

Minutes
Learning Lab Department Meeting
April 28, 2006

Present: P. Bonila, A. Francis, L. Hudoba, J. Monroe, J. Pinto, J. Reitzes, M. Yannuzzi, G. Chaskes, O. Mitchell, G. Mitchell, J. Howard

- Minutes of 3/29/06 meeting were approved
- **Reports**
 - Mary Yannuzzi, Hiring Committee Chair, reported that the Hiring Committee sent up three candidates to the Department Chair for the next level of interviews. So far, candidates who were not interviewed have not been contacted by Human Resources.
 - Paul Bonila reported that tutoring is now finished for the Spring Semester and scheduling for Summer I is in progress. By the end of the current semester we will be over budget on the two tutor lines.
 - John acknowledged this fact but added that we should be below budget on the part-time faculty line. By the end of the fiscal year, the Lab should be slightly under budget.
- **Evaluations**
 - John Pinto stated that some full-time faculty evaluations have already been completed. He requested that all full-time evaluations be completed and turned in by May 4, 2006.
 - All but two part-time evaluations have been completed. They will be reassigned to next semester.
- **Vacation**
 - Please turn in vacation request as quickly as possible. This helps in scheduling and arranging substitutes when necessary.

- **Department Chair**

- J. Pinto reported that he would run for re-election as Department Chair for another term. If he continues as chair, the Department must think about a replacement while he is on Sabbatical (Jan. 1, 2007 – Jun. 30, 2007).

- **Governance**

- The Chair sent out a reorganized version of the Learning Lab's Rules to the Rules Committee for the purpose of having the committee work from the same version. Nothing of substance was changed, just organization. G. Mitchell and another member of the committee felt that the committee should have done this and not the Chair. The point was taken and the Chair will confer with committee members in the future.

- **Other**

- Yearly Service Reports are due at the end of the semester. Please get them to Chair as quickly as possible.
- Lilla reported that the new appointment system will go into effect Summer Session II. Rhumba will now longer be available. The Department must decide on the information we would like to access from the new system. This system will be much more powerful than the current. J. Pinto stated that he, Paul, Lilla, and the secretaries need to meet with IT to see how the new system works. At minimum we need the same information as now; once we understand it, we can add to our request.
- J. Pinto thanked everyone in the Department for their kind words and support on his promotion.

Submitted by:

John Pinto