

THERE WERE TWO MEETINGS THIS MONTH AND MINUTES FROM BOTH ARE
BELOW

Learning lab department Meeting

January 11, 2012 10:00 AM

In attendance: Julieta Thomas, Joanna McGinly, Gerald Nwankwo, Shomari Weeder, Joan Monroe, Dorian Geisler, Betsy Elijah, Gail Chaskes, Lilla Hudoba, Elizabeth Cuidet, Tom Hinchcliffe, Ted Wong, Ernestine Goodman, Scarlettte Floyd, Thomas Ceneri, Lucia Kanga, Mary Yannuzzi, Ellen Moscow, Paul Bonila, Gary Mitchell, Henry May Jr., Garvin Poole, Otis Stevens, Michelle Morgan, Aaron Brown, Edward Adolphus, Judy Reitzes, Anne Francis, Diane McManus, John Nace, John Pinto, Olympia Mitchell, Megan Fuller, Jay Howard, Rel Dowdell, Stuart Wright, Michelle Myers

I. Welcome/Announcements

- A. A sympathy card was circulated in memory of Gerry Malek's sister.
- B. Michelle announced that Spring Semester 2012 would be the last semester for 098 level Reading/Writing Lab classes and Math Lab classes. ESL Lab classes will be assessed by Ted this semester.
- C. There will be two VL positions for Reading and Writing. A new Biology VL has been approved for NERC.
- D. ESS budget cuts will have an impact on hours in the library, SACC, and the NERC Learning Commons. The Library hours will be 8-9pm. SACC will close at 9pm. NERC will close at 8pm, and NWRC Library will close at 8pm.
- E. Evening tutoring will be assessed this semester. We will work to improve outreach, marketing, record-keeping, etc.
- F. Several changes will occur regarding the Writing Center. All Reading and Writing Specialists will tutor English 101 and 102 as well as 098/099. There will be a committee in place to oversee the Writing Center. A big thank you was expressed to John Nace for his years as Coordinator of the Writing Center.

II. Approval of Minutes-Minutes approved for department meeting held 12-16-2012

III. Main Business

- A. **Assessment-Middle States**-Ted addressed the Middle States Accreditation Process and explained that the process requires self study for two years. Every department will examine whether their services meet their goals. Assessment is now the big issue at CCP. Everything the college does – every service and program must be assessed by gathering data about the effectiveness of services. We must be able to state goals, procedures and use the result of assessment to make changes regarding how we provide services. Assessment is cyclical and this is a chance to build assessment in, in the way we see fit. As a department, we need to find the assessment tools that make sense to our department. We must think about levels of effectiveness to students, faculty and the institution.

During in-service the Temple University Assessment Officer, Jodi Levine Laufgraben, walked us through the steps to assessment : Articulate objectives at department

level, state goals for students, provide opportunities to gather both direct and indirect data. Ted stated that clearly, our accreditation process must include direct assessment.

Gail reported on suggestions she received specifically regarding the assessment of tutoring. Jodi Laufgraben suggested reporting on student satisfaction, asking if our services match students' needs, looking at whether or not our goals match the mission, and looking at academic performance.

Olympia reported on the workshop that focused on the college's mission statement. The discussion focused on the difference between access and opportunities and whether the words "for all who may benefit" are positive or negative in meaning. Olympia asked that we all look at the mission and use it as a basis for our assessment.

Joan stated that in the future data on course outcomes will be available from the college and can guide us in our assessment. Tom C. commented that assessment should be integrated into our work but not become an obsession. Mary expressed the concern that the examples about assessing workshops were mostly indirect, and we are still faced with the difficulty of coming up with direct assessment. Ted suggested we think about reflective writing as a possibility to be used in assessing writing. Michelle added that assessment is something we need and have to do, so it is important that we approach it in a positive manner. She reminded us that it does not have to be big, but we can start with something small and manageable. Assessment will be on-going.

- B. **Dean Bush has identified priority areas** based on the Mission Statement where we will focus on outcomes assessment and resubmit a new vision statement to Dean Bush by Feb. 15.
- C. The following **assessment teams** were established with chairs and members.
 - 1. **Tutoring**- Chair Joan Monroe, Committee members: Betsy , Gail Chaskes, Lilla Huboda, Tom Hinchcliffe, Diane McManus, Gerald Nwankwo, Olympia Mitchell
 - 2. **Writing Center Expansion**-Chair John Pinto, Committee members :John Nace, Olympia Mitchell, Lucia, Gary Mitchell
 - 3. **FYI**- Chair Ted Wong, Committee members: Dorian Geisler, Michelle Meyers, Mary Yannuzzi
 - 4. **Study groups (098,Math, Science,ESL)**- Chair Megan Fuller, Jay Howard, Lilla Huboda, Elizabeth Cuidet, Judy Reitzes, Scarlettte Floyd, Tom Hinchcliff
 - 5. **Online tutoring**- Chair Paul Bonila, Committee members: Rel Dowdell, Mary Yannuzzi, Gary Mitchell, Lilla Huboda, Henry May, Ellen Moscow
 - 6. **SACC Initiatives**- Chair Julietta Thomas, Committee members: Aaron Brown , Otis Stevens, Michelle Myers, Sh0mari Weeder, Garvin Poole , Ed Adolphus

Michelle asked that these groups focus on the Lab at this time, but eventually we will work on assessment of Learning Lab/SACC cohesiveness.

Suggestions were made regarding the Writing Center assessment to show increase in offerings, numbers attending, kinds of outreach, types of workshops, and increase in referrals from greater numbers of faculty.

III. Next Meeting dates: Thursday 1/26, 2pm; Thursday 2/9, 2pm-Assessment team meetings will be scheduled by the chairs.

IV. Other

A. General meeting of Faculty Federation- Wednesday Jan. 11 at 12 noon.

Full-time unit meeting- 1pm in BG-10

Respectfully Submitted,
Judy Reitzes

**Learning Lab Department Meeting
January 26, 2012
Room B1-28D 2:00PM**

Attendance: Ed Adolphus, Olivia Bouldin, Aaron Brown, Gail Chaskes, Anne Francis, Megan Fuller, Ellie Furstenberg, Garvin Poole, Jay Howard, Lilla Hudoba, Hank May, Michelle Morgan, Michelle Myers (Chair). Gary Mitchell, Olympia Mitchell, Ellen Moscow, Joan Monroe, John Nace, John Pinto, Garvin Poole, Judy Reitzes, Otis Stevens, Julietta Thomas, Shomari Weedor, Debbie Wigizer, Ted Wong, Mary Yannuzzi

Information:

Dr. Myers distributed minutes of Jan 11, 2012, which were approved. Rel Dowdell will serve as a VL this semester, mainly at NERC. Ellen Moscow will serve as a R/W VL on Main Campus. All classes are staffed with the exception of some 10 week sessions.

Dr. Myers distributed sample assessment surveys distributed to Dept. Chairs by Academic Affairs: the "Responsible Citizenship Competency Student Survey" was based on the College's Community College Survey of Student Engagement of Spring 2009 and a faculty Responsible Citizenship Rubric from Fall 2011. These samples were given to Dept. Chairs as a guide in developing departmental assessments and rubrics. We will discuss assessment at the Feb. 9 department meeting.

The Search Committee for the Biology VL position (O. Mitchell, T. Wong, M. Fuller, and Lilla Hudoba) has begun reviewing resumes.

Dr. Myers noted that the Dean for Student Affairs, Ron Jackson, is developing a new Student Incident Report Form which should be available soon. Faculty can now

update Early Alert Warnings at any time during the semester, not just at the 20% date and the mid-term.

Work Group Reports/ Updates on Assessment Plans

Tutoring: Joan Monroe reported that this group has set two goals:

1. To improve evening tutoring data collection
2. To help students meet demands of courses, beginning by sampling Benchmark courses

Discussion followed on the best way to do assessment.

Megan Fuller noted that we should avoid linking tutoring to pass rates in our assessment; it is better to look at retention.

Ted Wong noted that all our assessment plans should be focused on what students have learned.

Writing Center: John Pinto reviewed the Lab Audit (2007) and noted that the WC has used indirect assessment measures such as student and faculty surveys, which the work group has been updating. The group is also developing direct assessment measures, such as pre and post- tests of specific skills.

Freshman Year Investigations: Ted Wong noted that since the course is still being developed, the assessment will be built into the course. All sections will provide samples of students' work as a direct assessment. An ongoing course committee will track retention, student learning outcomes, and assessing the effectiveness of the course.

Study Groups: Megan Fuller outlined two goals. First at the Departmental level, we will improve outreach and data tracking. Second, the group will pick one student-level goal, for example, improved sense of community, and measure that goal.

Online Tutoring: Ellen Moscow presented an outline of a plan developed by the group to improve online tutoring and assess its effectiveness. Paul Bonila has requested an online platform and is waiting to hear from Dean Bush about possible purchase. The two outcomes the group identified are: First, to increase use of online tutoring by 10% during the 2012-2013 academic year, and second, to establish staff and student tutor training.

SACC: Julietta Thomas reported that the group had not yet met, but they are looking into developing an assessment based on usage.

Dr. Myers encouraged all of the groups to keep working on assessment so that they can make more specific reports at the Feb. 9 Dept. Meeting. Dr. Myers must report to Dean Bush on progress toward the Department's Vision Goals by Feb. 15.

Respectfully submitted,

Mary Ann Yannuzzi

January 26, 2012