

Learning Lab Department Meeting
Minutes of March 13, 2008

March 18, 2008

<p>Call to Order</p> <p>Attendance</p>	<p>John Pinto, Dept. Chairperson, called the meeting to order.</p> <p>Present: Ellen Furstenberg, Jay Howard, Lilla Hudoba, Gary Mitchell, Olympia Mitchell, Joan Monroe, Michelle Myers, John Nace, Xiaorong Peng, Judy Reitzes, Anna Seixas, Mary Ann Yannuzzi</p> <p>Guest: Tom Ott, Director of Developmental Education</p>
<p>Ott: Summer Pilots</p>	<p>Ott stated that there are three summer pilots in the development stage. These pilots have been discussed with Sharon Thompson and Paula White. White will be the Acting Director of Developmental Education in Ott's absence in the Fall.</p> <p>(1) One pilot targets 097/089 students as follows: a 5-week workshop; 2 hours per day, meeting Tuesday, Wednesday, and Thursday. focus will be on boundary issues; orientation-type materials will be used to address these issues.</p> <p>(2) This pilot targets new students who test and place in to 098/reg or 098/108: both groups will also have a 5-week experience; students will have the opportunity to retest; 098/reg students will move to 101 reg; 098/108 students will move to 101/108-CAP C in order to get the reading instruction. (3) This pilot targets returning students: students who took 098/108 or 098/099 will have a 3-week, portfolio-based experience upon the recommendation of their instructors. Either the instructor would read the essays at the end of the experience, or he/she would sign a waiver allowing the department head (or other designee) to read the essay and assign the student a grade.</p> <p>Discussion:</p> <p>Members expressed that the Lab has done summer experiences in the past, including Summer Bridge, and that the pilots should be housed in the Lab. Ott stated that he believes there is a role for Lab faculty in this endeavor. If this is considered non-credit instruction, it should be housed in the Lab and he would support this.</p> <p>Julie Odell, Assistant Chair for Developmental English, & the Lab rep should meet and look at the syllabus that is being developed.</p> <p>Ott stated that the pay scale would probably be \$40.00 per hour for the 30-hour workshop; members indicated that there would need to be some type of remuneration for prep time involved. He was reminded that the Lab has a contractual rate that is paid to part-time faculty and a seniority system.</p> <p>Concern was expressed that seats would have to be reserved for students who test up to the 098 & 101 levels and for students who remain at the 097 level. Ott indicated that this issue would be addressed by reserving sections for these students or via some other method, but that he is aware of this.</p> <p>The pre-enrollment workshop experience for students at the 097 level will not be run this year because of the pilot. In response to whether this means that the College is doing away with 097, Ott stated that if it can save the students from having to pay for 6 credits of instruction at the developmental level, he is in favor of doing away with the present structure of 097.</p> <p>Howard indicated that we could look at a new route for 097 students into the College that would include objective measures. Ott stated that data already exists for students at this level. Those who do not test out would go to 097/089, if</p>

Summer Pilot (continued)	<p>seats are available, or go to ABLE and return the following semester. He emphasized that DE does not do literacy instruction; DE's goal is to prepare students to enter the College. Goals include getting students in to the College faster and improving retention.</p> <p>ACTION: Paul Bonila and Anne Francis will be asked to collect previous Lab curricula and give it to the Lab representative and to the joint English/Lab Committee for the pilots.</p> <p>Pinto and the department expressed appreciation to Ott for attending the meeting and for the discussion of the pilots.</p> <p>Pinto stated that he feels the supplemental workshops should be housed in the Learning Lab; even if the English Dept. faculty teaches them, the Lab should have the administration of them. Per the audit, the Lab needs to establish its identity in the College and this can be the start of that effort.</p>
Minutes of 2/19/08	<p>Approval of these minutes was tabled until the next meeting; John will distribute them to the department's faculty prior to the next meeting.</p>
Evaluation	<p>Lab Class: Pinto reported that the Community Service Evaluation does not apply to the Lab; we do not have to use the questions they provided. He has revised them taking question from the previous copy and adding some new ones. He will distribute the old and new versions for review. The questionnaire will be scored by IT.</p> <p>Part-time Faculty: Pinto stated that, in addition to Lab classes, Part-time faculty can also be evaluated during their tutoring hours. Please revisit the schedule and sign up to do an evaluation.</p>
Jane Grossett	<p>Pinto reported that he again sent Grossett the concerns regarding the SESSI comments related to the Lab. She had not received them the first time, perhaps due to an electronic issue. She will respond to our concerns.</p>
Bantasks Report	<p>Pinto indicated that the department can now get reports which show all of the students seen by a faculty or tutor over the course of a semester for tutoring. If faculty have a Brio or Banner account, they can access this information. Information on how many times a student has used the Lab's services is also available.</p>
Assessment	<p>Pinto reminded us that one of the recommendations in the audit was that we need to improve our assessment procedures. In a meeting with Ott, Monroe, and Myers, they came up with the following assessment strategies to show student success: (1) look at retention, engagement, and persistence; (2) look at tutoring.</p> <p>ACTION: Monroe and Myers will continue to work with Pinto and Ott to come up with assessment strategies.</p>
Summer Schedules	<p>Pinto stated that he will request full-time schedules soon in order to plan for coverage for lab classes during vacations, etc.</p>
Science Positions	<p>Pinto stated that we have no new full-time positions at this time. He will continue to make the argument for positions after the audit has been approved. It has been submitted to the Board.</p>

Electronic Attendance and ID Card Scanning	Pinto indicated that we are moving forward on getting electronic attendance and ID card scanning. Because the format will be similar to the 20% attendance format that IT already has in place, it should not be difficult to do. The feature will require less handling and less paper work which should improve the quality of the data that is collected.
Jon Brown Reminder	Jon Brown, Department Head of Counseling, will be meeting with us tomorrow during the lunch discussion hour. He will discuss counseling services.
Adjournment	The meeting was adjourned.
Submitted by;	Olympia Mitchell