

Learning Lab Department Meeting
August 28, 2007

In attendance: J.Pinto, E. Cuidet, A. Francis, L. Hudoba, J. Nace, G. Chaskes, J. Reitzes, J. Monroe, P. Bonila, O. Mitchell, J. Howard, M. Yannuzzi

The meeting was called to order at 9:30 am.
Chairman Pinto began by welcoming everyone back for the semester.
The minutes of the April 27, 2007 Department meeting were approved.

Announcements:

Positions: The Department has been given three VL positions for the Fall 2007 semester. Elizabeth Cuidet has been appointed as a visiting lecturer in ESL; Xiaorong Peng has been appointed as a visiting lecturer in science. The Department will begin a search for a second science VL. Mary Yannuzzi, Lilla Hudoba, and Paul Bonila volunteered to serve on this search committee. John has asked for three full-time positions, two in science, and one in ESL for the 2008/2009 academic year. Dean Thompson has made replacing vacant positions contingent on the results of the LL audit.

Schedules: John would like to have all full-time faculty schedules by the end of the week. He asks that faculty pay particular attention to the five service hours. Dean Thompson is interested in what is accomplished during the service hours.

ESS Restructuring: Dr. Gay has withdrawn her restructuring proposal. It is not clear when the search will begin for the Dean of ESS or if any changes will be made to the division.

B-Level reading curriculum: Anne Francis and Michele Myers have put the curriculum on the Q drive. Faculty can copy the curriculum onto their own drives and revise it to fit their own needs. John noted that fewer faculty have chosen the reading curriculum, so we should revisit this option.

Friday discussions: Jay Howard feels that the Department would benefit from having a scheduled time to discuss academic issues. John asks that Lab faculty leave their schedules open on Fridays at 12:20 so they may participate in these discussions which are scheduled for Sept. 28, Oct. 26, and Nov. 30. Part-time faculty will be invited.

Lab classes: There has been an increase in Lab classes, mainly Eng. 098, from 125 in Fall 06 to 154 in Fall 07. As a result, a search committee was formed to recruit new part-time English specialists; Mary Yannuzzi, Paul Bonila, and Michele Myers will serve on this committee.

Old Business:

Writing Center Workshops will be advertised as part of the Master Student Workshops in order to attract more students.

New Business:

John has continued to work with IT to get an accurate appointment and record-keeping system in place. He distributed a summary of student contacts through Spring 07 and noted that it appears that some data is missing from the past two years. Eventually, we will move to a system where students will swipe their ID cards.

Report on Writing Center Visits: As their sabbatical project, John Nace and John Pinto visited several area colleges to observe their writing centers. They have developed a report which will be published in *Viewpoints*.

Fall Department Meetings: Oct. 12 at 12:20 pm; Nov. 16 at 12:20 pm and Dec. 11 at 10 am

Minute takers for Fall 07: Joan M- Oct.; Anne F – Nov.; Xiaorong P – Dec.; Lilla H – Jan.

Announcements:

Paul Bonila will handle the travel fund. Friday, Aug. 31 is the deadline for submitting requests for the 06/07 academic year. Applications for this year should be submitted to Paul by Nov. 3.

Respectfully submitted:

Mary Ann Yannuzzi