

## **Learning Lab/SACC Department Meeting**

**December 16, 2011     10:00 AM**

**B1-28**

**In attendance:** Paul Bonila (Chair), Judy Reitzes, Megan Fuller, Ted Wong, Rel Dowdell, Otis Stevens, Henry May, Julieta Thomas, Somari Weedor, Lilla Hudoba, Gail Chaskes, Phil Kenerley, Michelle Myers, Joan Monroe, Gary Mitchell, Olympia Mitchell, Ellen Moscow, John Nace, Anne Francis

### **I. Welcome/Announcements**

**A. Committed to Completion Day** – Thanks to Gail and department volunteers who organized and manned a Learning Lab table at Committed to Completion Day

**II. Approval of minutes** – Minutes approved for department meeting held 10-11-11

### **III. Reports**

**A. Chair selection committee-** Recommended forwarding Michelle Myers name to dean

**B. FYI-** Ted, Michelle, and Maddy Marcotte are currently writing the course proposal. They will have more to report in January and ask that anyone with suggestions please contact them. It is hoped that a pilot will run in Spring 2013.

**C. Evening tutoring in the library** – Joan and Gail met with the dean and brought her data that she found compelling enough to agree that evening tutoring should return to the Lab.

### **IV. New Business**

**A. SACC Teaching Aides' Evaluation Instrument (Discussion 1)** – No comments. This item will go on the agenda for the next department meeting for Discussion 2.

### **V. Other**

**A. DevEd Document** – Joan suggested that everyone should read Sandy Harrill's DevEd White Paper which can be found on the employee page of MyCCP under "What's Happening Around Campus."

**B. Federation Negotiations Update** – Judy reported there has been no progress in discussions on salary and medical benefits, so the union is beginning to mobilize for a strike. Strike authorization will be voted on during the union meetings to be held during ProDev week. Also, beginning in January, Mary Ann and Ed will be the department's full-time representatives.

## **C. Update about LLab Vision Plan**

### **1. General updates**

**Evening tutoring will return to the Central Lab.** – The dean agreed it was not working and should move back to the Lab. There have been many problems with signage, data collection and even staffing. (People have begun refusing evening hours because they don't want to work in the library.) Now it's important to publicize the return to the Lab. Megan also pointed out that we need to talk with IT about lab data in general because it is not quality data and that hampers our ability to assess our work.

**ESL LLab classes** – The decision to end these classes is not yet final. Data will be reconsidered, and the decision to end the classes reassessed.

### **2. Priority Areas from Vision Statement**

**Expansion of the Writing Center** – A committee is going to be created to redesign and expand the writing center. Beginning in the Spring, there will be more workshops and more topics offered, including reading, ESL, and science. A writing center is being created in the NE. Renewed energy will be invested in building relationships with faculty across disciplines. Data collection issues need to be investigated because if writing tutors are working with students writing papers for content courses, it's possible the system will not accept such appointments.

**Unifying LLab/SACC** - The dean wants a team-building joint committee in the Spring to discuss how we can become one department. There needs to be better communication among faculty, including both full-time and part-time faculty. Department meetings need to become more inclusive.

**Learning Commons Committee** – The dean wants three people from the LLab/SACC to connect with people from the library.

**Other** – The FYI pilot will be run in Spring 2013. In light of that, we need to get a time line ready to present by Fall 2012. Paul is developing a form to be used for the new English 098 study groups.

**Assessment** – The dean wants the department divided into groups, each group assigned to a section of the Vision Statement. These groups are to devise an assessment plan for their assigned sections and resubmit the proposal with assessment guidelines by February 15th. She wants to see both qualitative and quantitative assessment. For example, we might track persistence.

#### **D. ProDev Week**

**1. Middle States** – Opening session will be about Middle States, and the dean wants all to attend.

**2. Academic Advising Workshops** – Anyone who attends an advising workshop during ProDev week may count that as 2 hours of advising. Only 4 hours more will be required.

#### **E. Other**

**1.** Rel expressed concern about uncontrolled access in the NE. There was a very acrimonious confrontation between a student and a non-student during Fall semester, which could have led to violence. He would like to see a “swipe system” in place. Gary has spoken with Kathy Mulray about such a system, and she is open to it. He’ll be meeting with her in January for further discussion, including developing protocols for handling such situations.

**2.** Olympia said she would like to know what areas of the Vision Plan the dean supports and what she doesn’t support. In short, she would like to know what the dean’s vision of the LLab/SACC department is. Michelle responded that the dean is generally positive about the plan, especially FYI, the Writing Center, and Study Groups. The dean is not ready to support the reading/writing prep workshops in the Lab because they belong to Sandy Harrill.

**3.** Megan asked that everyone start thinking about nominations for the Florence Fishman Award.

**4.** Julietta reminded the department that SACC has major issues within itself that need to be solved as well as joint issues. She added that the problem of fights that Rel described is a common one, a “serious, serious issue” and that security has not been helpful. Michelle assured her she recognizes there are issues specific to SACC, and she plans to meet with them independently.

**5.** Hank also noted a number of problems he is facing in SACC at the NW: students without

IDs, new software programs on old machines, not enough seats, old, failing printers. In addition, he described the problems caused when parents are forced to bring children with them and asked if the college could create a center where children could safely be left for short times. Michelle said she had already been to the dean about new hardware and made note of the other problems which need to be addressed.

**6.** Department meetings are scheduled for ProDev Week and for Jan 26, Feb 9, March 15, and April 12. Except for the one held during ProDev Week, they are all scheduled for 2:00 PM. The meeting concerning assessment (see “Assessment” under “Priority Areas of Vision Plan”) will be part of the department meeting scheduled for ProDev Week.

**7.** Gail asked that any information about the department that should be posted on the department web page be relayed to Lilla or Ed.