
In attendance: Dr. Michelle Myers, Dr. Paul Bonila, Dr. Megan Fuller, Dr. Joseph Howard, Dr. John Nace, Prof. Gail Chaskes, Prof. Lilla Hudoba, Prof. Joan Monroe, Prof. Judith Reitzes, Prof. Mary Yannuzzi, Prof. Xiaorong Peng, Prof. Josephine Mendelsoh, Prof. Diane McManus, Prof. Jannina Saballete, Ed Adolphus, Garvin Poole, Julieta Thomas, Dr. Rick Hock

I. Welcome/Announcements & reports:

Dr. Myers reported that the Advising Center has moved to BG-12 and that they are looking for an increase in visibility and presence. Spring 2013 FT schedules are due 11/12/12 so that the PT scheduling can begin. Judith also mentioned that ESL lab schedules be included. Michelle mentioned that notice will be distributed to schedule PT evaluations and SACC evaluations for Spring 2013. The drop-in tutoring forms need to be checked for accuracy (J#) and legibility.

A. WERC LC hours extended: 6:00p – 8:00p on Tuesdays & Thursdays

B. CBI SACC Lab, Open on Saturdays: 10:00a – 3:00p

II. Approval of minutes

A. The minutes of 8/29/12 were approved.

B. Minute Takers for upcoming meetings:

Oct	Ed Adolphus
Nov	Paul Bonila
Dec	Gail Chaskes

III. Main Business

A. Study Groups Pilot: Feedback, Surveys, Faculty Request Forms

Discussion: Dr. J. Nace is meeting regularly with an English Prof. and is pleased with the results of that study group. Early results suggest that the 098/099 study groups are worthwhile and students respond well to study groups. Instructors are taking the initiative to publicize the study groups. Dr. P. Bonila authored a request study group form to distribute for Spring 2013 study groups. There is a concern that an effort should be made to speak with people ahead of time because attendance was spotty. Students must see value in study groups which are not required and a definition of what professors expect from study groups. A question was asked if services could be extended to all English faculty not just remedial courses. Paul and Josephine stated that they are currently extending the service to their English 101 students. There is a stumbling block for adjunct professors because they get their assignments late. This creates difficulty in scheduling study groups.

Professors are beginning to adopt a new policy that students need to see someone from the lab in order to re-submit work. However, students are having problems getting a tutor before re-submit deadlines.

B. Online Tutoring Pilot: Update

Dr. P. Bonila stated that the pilot will roll out in a few weeks and that there are 5 classes involved in the pilot. The new platform will not be a component of Banner or Canvas. Students will have direct access to the platform because it is web based. Each student will have a username and password that will be given to them in a sealed envelope and they will have the opportunity to change their password. Paul and Ellen will develop a quickstart guide to help students navigate the site. Paul will also schedule a demo for students. WorldwideWhiteboard will create a flyer to help market this new pilot.

Dean J. Bush determined that the hours of availability is between opening and closing time of the Central lab. Dr. R. Hock inquired why the platform was not integrated in Banner or Canvas. Paul stated that the new platform was superior and it availed itself to live video and multiple live an asynchronous modes. The platform is also grant funded and it will allow the lab to offer online tutoring similar to other institutions. Paul's 3 groups will really use this tool and the instructors will help to market this new platform. Gail asked if any thought was given to students who may monopolize time. Paul stated that they will keep track of attendance and that he and Ellen have administrative privileges to stop abuse of time. Paul also mentioned that multiple students can join a session because the license allows for 20 concurrent sessions at any time. The process to bring the online tutoring to fruition took one year and the license for this pilot ends 9/30/2013. Dr. Myers stated that there are things that should be considered:

1. the pilot is tied to a grant,
2. funding pays for platform not salaries and there have been budget cuts,
3. all labs are understaffed – huge demand for tutors,
4. all members have been stretched,
5. we may be able to make a case for more money if this platform is extended to other courses.

C. Discuss memo to Judy Gay re: FT Hiring in LLab/SACC

Dr. M. Fuller crafted a letter that the department unanimously decided should be sent to Dr. Gay and Dean Joan Bush regarding the hiring of a fulltime Learning Disabilities specialist.

Megan stated that this is a bad precedent by Dr. Judy Gay and Dean Joan Bush to deny or reject positions by suggesting that the lab should provide data to the general effectiveness of a FT learning disabilities specialist.

IV. Other?

A decision was made to discuss the data that Megan collected and supplied in 2 documents at the next LLab/SACC department meeting.

Next meeting: Thurs, Nov. 29 @ 2pm

Respectfully submitted

Edward Adolphus