

LLab/SACC Dept Meeting 8/29/2012. 10:00 am

Attendees: Michelle Myers (presiding), Ted Wong (taking minutes), John Nace, Jay Howard, John Pinto, Ed Adolphus, Mary Yannuzzi, Paul Bonila, Gary Mitchell, Otis Stevens, Judy Reitzes, Elizabeth Cuidet, Megan Fuller, Xiarong Peng, Lilla Hudoba, Vicky Schwartz, Gail Chaskes, Ellen Moscow, Julieta Thomas, Rel Dowdell, Murray Rosenthal, Mytili Jagannathan, Hank May, Joseph Taylor, Regina Jeroma, Gerald Nwankwo, Diana McManus.

## WELCOME

M. Myers welcomed the department's members back for the new semester. She expressed dissatisfaction with the summer weather.

## VLs APPROVED

M. Myers: Several Visiting Lecturer positions have been approved and filled. Bio (NERC): Xia Rong Peng. Chemistry (Main): Anna Seixas. Math (NERC) Murray Lowenthal. Reading-Writing (Main): Ellen Moscow. Reading-Writing (NERC, West): Rel Dowdell.

## LEARNING DISABILITY SPECIALIST POSITION NOT APPROVED

M. Myers: The Learning Disability Specialist position to replace Olympia Mitchell was denied by Judy Gay. Reason: not enough outcomes demonstrating the Learning Lab's effectiveness. We are to expect no more permanent tenure-track positions for the Learning Lab department until we can demonstrate the department's effectiveness.

Discussion ensued. Several people asked what Dr. Gay would like to see, specifically, as evidence of our effectiveness. G. Chaskes raised the possibility of hiring a VL to serve students with learning disabilities. Several people suggested that a small contingent of LL/SACC department members meet with Dr. Gay to discuss her impressions and expectations.

## TUTORING MARKETING AND OUTREACH

M. Fuller reported that she has had posters designed and printed, in order to promote the Learning Lab's services to students. There are four versions, advertising our services to students who need help in math, science, English, and "a big paper." 12-in. by 18-in. posters were distributed around the room for posting by department members. 2-ft. by 3-ft. posters will be placed in areas with high student traffic.

## EVENING TUTORING

G. Chaskes, L. Hudoba, J. Monroe, and M. Fuller have been analyzing data on evening tutoring. G. Chaskes: Last spring, at our request, Dean Bush allowed us to move evening tutoring on the Main Campus from the Library to the Central Lab. In the spring, there was much more usage of our services than in the fall. A fall-to-fall comparison will be possible after the coming fall semester has ended.

## OFFICIAL LEARNING LAB/SACC HOURS

M. Myers presented the new hours for the Learning Lab and SACC at all campus locations. The new hours have been finalized.

Several people expressed dismay that the WRC Learning Commons and the NWRC Library are open only on alternating Saturdays. The arrangement will probably confuse students. Another concern: Regional Center services often end just as evening-class students will want to print papers.

Department members discussed the need to document instances when students require LL/SACC services when the services are not available.

G. Mitchell pointed out that NERC lacks security for closing, a weekend receptionist, and front-line student support once the librarians have left.

M. Myers assured the department members that all these problems and concerns have been raised before Joan Bush.

## ADMINISTRATIVE ASSISTANCE FOR TUTOR COORDINATION

Sandra Gonzalez Torres will no longer be helping with LL/SACC administrative duties. She's now been assigned to help Academic Advising. Her tutor coordination work will be taken up by various LL/SACC people: T. Wong, L. Hudoba, M. Fuller, and J. Monroe.

J. Reitzes pointed out that support for administrative work has long been a major point of contention between the LL/SACC department and Joan Bush. We need and have repeatedly asked for greater administrative support. We should revisit this issue soon.

## CIS 103 TUTORING

E. Adolphus has agreed to oversee peer tutoring for CIS 103.

## FYI UPDATE

T. Wong reported that there have been setbacks in establishing the department's proposed new academic-success course, called FYI. Meetings with senior administrators and with members of the Counseling Department have clarified two barriers: administrative aversion to perceived duplication of services between FYI and the Counseling Department's COL 101 course, and the Counseling Department's unwillingness to collaborate with LL/SACC equally to create a new course. T. Wong and M. Myers asked department members to let them know in coming weeks whether they think it makes sense for the department to continue pushing for FYI, whether FYI should be a high-priority piece of the department's future offerings.

## FALL SCHEDULES and SERVICE HRS

M. Myers reminded department members to submit their proposed fall schedules, reports of their summer or spring service hours, and descriptions of how they will spend their service and prep hours in the fall.

#### APPROVAL OF MINUTES of 4/19/2012

The minutes were approved as submitted.

#### NEW PROGRAMS FOR FALL

##### Study groups

M. Myers described some issues with the new study groups for Eng 098/099 and 098/108. How to coordinate their formation, scheduling, and assignment to faculty members? She distributed a draft of a form which will be given to English Department faculty members to facilitate group formation.

M. Fuller and T. Wong distributed drafts of student surveys which will be used to help assess study-group effectiveness. J. Nace asked whether the topics covered in the groups would be student-driven, determined by the LL faculty member, or dictated by the English Department faculty member. M. Fuller answered that in the sciences the topics are usually chosen by the students but that in English there would probably be variation from group to group.

T. Wong mentioned that if the surveys require students to respond by writing a paragraph, then the quality of the writing could be used as a direct assessment. If the surveys are tied to student's J-numbers, then we could look for a correlation between writing improvement and frequency of attendance in the study group.

J. Howard asked that the assessment surveys not be finalized, as he had revisions to suggest.

##### Online tutoring

Paul and Ellen and John Nace will support Reading and Writing. Lilla will support Math.

P. Bonila: In Fall 2011, Joan Bush assembled an online-tutoring committee. The members are P. Bonila, E. Moscow, J. Nace, and L. Hudoba. The committee's charge was to find suitable platform for providing interactive, real-time online tutoring. The committee chose Worldwide Whiteboard, from Link Systems Intl. We now have licenses for this platform through Sept. 2013, for up to 20 concurrent connections. We will start online tutoring on a small scale: a few FT faculty members offering tutoring online. Link Systems will provide us with usage data. Our IT department has been coordinating with their IT staff. The goal is to allow for a single sign-on, so students can access through MyCCP. Problem: there is no scheduler; they're working on it. The rollout date is Oct 1. Still to be worked out: scheduling logistics, best way to give access to students. Initially services will be offered during LL hours, as faculty work hours are constrained by the faculty contract.

E. Moscow: There will be training, either from us or from Link Systems.

P. Bonila: The tutoring is accessed over the Web, via a browser. The platform uses HTML5, so it will work

#### SACC faculty evaluation

The proposed guidelines and form for the evaluation of SACC faculty members by other department members were approved.

#### ANNOUNCEMENTS

M. Myers reminded department members to look through the piles of textbooks in the Central Lab, and to identify books that should be discarded.

Garvin Poole will be retiring at the end of December. Expect a party, etc.

Future meetings: Sept 27, 2:00; Oct 25, 2:00; Nov 29, 2:00; Dec. 10, 10:00.