

Library & Learning Resources Division

9/8/2014 Meeting, 6-237, 3:00 PM – 5:00 PM

Attendance: Ema Burman (EB), Michelle Sampat (MS), LeAnn Garrett (LG), and Meghan Chen (MMC). Absent: Bailey Smith (BKS)

LLR Division Meeting Schedule: every second and fourth Monday 3:00-5:00 p.m.

Topic	Discussion and Outcome
<p>1. Announcements:</p>	<ul style="list-style-type: none"> • Emergency Preparedness Week is 9/15-9/19/14. As state workers, we would be required to work in that role, and FEMA could take up to five days to get to us. As applicable, it's important to have sufficient medication for in the event of an emergency. The emergency drills will be on 9/17; one in the day time, the other, evening. Buildings are chosen randomly. • Presidential visits to classes: President Scroggins has provided a list of faculty who he may visit. Faculty will be contacted directly to schedule a specific day and time. • Personnel change in the Division Office – Loralyn is transferring to Arts Division. Her last day in the Division is October 17, 2014.
<p>2. Area Reports</p> <ul style="list-style-type: none"> • Learning Assistance Instruction • Learning Assistance Services: • Library • Distance Learning/Online Learning Support Center 	<p>Learning Assistance Instruction:</p> <ul style="list-style-type: none"> • Faculty Request Prioritization is due in Instruction by September 30, 2014. LLR Division will prioritize requests at its 9/26 meeting. • Three sections/courses were added the week before the semester began: READ 90, READ 100, and LERN 49. These classes filled. Faculty and staff in Learning Assistance worked proactively to ensure that students were able to find open classes within the department. Students filled out overflow sheets and were contacted via email in regards to open sections. • Faculty would like the LARC to be open during the first week for tutoring for students taking first 8-week classes. Tutors in the classroom (TC) are appreciated, but LARC tutoring would give students more timely support than TC. • The State Senate put out a call for faculty to participate in Basic Skills C-ID Workgroup. Several Learning Assistance faculty expressed interest in participating in the Workgroup. • Several students were dropped from their waitlists. It's unclear whether they exceeded the 72 hour limit to register in the class or whether they were dropped due to non-payment for a registered class. <p>Learning Assistance Services:</p> <p>No report</p> <p>Library:</p> <ul style="list-style-type: none"> • The library has been extremely busy during the first two weeks. • All library courses except for one online were cancelled. Workshops seem to be a better option. Information competency requirements mandated by the state need to be met. LG completed the budget and scheduling needs. <p>Distance Learning/Online Learning Support Center:</p> <ul style="list-style-type: none"> • Mt. SAC was picked to participate in the Tutoring Staging Group of the Online Education Initiative. We also signed up to be both a teaching college and a home college. Students from other colleges will be taking Mt. SAC classes and students from Mt. SAC will be taking courses at other campuses. • The OLSA has been working on revamping the Distance Learning home page for students. Students were surveyed on what information they wanted in regards to online courses. These suggestions need to be implemented.
<p>3. Curriculum Stand-Alones, 4 Year Review</p>	<p>Stand-Alone Credit Course Recommendations were shared. Stand Alone courses are courses not attached to a program, degree or certificate. We have local certificates with stand-alone courses. New stand-alone courses are reviewed by Curriculum and Instruction Council (C&I). Courses submitted for review as Modifications will be evaluated for rationale for stand-alone courses during the prescreening process.</p>

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4. Outcomes Assessment Rotation Plan	Outcomes Assessment Rotation Plans for each area/department need to be submitted to LLR Division Office by December 2014. (This was stated in unit-level PIE 2013-14). Outcomes Assessment will be aligned with course submission by December 2014. Outcomes results can be posted on the website. We can add information on how one subject can help you succeed in a general education class. It would be beneficial to take the Use of Results and publicize to students and the community how the course helps them.
5. Enrollment Management and Scheduling for Winter and Spring 2015	MMC shared LLR Division's FTES data for the past two years. Enrollment is not as strong as last year; demand for LLR division's courses has declined. In upcoming meetings, we will examine multi-year patterns and figure out how to publicize courses that help student succeed. Students need direction on which courses to enroll in.
6. Instructional Equipment/Supplies for Purchase in 2014-15: Verification of Facts	Computers are being requested for Room 6-122 and the Learning Lab using Instructional Equipment funds. The Library and LAC are both participating in the Title V grant's activities to increase student success, so some funds are to purchase 2 screens to serve as marquees to increase student awareness of the library and academic support services.
7. Follow up from LLR Retreat – Sustaining the Momentum	We need to follow-up on the LLR Retreat and continue working on Outcomes planning and assessment.
8. Other	

Cc: Instruction Office