

Learning Lab/SACC Department Meeting

21 March 2013

Rm B1-28 E

Present: Gail Chaskes, Betsy Elijah, Scarlett Floyd, Ellie Furstenberg, Ernestine Goodman, Jay Howard, Lilla Hudoba, Phil Kenerley, Diane McManus, Joan Monroe, Michelle Morgan, Michelle Myers, John Nace, , Judy Reitzes, Anna Seixas, Joseph Taylor, Julieta Thomas, Ted Wong

Announcements and Reports:

- A. To maintain security, all faculty and students at NERC must show a valid CCP ID to access the Learning Commons.
- B. A draft of an evaluation form for tutoring sessions was reviewed. There was some discussion about the notes related to student behavior during tutoring and a suggestion that the form be given to the faculty to be observed beforehand. Michelle has a list of part-time faculty ready for observation. The tutoring form may be used as an option for observations. Full-time faculty were encouraged to submit self or peer evaluations, as required.
- C. Paul and Ellen have been providing synchronous online tutoring, but no students have participated. It seems that the students appreciate face-to-face tutoring. John Nace reported that at least five students had submitted nine essays for asynchronous online tutoring. Lilla reported that one student, enrolled in a calculus course and not from Philadelphia, had asked for online assistance. It was mentioned that online tutoring is not accessible from Canvas, the College's web-based, instructional platform. Ellie distributed copies of a pro/con opinion piece from *On Campus*, March/April 2013 on distance education and completion rates.
- D. Michelle e-mailed a memo on the staffing meeting to Dr Gay. Michelle will re-submit a staffing plan to include a full-time SACC position, pending input from Jody Bauer regarding qualifications, and a full-time LD position.

Approval of Minutes

The minutes of the department meeting on 14 Feb 2013 were approved.

Main Business

- A. There was a discussion about the FYI course. Michelle reported that, following an academic audit, the CST curriculum is being revised to address, among other issues, the low success rate of the students in Engl 101. The ongoing audit of the Liberal Arts curricula is also likely to show that hundreds of students do not succeed. The FYI course may be a part of the new curricula, and a course description should be prepared by the end of May. There was a discussion of possible formats for the FYI course, such as a course to be team-taught by faculty from the Lab, Counseling, and SACC; its role in a new curriculum; and the scope of

- the research question being investigated by students. The Lab/SACC faculty expressed their support of FYI as an addition to the support services the department provides.
- B. Lilla commented that the latest edition of the tutor manual was good. Some sections might be updated, but that could be done in the summer. She asked if the tutor pay could be increased. Scarlett, Megan, and Gail volunteered, or were appointed, to a committee to review the tutor manual as well as tutor hiring policies and remuneration.

Other

- A. Gail thanked the department for its support and shared that the donations in her mother's name would be contributed to the Emergency Book Fund.
- B. Joan suggested that the technological support, especially WiFi, in the Lab should be updated, and Scarlett asked for a new computer in the West Lab.
- C. Gail mentioned the problems faculty have accessing classrooms in the CBI building.
- D. Ellie asked that an ESL specialist be considered in the staffing plan.
- E. Lilla announced that Emily McKendry, Madina Sule, and Lok Tung Wu will receive the Fishman Award for Outstanding Service by a Tutor.

Submitted by

Jay Howard

27 Mar 13