**Announcements:**

- Presidential visit to STDY 100
- General Education Outcomes Revisited – 10/18/2013 9:00 AM-12:00 PM, Founders Hall
- Educational Master Plan + Student Success Plan - 11/22/13 9:00 AM-12:00 PM, Founders Hall
- Conference/Travel Requests

**Information:**

- President Scroggins is visiting L. Walker - STDY 100 Wed. 10/23/13 @ 9:45-10:45 AM 6-136
- Examining GEOs as competencies. Alternative models include cross-disciplinary approaches to GEOs. LLR department chairs are encouraged to attend the GEO meeting on 10/18 hosted by the Outcomes Committee.
- Considered offering department chair dialog in the LLR Division regarding competencies students should have as part of their education. These dialogs could include a variety of offerings such as reading, writing, and information competencies, academic support, and student preparation and success. Winter Intersession is a potential time frame for the first dialog.

**Area Reports:**

- Learning Assistance - Instruction
- Learning Assistance – Services
- Library – Instruction
- Library – Services
- Distance Learning
- Online Learning Support Center
- LLR Division Office

**Outcome:**

- LAC Instruction – Learning Assistance faculty are going to have a conversation about Learning Assistance Resource Center lab hours. The Spring Schedule will include a note about the 12 hour expectation to participate in a noncredit lab. The LCOM 100 DL was approved by EDC. The first course will be offered in Winter 2014 as part of the GO! learning community.
- LAC Services – The campus is working toward restoring service level testing services for the campus. Concerns that need to be addressed include make-up exams and accommodating students with disabilities.
- Library Instruction – The library website is being revised. There are 5 workshops being offered. There will be online signups on the portal. There may be expiration dates for the workshops. This process still needs to be established.
- Library Services – There will be 2 retirements, Frances Smothers and Mary Walters, both Library Technician III.
- Distance Learning – The Committee is working on a Draft Recommendation on curriculum modification for DL courses and a Draft revision DL Amendment Form. In October, C&I will see the recommendation.

A Substantive Change Proposal for Distance Education due October 1, 2013. This stems from an ACCJC requirement. If 50% or more of the courses offered are DL and lead to certificates, we have to request prior approval. Meghan Chen and Mary Johnson are working on a recommendation to take to C&I.

- Online Learning Support – Exploring the use of self-created video clips to showcase our students and Division. We are looking at student engagement through multimedia materials. The Moodlerooms Community can be used as a resource. It’s on the eLearning tab in the portal.
- LLR Division Office – Meghan, department chairs, Loralyn, and Bailey will work on a scheduling process to track courses we add, reduce, and cancel, the rationale and the condition.

**Faculty Prioritization Process – Division Level Prioritization**

- Learning Assistance is asking for 2 Math positions, one Reading position, one Writing position, and one Study position. The faculty met on Thursday, September 26th and voted to recommend the positions in order from highest priority: (1) First Math, (2) Study, (3) Reading, (4) Second Math, (5) Writing.

Library is requesting one position: Library Science (Reference/Instruction)

The Division will rank faculty requests as follows: (1) Library, (2) Math, (3) Study (4) Reading, (5) Math, (6) Writing. This reflects the faculty chairs' ranking, and Meghan concurred. All
Attendance: Pat Bower (PB), Michelle Sampat (MS), Emily Woolery (EW), and Meghan Chen (MMC). Bailey Smith was away.

LLR Division Meeting Schedule: every second and fourth Friday 1:00-3:00 p.m.

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Cc: Instruction Office