

**Learning Lab Department Meeting Minutes**  
**December 17, 2004**  
**Room B1-28G**  
**10:00 A.M.**

**In attendance:** Paul Bonila, Gail Chaskes, Jay Howard, Michele Kelly, Gary Mitchell, Joan Monroe, Judy Reitzes, Mary Yannuzzi, John Pinto (Chair)

Minutes of November 18, 2004 were accepted without change.

**Lab Evaluation Procedures:** John Pinto submitted the procedures that were approved at the last meeting to Sam Hirsch. Dean Hirsch forwarded them to the Vice-President of Academic Affairs.

**Restructure Update:** John Pinto met with the Dean to discuss the recommendations of the joint committee. Upon careful analysis, he thought the work of the committee to be significant. For Spring semester, two Lab instructors will be placed in Level A and B day Lab classes, unless the classroom teacher has a history of being non-collaborative. Even then, if the dynamic and the size of the Lab class warrant it, two instructors will be placed in those particular Lab classes. John commented that we are not making cuts this semester.

The joint committee met with Tom Ott, and some of the recommendations are being put on hold until the summer. Spring semester will be used to finalize and smooth out any “rough edges.” Joan and the Department as a whole thanked the entire Joint Committee for all of their hard work. Special mention was given to Carol Kreichet, Barry George, Anne Francis, Judy Reitzes and Mary Yannuzzi.

**Selection Committee Update:** Michele Kelly handed in the department’s selection to our Dean. We have gotten no response as of this date. We are assuming, however, that John will continue on as chairperson of our department.

**Learning Lab Brochure and Web page Updates:** Progress has been made regarding the Web. We are now more accessible from the College’s Home Page. From [www.ccp.edu](http://www.ccp.edu), followed by Academic Programs and Services, there is now a drop down window where viewers will see Learning Lab as a selection. It takes one to the college’s Home Page for the Learning Lab, and one can proceed to the Learning Lab’s own material. It is also possible to go directly to our department’s home page at [http://faculty.ccp.edu/dept/learn\\_lab](http://faculty.ccp.edu/dept/learn_lab). Please go to our page and forward any suggestions to Jay Howard or John Pinto. Jay is currently working on putting useful forms, such as travel form requests, up on the WEB. Forms are not active yet, but will be in the future. There is a lot of student centered information including Workshops, note taking suggestions, etc. up on the WEB for students. We thank both John Pinto, and especially Jay Howard, for all of their hard work on this project.

The Lab Brochure should be ready for Orientation Day during In-Service Week, January, 2005. Unfortunately, because of equipment changes in the Copy Center, they were not completed as yet. We will have information available in the Lab during Orientation Week, promoting our WEB page and coming workshops. Gail Chaskes will help organize the flyer about "Coming Attractions" such as future workshops, etc.

Joan Monroe added that the Orientation Packets are stuffed well in advance. Therefore, if we have material to submit for future semesters, we will need to do it early.

**Writing Center Update:** The Writing Center has had a good first semester. By the last two weeks, we were averaging 100 contacts per week. Prior to that time, we were averaging approximately 80 contacts per week. Next semester, John Nace will move into Merle Fineman's old office, so that he can better supervise the Writing Center. He will help Paul Bonila schedule and train tutors for the Writing Center. We expect a greater professional presence in addition to our peer tutors, to help our students at the College level. There will be 4 computers and a printer in the Center. The printer is not there to be used indiscriminately by students, but rather for English/Academic content matters. Faculty offices in the rear of the Lab will be conveniently networked to the printer in the Writing Center.

There will be some rearranging in the Main Lab as well. The bank of computers will be moved to improve vision and supervision of the Central Lab. The study carrels will be replaced, perhaps with tables. The current computers will be placed along a wall, available for student use, with perhaps one or two being made available to improve communications for part-time faculty. John Nace's former office will be used by part-time faculty members.

**Budget:** It is important to watch the budget as carefully as possible. We will need to pay close attention to the Part-time line, peer tutor line and non-student tutor line as well. For Spring semester, on Main Campus, current tutor schedule requests total approximately \$52,000. Of course, this is not the number of assigned hours, but rather it reflects tutor availability on their application forms. Gail Chaskes commented that she and Lilla will need to know how many hours were scheduled for South Lab in the past for peer tutors and non-student tutors. This will help to help guide them as they interview new potential tutors and schedule returning tutors.

**Other:** Jay Howard and Joan Monroe prepared a Summary of the Master Student Workshop. (See Attached Summary). Jay Howard went over the major points of their findings. Joan Monroe commented that direct advertising is already being done through the following: Letter to faculty, Channel 53, Vanguard, e-mails to all faculty and students, Bookmarks during orientation and in many other places as well. Some special programs promote these workshops as well, along with faculty such as Michele Kelly who recommends them to Science students who are having difficulty. She made special mention of STS101 students and their struggles as they attempt to analyze data, make predictions, etc. Judith Reitzes mentioned that another suitable population would be

advanced ESL students taking bridge courses. Perhaps outreach could occur directed at faculty teaching the content bridge courses.

John Pinto thanked Gail Chaskes for providing cake for the meeting. He expressed his appreciation to the entire department for their support during the past two years. He expressed hope that the next two years would be fruitful for the department as a whole.

Meeting was adjourned at 11:00 a.m.

Submitted by,

Gail Chaskes