

Minutes: Learning Lab/SACC Dept. Meeting: 2/14/2013
B1-28E, 2 pm

In attendance: Judy Reitzes, Edward Adolphus, Phil Kenerley, Marleen Nadu, Xiaorong Peng, Joan Monroe, Paul Bonila, Ellen Moscow, Henry May, Julieta Thomas, Ted Wong, Anna Seixas, Megan Fuller Lilla Hudoba, Jay Howard, Michelle Morgan, Ellie Furstenberg

I. Welcome Back/Announcements & reports

A. WERC Sat Hours: The original schedule at WERC this semester was alternating Saturdays – however usage and demand have been high. In response to the students’ needs the WERC will be open every Saturday with Reading/Writing and alternating Saturdays with Math. There have also been requests for CIS 103 tutoring at this campus. Michelle is aware of the need. In general, Lillian Smith (cite coordinator) has requested more hours of tutoring. It will not be feasible this semester, but will be considered for future semesters.

B. PT Evaluations/Peer Evaluations/Self Evaluations: Emails have been sent to all Full-time faculty to request assistance in the completion of part-time faculty evaluations. Full time faculty were also reminded to do self-evaluations and peer evaluations. Joan Bush has inquired about the progress of these evaluations. They are expected to be done. Jay Howard discussed his concerns about the current observation forms – they are dated and refer largely to study group/lab class dynamics. Jay suggested that we update the observation form to be more geared towards small group/one-on-one dynamics. Ellen Moscow, Anna Sexias, and Jay Howard will form a small committee to work on updating the form – possibly create two forms, one for small groups and one for one-on-one tutoring. Michelle mentioned that evaluations are important for promotion and tenure. Peer evaluations can be completed by any “peer”, not necessarily a Learning Lab faculty member. Visiting Lecturers may do a self-evaluation if they choose to, but they are not required to complete one.

C. Drop-In Desks: In the central lab, part-time faculty are staffing drop-in tables. Students were notified via email about this new initiative. The usage of these tables will be followed over the semester to see if they are used/effective. The drop-in tables in the South lab are still on-going. They will be tracked and their use will be evaluated to determine their popularity and impact. Students who complain about lack of tutoring have been forwarded to Joan Bush and Dr. Curtis.

D. Bonnell Receptionist Needed: There is a serious need for a receptionist in the Bonnell 1-28 lab. Various ideas for posting the position were discussed. Faculty will forward any students looking for employment (preferably with work study money) to Regina Jerome.

E. Study Group/Workshop Surveys: In the next week or two, emails will be sent to remind faculty to complete their surveys for study groups/workshops.

II. Approval of minutes: A movement was made to approve the minutes. The motion was seconded. The minutes were approved.

A. 1/9/13

B. Minute Takers for upcoming meetings:

Feb	Megan Fuller
March	Jay Howard
April	Lilla Hudoba

III. Main Business

A. Report on Staffing Meeting with Dean Bush and Dr. Gay: Approve?:

A report from the Nov. 29th meeting 2012 was distributed to the attendees. Gail Chaskes mentioned (in an email exchange with Michelle) that the positive comments made by Dr. Gay should be included in the document. Michelle agreed to add comments to this effect. It was decided that not all faculty members names needed to be included at the end of the minutes from the meeting. Only the names of those in attendance will be included. Michelle will make the necessary changes and send the minutes of the meeting to Dr. Gay.

B. Staffing Plan: Overview: An overview of the staffing needs (as identified in a meeting held at the end of the Fall semester with Megan Fuller, Joan Monroe, Judy Reitzes, and Maryann Yannuzzi in attendance) of the department were reviewed. Megan Fuller asked that a placement test-prep initiative be considered in the staffing plan. Marleen also recommended that a TOEFL preparatory program be added to the staffing plan. Michelle said she was considering requesting three full-time positions: full time Reading/Writing position at the WERC, full time SACC position at WERC, and resubmitting a position for the full time Learning Disabilities specialist. Judy R. suggested requesting an ESL full time position due to the growing student population. There is also a huge need for CIS 103 and Math

support. Michelle is considering requesting positions in these areas. Michelle will work on the staffing plan for the next department meeting.

IV. Other?: Lilla would like to request a new printer for the South Lab. Lilla dreams of a copier for the South lab. Judy R. announced a Union social event for new hires on February 22nd from 5pm to 7pm.

Submitted by Megan Fuller