | Ch 04 | The First Date |
| | | Ch 05 | A Trip to Okinawa |
| Japanese 2 | Genki I | Ch 06 | A Day in Robert's Life |
| | | Ch 07 | Family Picture |
| | | Ch 08 | Barbecue |
| | | Ch 09 | Kabuki |
| | | Ch 10 | Winter Vacation Plans |
| Japanese 3 | Genki I | Ch 11 | After the Vacation |
| | | Ch 12 | Feeling Ill |
| | Genki II | Ch 13 | Looking for a Part-time Job |
| | | Ch 14 | Valentine's Day |
| | | Ch 15 | A trip to Nagano |
| Japanese 4 | Genki II | Ch 16 | Lost and Found |
| | | Ch 17 | Grumble and Gossip |
| | | Ch 18 | John's Part-time Job |
| | | Ch 19 | Meeting the Boss |
| | | Ch 20 | Mary's Shopping |
| Japanese 5 | Genki II | Ch 21 | Burglar |
| | | Ch 22 | Education in Japan |
| | | Ch 23 | Good-bye |
| | | | Learn Japanese Vol. III & Vol. IV |

FRENCH

Working on the Study abroad program for Winter 2009 session in Paris

4. Next Semester (Spring 2009) Advisory Commite meetings

Tuesdays from 2:30 to 3:30pm – Third week of the month: March 17th , April 21st and May 19th

MEETING AGENDA & MINUTES

November 18, 2008

| Location: Bldg 66, Rm. 174E | | Time: 2:30 pm | |
|---|--|--|--|
| Members: | | | |
| <input checked="" type="checkbox"/> Peggy Marcy (Leader) | <input checked="" type="checkbox"/> Evelyn Hill-Enriquez | <input checked="" type="checkbox"/> Margaret Teske | <input checked="" type="checkbox"/> Caridad Oppenstein |
| <input checked="" type="checkbox"/> Yuki McPhail | <input checked="" type="checkbox"/> Solene Halabi | | |
| Topic | | Updates / Discussion / Outcome | |
| 1. Unfinished Business | | --Solene reported back that the Foreign Language department agreed that the LLC should not renew satellite TV service | |
| 2. Winter Session | | --Each member received one color copy of a flyer showing Winter Session hours and were asked to post it in their area --Yuki asked for 15 color copies of flyer to distribute to full-time language professors | |
| <ul style="list-style-type: none"> a. Closed final week of session: Jan. 5 through Feb. 7 b. Open to students M-Th 10:30am-7:00pm & Sa 9:00am-1:00pm (same as always) c. Faculty may make reservations during "closed" times during Winter. One week notice is requested. A minimum of 24 hours notice is necessary to allow for staffing. d. Faculty may make requests for orientations during the Winter, otherwise, most foreign language classes will be assigned an orientation time before the end of Fall. | | | |
| 3. Dec. 1 Christmas Party LTC-160 | | --Each member received a printed invitation to the Christmas Party Dec. 1 in which all programs in the LTC building participate including the LLC. Party is in LTC-160 from 2:00-3:30pm. | |
| 4. Materials—specifically movies—for the LLC | | --Suggested that all teachers be advised that they could share a "wish list" for materials they would like purchased and put in the LLC --Acknowledged that budgeting situation has changed from years past, so that now Foreign Language has more funds available than the LLC does --Mentioned that it is extremely beneficial to always let the LLC know when a professor gives an assignment involving the LLC | |
| <ul style="list-style-type: none"> a. Please have teachers make it clear what the LLC does and does not have b. It is advisable teachers ask the Foreign Language Dept. to purchase the movies and house them in the LLC for maximum access (rather than keep in personal libraries). | | | |

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| | <p>--Explained that recorded copies of TV movies cannot be kept in the LLC for student viewing due to copyright issues; although, originals of TV movies or series can be placed in the LLC</p> <p>--Explained that the LLC requires originals of DVDs to be kept in the LLC—not copies of teacher favorites</p> <p>--Mentioned that VHS tape and audio cassettes will soon meet the exception of “extinct” formats and can be digitized without publisher’s permissions</p> |
| 5. Open House Report – no takers | <p>--Each member received a new notepad that the LLC had created for the Open House.</p> <p>--It was agreed that individual appointments are more effective than an Open House.</p> |
| 6. Any new teachers during Winter, please let us know. | <p>--French has 2 new teachers</p> <ul style="list-style-type: none"> • Victor Hugo Velasquez • Bryan ? <p>--Japanese has 1 new teacher</p> <ul style="list-style-type: none"> • Emi Okubo (sp?) |
| 7. Any new materials coming up, please let us know. | <p>--No reports of new materials</p> <p>--AMLA requested that 4 audio be added to the LLC online</p> <ul style="list-style-type: none"> • Note taking CD (waiting for web programmer fixes of glitch) • Secret testing files (waiting for web programmer fixes of glitch) • Pronouncing American English (we have contacted publisher for permission) • Grammar Links 1 (we have contacted publisher for permission) |
| 8. Reports from areas... | <p>--Currently French Week—showing French movies each night and Campus Café is serving French food this week</p> <p>--ESL & AMLA need boxes and donations for Thanksgiving food drive</p> <p>--Japanese requested that once a year we print out the materials list for each Japanese professor to remind them of what’s available in the LLC</p> <p>--General agreement that LLC should let language chairs know total # of students using LLC and total attendance hours once a year – show comparisons from year to year – since the LLC keeps this information already</p> |

NEXT MEETING:

Next Semester (Spring 2009) Advisory Commite meetings

Tuesdays from 2:30 to 3:30pm – Third week of the month: March 17th , April 21st and May 19th

MEETING AGENDA & MINUTES

March 17, 2009

| Location: Bldg 66, Rm. 174E | | Time: 2:30-3:30 pm | |
|--|--|--|--|
| Members: | | | |
| <input checked="" type="checkbox"/> Peggy Marcy (Leader) | | <input checked="" type="checkbox"/> Evelyn Hill-Enriquez | |
| <input checked="" type="checkbox"/> Yuki McPhail | | <input checked="" type="checkbox"/> Margaret Teske | |
| | | <input checked="" type="checkbox"/> Caridad Oppenstein | |
| | | <input checked="" type="checkbox"/> Solene Halabi | |
| Topic | | Updates / Discussion / Outcome | |
| <p>1. LLC Tech Week – April 21-25</p> <ul style="list-style-type: none"> a. What students know b. Intro and Adv PowerPoint c. Using Voicethread.com d. Using Yackpack.com e. Using Wiki as a repository | | <ul style="list-style-type: none"> • A program for the LLC Tech week was distributed to the members. • Most of the sessions offer faculty and staff credit. Almost all of the workshops will be offered on Friday, April 24, so there will be a light lunch available for those attending throughout that day. | |
| <p>2. Summer Session – a couple schedule changes</p> <ul style="list-style-type: none"> a. Closed first week and final week of session: June 29 through July 25 b. Open to students M-Th 11:00am-7:00pm & Sa 9:00am-1:00pm c. Faculty may make reservations during “closed” times during Summer. One week notice is requested. A minimum of 24 hours notice is necessary to allow for staffing. d. Faculty may make requests for orientations during the Summer, otherwise, most foreign language classes will be assigned an orientation time before the end of Spring. | | <p>If there are special assignments in the first week, teachers can tell the LLC before the beginning of the week so we can open for the students in specific schedule.</p> | |
| <p>3. Smart Lab data projector needs replacing</p> <ul style="list-style-type: none"> a. Epson & rewiring or InFocus? | | <p>The projector was ordered on 03/16/09</p> | |

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| 4. Report on Welcome Packages for new Spring teachers | <ul style="list-style-type: none"> • 15 teachers have been presented with a welcome Packages • A list of the teachers was distributed • 4 of them haven't use the LLC |
| 5. WASC site visit Wed., Mar. 25 | The WASC Initial Visit Team will be visiting the LLC after 1 pm; the LLC staff is prepared for it. |
| 6. Any new materials coming up, please let us know. | No new material at this time |
| 7. Reports from areas... | <ul style="list-style-type: none"> • French would like the LLC to handout the DVD/VHS Usage form each time a student asks to watch a movie. • AMLA has new voice recorders for teachers and students use |
| 8. Foreign Language Activities | <ul style="list-style-type: none"> • French will have the Francophone week from the 6th to the 10th of April |

NEXT MEETING:

Spring 2009 Advisory Committee meetings

Tuesdays from 2:30 to 3:30pm – Third week of the month: April 21st and May 19th

MEETING AGENDA & MINUTES

April 21, 2009

| Location: Bldg 66, Rm. 174E | | Time: 2:30-3:30 pm | |
|--|--|--|--|
| Members: | | | |
| <input checked="" type="checkbox"/> Peggy Marcy (Leader) | | <input checked="" type="checkbox"/> Evelyn Hill-Enriquez | |
| <input type="checkbox"/> Yuki McPhail | | <input checked="" type="checkbox"/> Margaret Teske | |
| | | <input checked="" type="checkbox"/> Caridad Oppenstein | |
| | | <input checked="" type="checkbox"/> Solene Halabi | |
| Topic | | Updates / Discussion / Outcome | |
| <p>1. LLC Tech Week – April 21-25</p> <p style="margin-left: 40px;">a. Using Yackpack.com – cancelled – Vocaroo.com replacement</p> <p style="margin-left: 40px;">b. Will offer some repeats week after final exams to see what attendance is like</p> | | <p>Attendance was terrific and evaluations were very high overall. Links to some of the presentations are available on the LLC website.</p> <p>Tues., June 16 we will re-offer the Voicethread and What Students Know. Voicethread is getting some good interest now. Mt. SAC currently has 200 basic accounts that can be re-used over the next three years. The LLC will be the “manager” of these accounts so any teacher wishing to have their class use Voicethread should contact Peggy Marcy.</p> | |
| <p>2. Summer Session – REMINDER</p> <p style="margin-left: 40px;">a. Closed first week and final week of session: June 29 through July 25</p> <p style="margin-left: 40px;">b. Open to students M-Th 11:00am-7:00pm & Sa 9:00am-1:00pm</p> <p style="margin-left: 40px;">c. Faculty may make reservations during “closed” times during Summer.</p> | | <p>Orientations have been scheduled during the week of June 22 even though we are closed to students. We will be sending emails to summer teachers explaining our summer schedule.</p> | |
| <p>3. WASC site visit Wed., Mar. 25 – went well</p> | | <p>Yeah. Mt. SAC passed the first step of accreditation with flying colors.</p> | |
| <p>4. LLC AUO report</p> | | <p>Continue to improve in student satisfaction: 96% in 2008; 90% in 2007; 78% in 2006. Already we know (thanks to the point below) that we are above 96% satisfaction for 2009.</p> <p>Satisfaction with LLC staff also increased: 95% in 2008; and 91% in 2007</p> <p>However, number of faculty using the Smart Lab decreased from 41 to 36. We continue to work to improve this.</p> | |

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|---|---|
| <p>5. LLC Student Survey – online this year</p> | <p>We created our survey using Google Docs. This was very successful and we received at least three times as many responses as normal (over 400 responses).</p> <p>Donna and Cari also created formulas to calculate all the results that were gathered in an Excel spreadsheet.</p> |
| <p>6. LLC Movie – what to include</p> | <p>We will spend the summer working on this. We need to solicit “testimonials” from students.</p> |
| <p>7. LLC Website</p> <ul style="list-style-type: none"> a. Down time b. Podcasts c. Fun Web 2.0 Tools | <p>Currently discussing with Jeff Holden about writing a script to clean out the accounts regularly, but did not receive a commitment from him.</p> <p>Will send him emails every two weeks to ask him to clear the accounts and see if that works.</p> <p>Public, free podcasts for each language can be found at http://llc.mtsac.edu/resources/podcasts.php</p> <p>Some nice AMLA/ESL websites can be found at http://llc.mtsac.edu/resources/EnglishWebsites.php</p> <p>We are creating a webpage on the LLC website with fun and useful Web 2.0 tools.</p> <p>In addition to the popularity of the LLC website increasing, several instructors have been pleased with adding audio test questions to a PowerPoint. Thanks to Cari and Donna there is a nice template available for any language instructor who would be interested.</p> |
| <p>8. Any new materials coming up, please let us know.</p> | <p>LLC staff have been influential in the final programming for the new Banner lab check in. It is hopeful that attendance reports will be available to all instructors through myportal.mtsac.edu, which would free up several hours of work on Mondays for the LLC.</p> <p>Several part-time instructors have indicated that they have no clue that Banner will be implemented this summer and that grades and drops will be done through the myportal site.</p> |
| <p>9. Reports from areas...</p> | |
| <p>NEXT MEETING: Was Cancelled – Next meetings in Fall 2009</p> | |

MEETING AGENDA & MINUTES

Sept. 30, 2009

| Location: Bldg 66, Rm. 174E | | Time: 2:30-3:30 pm | |
|--|--|--|--|
| Members: <input checked="" type="checkbox"/> Peggy Marcy (Leader) <input checked="" type="checkbox"/> Evelyn Hill-Enriquez <input checked="" type="checkbox"/> Margaret Teske <input checked="" type="checkbox"/> Caridad Oppenstein <input checked="" type="checkbox"/> Yuki McPhail <input checked="" type="checkbox"/> Solene Halabi | | | |
| Topic | | Updates / Discussion / Outcome | |
| 1. LLC student workers – now short term | | Peggy informed that the LLC kept all the student workers, now hired as short term. There was concern about the tutors and how they are going to be hired or if the existing ones can be hired in the future. | |
| 2. FYI—Normal teaching computer in Smart Lab is down – causes a few changes in how activities are handled | | The committee was informed about the problem; Evelyn said that for her (she used the Smart Lab) there weren't any problems. The way activities were handled made the problem transparent for the teachers. IT was contacted and Chris Schroeder will fix the conflicting address at the end of the day. | |
| 3. New member?? Lizbet Sanchez would like to represent Spanish interests on committee | | Lizbet Sanchez was accepted as a member of the LLC Advisory committee. | |
| 4. Winter Session – Will be 4 weeks (like Summer.) a. Closed first week and final week of session: Jan 11 through Feb 6 b. Open to students M-Th 11:00am-7:00pm & Sa 9:00am-1:00pm c. Faculty may make reservations during "closed" times during Winter. Also, faculty can make arrangements for their students week 1 and orientations will be scheduled week 1. | | The committee was informed of the schedule. Solene was informed that French teachers have asked for different schedule for orientations in Fall and Spring semesters. Solene didn't know that the LLC set the French reservations for the 3 rd week due to a request from the French department. Solene would like orientations to be half hour long and in the last half hour of the second day during week one. LLC will try to accommodate the French Orientations for the First week, but doesn't promise that will be at the end of the class | |
| 5. ACTFL conference in San Diego Nov. 20-21 | | Caridad and Peggy will go. Spanish teachers Lizbet Sanchez and Luisa Howell will go too | |
| 6. When are next LLC Adv Comm Meetings? | | November 4; each member asked to bring calendar for Spring. | |
| 7. Handed out 3 "Welcome Packages" to new teachers | | ESL – Zena Sekimoto ESL – Carey Minnis JAPN – Emi Okubo | |
| 8. Processed new materials a. for Adelante 1 & 2 – need 3 b. for new Arabic textbook c. French movies | | Informed group of new materials that were processed and reminded them to let the LLC know whenever they find out they will be using new materials. | |
| 9. Reports from areas... | | AMLA • kudos to the LLC website. It has what students/teachers need and has worked during the | |

semester. No problems in the finals exams (8 weeks)

- Grammar words and functions audio should be taken from the website unless permission is given.

ESL

- Looking for new technology – Voicethread was mentioned as a possibility
- Informed that there is a Photo Gallery in the MT SAC website

FRENCH

- Oct 27. - Cheese tasting – Bldg 26D, room 3471
- Nov 2nd - 5th - French cuisine at Campus Café

JAPN

- Concerned because their tutors were cancelled due to the hiring change.

NEXT MEETING:

Wednesday, November 4