

Learning Lab Department Meeting
10 am in B1-28C
Meeting Minutes
4/27/07

Present: Mary Ann, Paul, Gail, Xiao-rong, Lilla, Michelle
Minutes taken by Michelle

Paul gave details about the tutor budget, tutor/receptionist luncheon, and Judith's retirement dinner.

- Budget must be carefully monitored.
- \$10,700 left in student budget for Summer I
- 6 students eligible to switch to work study
- Will cut receptionists before tutors
- Non-student tutor budget: \$2000 deficit
 - May get some money back if some non-student tutors didn't work all their hours due to illness, time off, etc.
- PT faculty budget: \$60,000 left from a total \$617,000
 - Not much left for Summer I
 - May have to adjust and transfer to non-student budget
- Tutor and receptionist luncheon will be held on Mon, May 7, from 11-2 in the Central Lab. All are welcome to attend.
- A farewell dinner for Judith Rossman in honor of her retirement will be held at Vietnam Palace on Wed, 5/9. All faculty should RSVP to Anne Francis by 5/1.

Mary Ann explained the VL situation for the fall.

- A request has been made to Judy Gay for 3 VL positions
 - 2 in science (replace Margaret and Michelle)
 - 1 in ESL (replace Judith and John P.)
- At a recent dept head mtg, Gay said that VL requests are iffy b/c they will be approved not based on dept needs but on Union seniority
- Mary Ann says she will follow-up w/Union
- Plan to put in for FT requests to fill these positions for 2008-09

Writing Center

- Tutoring is up—appt system better than drop-in
- #s up in workshops

College Audit Cmte

- Dept's comments on and suggestions for the last draft have been submitted to Audit Cmte
- Apr mtg was postponed but are scheduled to meet again 5/8
- Outside evaluator didn't come due to strike—will be rescheduled
- Although to original timeline was to finish the report this semester, Sharon Thompson says the Audit Report may be postponed to the fall
- Received 79 responses for Audit survey of students who used the Lab in the fall

- Will try to collect more surveys from students this semester since the Audit has been extended

Paul is taking over for Judith as Travel Fund Rep for Lab and Academic Computing

Summer schedules

- Still finalizing

Next dept mtg is on 5/11 at 11am.