

## Minutes of the 12-10-12 Learning Lab/SACC Dept. Meeting

Present: P. Bonila, G. Chaskes, R. Dowdell, R. DiPrimio, M. Fuller, E. Furstenberg, R. Hock, J. Howard, L. Hudoba, M. Jagannathan, R. Jerome, P. Kenerley, M. Lowenthal, J. Miller, G. Mitchell, J. Monroe, E. Moscow, M. Myers (Chairperson), M. Nadu, J. Reitzes, A. Seixas, J. Thomas, V. Schwartz, T. Wong, M. Yannuzzi

The meeting was called to order at 10:00 a.m.

A card for Garvin's retirement was passed around for signing.

### 1. Welcome/Announcements/Reports:

1. COD is moving to the ground floor of Bonnell.
2. The new COD Director is Wendy Kohler and the Coordinator of Disability Resources is Lisa Papurt.
3. Reminder to submit all evaluations (study groups for R/W, workshops, ESL Lab classes, PT evals, and SACC student workers) as soon as possible. A question was raised about the Union request not to turn in data. Michelle suggested that perhaps we can be strategic about what we choose to withhold.
4. Reminder to F-T and VL faculty to submit tentative schedules for Spring 2013.
5. Reminder to submit vacation/intersession requests for winter break
6. Dec ember 24<sup>th</sup> the college will be closed.
7. January Dept. meeting will be on Wed., Jan. 9<sup>th</sup> at 10:00 a.m.
8. Classes will begin on January 14, 2013.

It was noted that enrollment for the Spring is down 5%; however, ESL enrollment is up 28% as of this time.

2. Approval of minutes – the minutes were approved with one correction. The last meeting took place on 11/29/12, not on 11/25/12.

Future minute takers are as follows:

Jan – Anne Francis

Feb – Megan Fuller

### 3. Main Business

#### 1. Update: Staffing Plan and Uber-Vision Statement

Michelle met with Joan Bush after the meeting with Dr. Gay. They discussed issues of future hiring. Dean Bush will be meeting with Judith Gay to further clarify future hiring issues in our department. Many department members stay beyond their schedules to address needs of students, but it is not always visible to others. We also need to insure that all of us are participating fully in the work of the department. Perhaps staffing discussions will shed light on how we can best serve our students during nights, at regional centers, etc. After we have created our staffing plan and vision, it will be out of our hands.

Michelle is requesting of Dean Bush more concrete information on the Learning Commons on Main Campus, regarding space, time line, etc. Without such information, it is difficult to project a staffing plan. In addition, Michelle plans to write up minutes of the meeting that took place with Dr. Gay, Dean Bush and members of our department. By e-mailing those minutes to Dr. Gay and Dean Bush, we will have concrete notes of the discussion that took place at that meeting.

Discussion followed about the staffing plan. A member of our department heard from an outside source that Liberal Arts may be interested in including a FYI-type class that might be staffed by ESS; yet, we have not been directly informed of this possibility. As we know, there was resistance previously to FYI due to College 101 and English 108. Michelle mentioned that she heard the CST population may be falling through the cracks. Thus, CST students may be a potential group for an FYI class in the future. However, not knowing the future direction makes it hard to create a staffing plan.

We can talk about increasing ESL faculty or perhaps having a full-time person from the Learning Lab or SACC at the West Regional campus. We appreciate having the 8 VL's; however, having full-time faculty positions is a much better option for the department. Murray suggested that we add to our staffing plan a note that everything is subject to change.

We are trying our best to serve regional sites without much full-time faculty present. Megan has looked at the numbers of students taking English 098, and it is possible to use data to support our requests for full-time positions at the regionals. Joan Monroe suggested that we have a full-timer present in the evenings on Main Campus. Full-timers can rotate or experienced long-time part-timers can help out. The issue was raised that we are the only department that does not permit overload within the department. Ellie Furstenberg questioned whether that might cause friction with part-timers. Gail suggested that not all full-time faculty would even want to do overload within the dept. if it was possible. It was also noted that our department does not give release time for things such as tutor-coordinator. Michelle commented that other departments are raising similar issues and expressing that they also are expected to do more work with no additional release time.

Joan Monroe raised the issue of lack of technology available in the Labs. WI-FI is not available in all spots in Central Lab. It was shocking to learn that there is no WIFI in SAAC either. It was suggested that perhaps a SACC helper could be present in the Learning Lab to help students with computer issues. The yellow shirt would help identify the helper, and work study money to pay the student would definitely help the budget. Since Ted is on the College Technology Committee, he was asked to bring the issue of lack of WIFI to the committee. We were told that members of the Technology Committee are currently surveying to see what the needs are.

Megan only has the current week to work on a staffing plan, prior to the New Year, and she would appreciate help. If faculty in their respective areas could write up their vision and staffing desires, it would be very helpful. Please copy your ideas to include Michelle, Megan, Joan and other members of the department.

Other issues were raised:

- Although CIS tutors are paid out of Central Lab's budget, Lilla has received 2 availability forms from CIS tutors, since they submit their timesheets in South Lab.

- Ray spoke about the issue of ESL part-timers getting requests to help English 102 students and beyond. Perhaps there could be a MLA brush-up workshop for part-timers. Gail suggested that showing tutees how to find the information about MLA on the computer can help the tutee to learn to be more independent. Ellie commented that they are already serving a huge number of lower-level ESL students. Joan wants to work on a “cheat sheet”. It was volunteered that such a “cheat sheet” for MLA already exists in the Northwest, where it is hanging up and can be shared with Main Campus. Another idea might be a 102 Workshop for ESL students or a Drop-in table, as suggested by Gail at a previous meeting to help meet the need. We already have an ESL Workshop for English 101, so perhaps expanding to 102 would be a good idea.
  - Increasing workshop attendance in general was the next topic raised. To improve communication, there were several suggestions. First, Michelle will discuss with all Secretaries the training of receptionists to better get the word out whenever students come to the Lab. Joan told of being able to preset announcements on the computer for the entire semester, which she found to be a useful tool for getting the word out about workshops throughout the semester.
2. Update: Meeting with the Administration about Saturday services  
Department Heads, as well as members of the Administration including Dr. Gay, Tom Hawk, Sharon Thompson among others, were present for the meeting. They were told that the college saved \$270,000 by closing Main Campus on the week-end. Sharon Thompson suggested an alternative plan, which would be to close down West Regional instead of Main Campus and leave the Mint, Bonnell and West buildings open. If students don't take classes at the regionals on the weekend, we are losing tuition money. Also, events/conferences could be conducted at Main Campus on weekends, especially with new spaces such as ground floor of Bonnell being available.
  3. Strategic Planning and Academic Master Plan – Department Heads are being asked to work on Strategic Planning and the Academic Master Plan for Spring
  4. Other
    - Julietta mentioned that it is hard to staff West Regional from 12 – 3 p.m. every other weekend. It is also very confusing to students. Lilla agreed with Julietta's position, with regard to staffing tutors at that site.
    - Rick asked about the 8 Visiting Lecture positions for Spring. It is not clear, if they will be continued in the Fall semester, as visiting lecture positions are directly related to the ratio.
    - Paul told us that he will be meeting with Dean Bush on December 13<sup>th</sup> to discuss On-line tutoring. English on-line tutoring began, but it's not clear if it will continue.
    - It was suggested that we consider getting video testimonials from satisfied tutees to use as a marketing tool for Learning Lab services. It can be played on CCP's cable channel. If anyone pursues getting testimonials, we will need students to sign a release form.
    - SACC hours for the last 3 weeks of the semester for Main Campus and the Regionals were reviewed: On Main Campus, SACC stays open until 10 p.m. At CBI, NW and NE, closing time is 9 p.m. At the West Regional site, closing is 9 on Tu/Th, and 8 p.m. on the other days.

Michelle offered her sincere thank you to the entire Department. She appreciates her great colleagues, loves the work we do for students and appreciates all of our support, both in her role at CCP and on a personal basis as well.

The Department members, in turn, applauded Michelle for the wonderful job she has done.

The meeting was adjourned.

Minutes recorded by Gail Chaskes