

Learning Lab/SACC Department Meeting

Thursday April 19, 2012

Room B1-28 @ 2 pm

In attendance: Dr. Michelle Myers (Chair), Ted Wong, Joseph ?H?, John Nace, Megan Fuller, Otis Stevens, Jay Howard, Shomari' Weedor, Ellen Moscow, Julieta Thomas-Johnson, Gail Ghaskes, Michelle Morgan, Lilla Hudoba, Mytili Jagannathan, Olympia Mitchell, Judy Reitzes, Mary Yannuzzi, Joan Monroe, Garvin Poole, Edward Adolphus, Regina Jerome, Aaron Brown, Scarlett Floyd, John Pinto

I. Welcome/Announcements & reports

- Welcome and thanks to everyone for attending the meeting

A. Update on Science VL: Request to re-advertise

- Two candidates were sent forward for Joan Bush and Dr. Gay to further interview, both were rejected – Joan Bush decided to close the position moving forward.
- In response, Dr. Myers submitted justification to re-open, and re-advertise (Science V.L position) for the fall.
- Summations for re-consideration were done earlier during the week.
- Dr. Myers will be sure to pass the information on to the department upon Joan Bush's response.

B. ESL LLab Classes: Ted's update on next steps

Ted along with Dr. Myers, John Pinto, and Judy Reitzes, met with Joan Bush to talk about the data of ESL that is attached to lab classes. Focus of their meeting: collection between how often students attend and pass rates.

- Ted reported: that Joan Bush was very interested and excited to meet with them – he also added that Joan Bush's current interest now, is to fully understand the characteristic of students who attend the lab classes, who is teaching the lab classes, the impact they are having, and other key factors that contributes to student's success.
- Joan Bush's suggestions: Look at more data, but this time look at the data more closely – and try to establish a cost and effect of their findings, survey's, what are ways and factors that are associated with student's behavior?
- Dr. Myers added: The team was able to look at the preliminary data- this was the first time the group was able to get together and really discuss the issue, (generally speaking Dr. Myers felt like Joan Bush was very pleased with the group's preliminary findings)
- review from the data suggests that, there appears to be evidence, but there's not really enough evidence that shows definitively a cost and effect- as far as students coming to lab and etc. It appears there could be, but the next step from this point is to have Ted look at the data more closely and see if the team can establish some kind of cost and effect.
- The idea is that – hopefully the data will support and help move to the next step.

* What are some coming characteristics amongst the needs for the services we provide to our students?*

- Megan Fuller added – with a question (are we going to collect data – or are we only looking at the things that Banner is currently recording? –Suggested to survey students - recommended that the

team read or look at “Beyond The Big Test” by William E. Sedlacek because she thinks that it might be interesting to consider and look at some of the non-cognitive characteristics or different factors, to somewhat get a feel of how something is different about CCP students – like the state of knowledge on the use of “non-cognitive variables” to enhance a variety of functions in relation to college students including: admissions and financial aid, teaching a diverse student body, counseling students, and designing and evaluating campus programs.

C. Tutoring: Megan’s marketing and outreach

- Joan Bush and other faculties that were present when Megan first distributed a sample of her creation wanted the information on the pie charts and graphs to be decimated ASAP and to also be used as a marketing tools Ex: “if you come to tutoring you may benefit or the chances of passing your class will be greater and you just might experience increased success”.
- Joan wants this group to really think of ways of getting this data out.
- She currently, along with David Watters and (?Lorenza Dunnigan?) from the student’s affairs office, are the ones in charge of the flat screens TV’s. David also offered out his help in helping the group create an organized email campaign that will help in targeting a specific group of students that needs the information the most.
- Megan suggested to David that she would give socialite assistance from the department in coming up with the content and thereafter (?Lorenza Dunnigan?) could assist in branding and making the information more appealing before it goes up on the TV’s.
- Megan asked: “if anyone is interested in helping to come up with the information, and will be willing to have a few meetings this summer, to please contact her – because the goal is to have it prepared and ready by the fall semester.
- Megan’s pie chart made the front page of the Vanguard – but some of the information of its content was misinterpreted.
- Megan also suggested including information about SACC based on day to day operations.
- Dr. Myers added that she would connect Megan to Jerry Mallian to help out in coming up with different slogans in getting the information out - because he has a background in marketing and outreach.
- Dr. Myers also suggested that Megan consider handing out flyers.
- Megan added that she’s currently working with Eve Markman from marketing in designing the flyer.
- All are encouraged to submit any ideas they might have.

creating more content, but making sure to get more organized and pointed

D. Middle States cmtes and contract dispute

- Dr. Myers reported that a letter went out to those that were serving on the middle self-study committees.
- All members of the committee agree to voluntarily discontinue all work for committees in relation to Middle States, until negotiations move forward.
- We are respectfully refusing to continue working on assessment if things don’t progress with the contract.
- Internal departments work load will still be complete but does not have to be submitted to the administration. *“no contract no assessments” *

E. Summer scheduling (R/W study groups, vacations, etc)

- Dr. Myers plan to start looking at summer schedules next week – she confirmed that she received schedules from almost everyone as it relates to summer scheduling.
- Study Groups: (not many answer at this time for study groups) Dr. Myers had a meeting with Megan Fuller, Mary Yannuzzi, and Joan Monroe. The purpose of the meeting was to brain storm, and discusses ideas of scheduling study groups.

“[benchmark: L Lab Dept will support 25% of all 098 classes during Fall 2012 & Spring 2013 (approximately 30 classes)

- Offer study groups times “first –come-first-served” according to FT LLab faculty schedules (T/StGrp Hour)
 - For pilot, FT LLab faculty will do outreach to Eng faculty
- Number of study group times an Eng professor can request/reserve per week pre course: 2
 - Tentative study group schedule made available during Prof Dev Week
 - Survey students for compatible times (3-5 students per study group)
 - Study Group Request Form? (still exploring)
 - Cut-off point for request by Week 5 each semester
- Collaboration (key component)
 - LLab and Eng faculty must mutually agree on best mode and frequency for ongoing communication
 - Determine strategies for semester
 - Mid – semester evaluation meeting
- Assessment (?)
 - After evaluating the success of the pilot, the LLab Study Group cmte will develop a plan for expanding study groups to more Eng faculty as well as faculty in other departments”]
(Things to work on for the summer/priority areas to focus on: create a structure in terms of communication, writing center, FYI, work-shops, master student workshops)
 - Anyone who is interested or has related topics they would like to work on - needs to submit them to Dr. Myers.

F. Anne Francis: Sabbatical starting in July

- More coverage hours will be needed at Northwest
- Due to the expansion of our services at the regional centers – for evenings and Saturdays.
- Joseph Taylor: started surveying students due to complaint of hours of operations
- Pushing for more hours at West regional center (SACC)
- More hours for part-time faculties provided if they will be willing to go to the regionals
- (? question?) What was Joan Bush trying to communicate at her meeting with the part-time faculties? As far as the budget and job protection (more clarification needed)
- Bottom line: all budgets have or will be cut!
- Central Lab hours: 9-6 NERC: 8-8 NWRC:? WRC: ?

G. Olympia Mitchell and Joanne McGinley: Retiring (event and parties)

- Dr. Myers offers an invitation to everyone to attend the retirement event/parties.
- The 19th @ 4pm – for Joanne: Tue the 24th 12noon – 2pm @ NERC

H. LD Specialist

- Dr. Myers is searching for possible candidates for the position.

- There's more need for a LD specialist at the regional centers

I. New Asst Dean of ESS: Larry Arrington (4/23/12)

- He starts next week
- his first task will be focusing on advising
- Everyone said welcome and good luck to Larry Arrington

Approval of minutes: ? 03-15-2012?

Two names that were not on the sign-in sheet did not make the minutes from 3-15-2012

- Decision by all to APPROVE the minutes!

II. Main Business

A. Assessment proposal—Action Plans (Groups report on following--)

- 1) Timeline for implementation

FYI: group did not meet – Ted stated that he's scheduled to meet with Joan Bush on the 30th hopefully by then he will have an update for the department.

Study Groups Assessments: group meet and assessment proposal was discussed.

SACC: Group meeting went well and the group is working on the proposal to summit.

Writing Center: Group met and all the information was plugged into the rubric for proposal.

Tutor Outcome: Group met and was able to run a data analysis of record keeping - record keeping has improved – a big change in evening attendance – group plans to look at the data more closely - in an attempt to identify impact on retention based on tutoring. 098-99-109-017-018

Online Tutoring: group was able to meet and have a proposal platform and awaits the Joan Bush approval.

- 2) Explanations/clarification for quantifying data
(Still in process)
- 3) Prioritize the areas identified in the overall Assessment Proposal
(Still in process)
- 4) Benchmarks/Outcomes
(Still in process)

B. Email me action plans a.s.a.p. (by end April 30)

(Still in process)

III. Next Dept. mtg? Reminder: Academic Master Plan: Stage 1 pushed back to Summer/Fall 2012

- The department doesn't usually meet in the summer
- Dr. Myers suggested that the department focus more on forming few committees to better prepay for the upcoming Fall semester.

IV. Other?

Learning Commons committee:

- The group was able to meet on the 19th – the group main task is to come up with a vision and a proposal within 8 months.
- Megan pointed out that the Fishman award funds are very low, and asked for others to consider making donations towards the Fishman budget.
- Dr. Myers announced that she will be at a poetry event in the Great-Hall.

Respectfully submitted: Shomari Weedor.