

Learning Lab Department Meeting Minutes
November 18, 2004
Writing Center (B1-28F)
2:00 P.M.

In attendance: L. Hudoba, J. Monroe, M. Oppenheimer, M. Kelly, G. Mitchell, J. Reitzes, M. Yannuzzi, E. Cuidet, J. Howard, E. Furstenberg, I. King, P. Bonila, O. Mitchell, J. Pinto (Chair)

Minutes of October 27, 2004 were accepted without change.

Lab Evaluation Procedures: After some clarification on what constitutes non-renewal of faculty and the addition of “academic” before “needs”, a motion was made to accept the Learning Lab Departmental Evaluation Procedures. It was seconded and passed without objection.

Restructure Update: Barry George summarized the joint English, Counseling, and Learning Lab Department meeting on restructuring that occurred on November 9, 2004 which discussed the next steps of the process. It was agreed at this joint meeting that a change is needed in the delivery of Lab Class services. A committee was formed from participants of this meeting to develop proposals to be presented to the Dean of Educational Support Services for consideration. A meeting of this committee is scheduled for 3:00 P.M. today in W3-26.
Eli Furstenberg emphasized that students should not be short changed with cuts in services and their needs should kept in focus.

Selection Committee Update: Michele Kelly reported that the Selection Committee (Kelly, G. Mitchell, Reitzes) met with the Dean to discuss procedures for this year’s selection process. Since there appears to be only one candidate and the deadline for the selection is December 10, 2004, the Dean requested that the committee request the Department to forgo the normal selection process and set up times to meet and discuss issues with the candidate. The Department unanimously agreed to this change for this year’s selection process.

Web page and Brochure Updates: A final draft of the new Learning Lab Brochure was sent to Eve Markman of Communications.
Hopefully, the brochure will be ready for New Student Orientation for Spring 2005. A thank you goes to J. Monroe, M. Kelly, and G. Chaskes for editing the various drafts.

Web page is still a work in progress, but it is moving ahead. J. Howard was asked to help get the departmental page up and running. Hopefully, the page will be live by the beginning of Spring 2005. No deadline has been set, however.

Other: J. Rossman requested through J. Pinto that she not be considered for union representative for the Learning Lab.

Meeting was adjourned at 3:00 P.M.

Submitted by

John Pinto