

Learning Lab Department Meeting  
Tuesday, August 29, 2006, 10:00 AM, Room B1-28G

Present: Gary Mitchell, Paul Bonila, Judy Reitzes, Mary Anne Yannizzi, Judith Rossman, Michele Kelly, John Nace, John Pinto, Joan Monroe, Michelle Myers, Olympia Mitchell, Gail Chaskes, Ernestine Goodman, Jay Howard, Regina Jerome

Welcome remarks were expressed to all returning faculty and a special welcome extended to Michelle Myers, new Full-time Reading/Writing specialist in the department.

The minutes of the April 28, 2006 were approved with one grammatical correction.

John Pinto reported the following:

**Lab Classes Fall 05 versus Fall 06** (1) Fall 2005 numbers previously reported are reflective of the overall college-wide drop in enrollment. (2) Fall 2006: no change in the number of A-level sections; B-level-6 additional sections; Act Now-5 additional sections; ESL-2 additional sections for a total of 19; math has 4 sections, down by 1. Overall, the number of sections is up over last fall.

**Act Now Stand Alone 098 Classes:** There are 18 stand-alone sections of English 098 for students who tested into AN. These sections have no English 108 attached and the students are not a part of the AN program. Initially, there was no Lab support provided. Following meetings between Pinto, John Howe, Tom Ott, Sharon Thompson, and Sandra Gonzalez, it was agreed to provide Lab reading support to these students. Reading workshops following the Lab's reading curriculum will be scheduled at various times throughout the week, and students will be encouraged to attend. Faculty teaching these stand alone sections will be notified by Howe and Ott of this service.

Comments:

- Pinto should be a signer to the communication to faculty. This shows a collaborative effort.
- This is not ideal as the workshops will not correspond to specific classes.
- Confirmation of attendance forms will be made available and sent to S. Gonzalez for distribution to faculty.
- Pinto will approach faculty to teach the workshops and will look in to the possibility of faculty visiting the classes to inform the students about the workshops.
- Flyers should be created and handed out to students to encourage them to attend. They will also be given Master Student Workshop information.
- Questions as to why there are stand alone AN 098 classes should be posed to Sharon Thompson or Sandra Gonzalez.

**Appointment System and Recordkeeping:** Pinto requested feedback from everyone, including Jerome and Goodman who both joined the meeting at this point. Meetings on this issue for over a year with Pinto, IT staff, Sam, and Sharon have produced no progress and very little response. Summer records will not be entirely accurate. The system does

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not accommodate J#'s or ID#'s; the only data collected is paper-based. The group record keeping system and the Writing Center should be fine. The conversion will use all J#'s. After discussion, it was decided to go to a paper and pencil method (similar to the old method) for the Fall semester. Under this system, students will be given a form as a record of their appointment. The secretaries will band the slips weekly to facilitate data collection. Students and faculty will all use J#'s. Howard suggested that an Excel spreadsheet for the appointment system with a password might be possible but it would have to be determined how the information would be inputted. We need to address how to make appointments on main campus for students who attend the regional centers, and we need to investigate a system where students can swipe their card for service, similar to the one in the SACC.

Returning tutors begin tutoring on September 11<sup>th</sup>. New tutors begin on September 18<sup>th</sup>.

**Full-time Hires-Present & Future: Science Position** Margaret Stephens has transferred to another department and Michele Kelly is retiring at the end of the semester. This leaves two science positions open in the department. A request was made to Sam Hirsch and Sharon Thompson to send out an ad now for part-time hires; however, no special ads will be published; all college-wide ads will go out at the same time. A science visiting lecturer position was also requested and was declined. Pinto and Kelly will develop an ad for a hiring a full-time science faculty. It was suggested that they solicit the Dean of Science Division, Mary Ann Celenza, to push for the position.

Pinto was approached by Ardence Hall-Karambe regarding sponsoring a Minority Fellow in the department. He recommended that the fellow should be a science faculty. The department would retain hiring responsibility for the fellow (part-time). There would be no guarantee to the fellow of a full-time position in the department.

In response to a question regarding hiring of an ESL faculty, Pinto indicated that the immediate need and focus is on full-time science hiring. Other requests are secondary at this time.

**Writing Workshops-Master Student** In the Fall 2007, the writing workshops will run under the umbrella of the Master Student Workshops. The goal is to attempt to attract more students.

**Full-time Schedules** Schedules should be submitted by Friday, September 1, 2006, to John Pinto. Include tutoring hours, workshops, Lab classes, service hours, etc., totaling 25 hours.

**Restructuring ESS** The only information to date is what was contained in the memo issued to the general college stating that Sharon Thompson will be responsible for ESS and listing other faculty who would be assisting her with responsibilities for some areas in the division. No one from the Lab was asked to be responsible for any of the areas.

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**Invitation to Sharon Thompson** Sharon Thompson will be invited to the next department meeting. It was suggested that she should be invited to spend a few hours to sit in on tutoring sessions and Lab classes. Pinto and Howard will discuss how to structure this.

**Fall 06 Department Meetings** Today's meeting will count as the September meeting. Future meetings are:

Monday, October 9<sup>th</sup> @ 10:00 AM (tentative)

Monday, November 13<sup>th</sup> @ 1:25 PM

Tuesday, December 12<sup>th</sup> @ 10:00 AM

**Other**

-Tutor Training

Thursday, September 14<sup>th</sup> 10:00 AM-12:00 PM

Friday, September 15<sup>th</sup> 1:00 PM-3:00 PM

- Drop-in Tutoring

In the Writing Center, the sign-in form will indicate the times each session begins and ends.

Submitted by

Olympia Mitchell