

Minutes of Learning Lab Department Meeting

August 27, 2008

Attendance: Paul Bonila, Gail Chaskes, Jay Howard, Gary Mitchell, Olympia Mitchell, John Nace, Xiarong Peng, John Pinto, Judy Reitzes, and Mary Ann Yannuzzi

Meeting began at 10:05 a.m.

Introductions: John Pinto introduced our new dean, and we introduced ourselves to Ms. Lisa Cooper. Her extension is x8384; however, she prefers e-mail at lcooper@ccp.edu. Her office is located in the Library - Room L109C.

The question was raised about a separate developmental education unit versus an integrated system such as we have here. Ms. Cooper has worked under both systems. Since she just arrived at Community College of Philadelphia, it is too soon to comment on this topic in terms of our college.

There was some discussion of A-level. Mary Ann Yannuzzi asked if a memo would be coming out with a full explanation. Pinto said that there will be a Task Force for further discussion of A-level. John Pinto and Lisa Cooper explained that there will be no A-level classes this coming Spring semester. Workshops will be offered instead. There will be a set curriculum, although there will be some flexibility regarding the teaching of the curriculum. Students who take the workshop and still don't pass can take a 3-week repeater course or get directed to ABE.

Department members requested another meeting to learn more details about the A-level proposal.

Minute takers for future meetings:

Gail Chaskes
Judy Reitzes
John Nace
Jay Howard
Gary Mitchell
Michelle Myers

Minutes of 4/25/08 meeting:

A motion was made to accept the minutes with corrections due to "typos". The motion was approved, based on Paul Bonila correcting any "typos".

Perkins Grant:

John Pinto explained that five members of our department have 50% of their salaries covered by this Grant. They are Paul Bonila, Gail Chaskes, Anne Francis, Lilla Hudoba and Joan Monroe. A problem arises since Paul, Anne and Joan spend most of their time with developmental students; yet, according to the grant, 50% of the faculty member's

time is to be spent with students in career programs. Gail and Lilla do see some career students, but also teach Math 016 Labs, Developmental Workshops, etc. John counted discrete students and was able to show that 41% of the faculty time was with career students. In the past, CST (Culture, Science and Technology) students were counted. However, they now take courses in CST as pre-requisites rather than co-requisites, so they are not yet able to be thought of as career students. Yannuzzi suggested that we ask to see a copy of the actual Grant Proposal. John is changing the faculty members to include: Paul Bonila, Gail Chaskes, Lilla Hudoba, Xiarong Peng, and Anna Seixas.

Olympia Mitchell suggested that we be informed of any grant activity where the Lab is included. In addition to being informed, we need to have a copy of the grant.

Specialist Positions:

John put in a request for our two full-time Science positions to be reinstated. He was told that they will reinstate one position. John had put in a request for two 12-month Science Specialists. The question was raised as to whether John should approach Ms. Cooper for two Academic year positions. John was told by Sharon that if two really good candidates were available, perhaps both might be hired. Our concern was that if it wasn't budgeted, it would probably not happen. Since Biology 106 is a Gatekeeper course, it seems especially important to get our positions filled.

The question was raised about a third position for ESL, which the department agreed was important as well.

Although Joan Monroe is on Sabbatical and there is no VL, Learning Disabilities part-timers had their hours increased.

Lab Class Updates:

Currently, we are hiring new part-time people for unstaffed evening Lab hours. Evening English evening classes were added, and their lab classes meet at the same day and time. Mary Anne, Michelle and Paul have contacted the English Department for resumes to add to those that John had received. John thanked the part-time hiring committee for their ongoing work and believes we hired some good people, thus far. In Math, there are four part-timers this semester. If more are needed, Jay Howard agreed to serve on a committee with Lilla and Gail to hire additional mathematics part-timers.

Electronic attendance and swipe cards:

In the future, students will need to swipe cards to make appointments. Some students overuse the Lab – perhaps for a class they're not taking. It is now built into our current system that students can't make an appointment for a class for which they are not registered. Those students who have exceptional cases can still drop in. A faculty member can still help such a student, and the j-number can be recorded after the fact.

Evening Lab hours:

A study was done of Lab usage in the last academic year. It was discovered that from 8:00 – 9:00 p.m. there were only 3 student contacts on Monday and 4 on Tuesday during

that time period. The cost for tutors, receptionists and specialists totaled \$5500 for 7 student contacts during that period. Therefore, John proposed to Sharon Thompson that we drop 8 – 9 on Monday and Tuesday, and the Lab will close at 8:00 p.m. from Monday through Thursday. John suggested that we take the savings and apply it to take on-line tutoring further instead. In addition, data was collected regarding student contacts and the associated costs for the 7:00 – 8:00 p.m. hour from Monday – Thursday. See the tables prepared by John Pinto for detailed information.

Department Head Selection Committee:

John Pinto's term is up in December. He is willing to serve again, but we need a Department Head Selection Committee.

Service Hours for Academic Year and Final Schedules:

John asked us to submit both service hour proposals and final schedules to him ASAP. Final schedules should include Labs, Workshops and Tutoring hours to total 25 hours.

Goals:

Jay Howard will re-do the Learning Lab Web Page.

On-line tutoring – John Nace was asked to do some homework in regard to this issue. He looked at other Writing Centers. Questions include the following: Appointments? Who will respond? Where will it be done (at home or on campus)? Should computer in the copy room be scheduled for this purpose? Training and follow-up for tutors who do on-line tutoring? At least initially, the emphasis will be in the area of English.

Schedule of Future Meetings:

Monday, Oct 13th during Professional Development Day if possible (time to be announced)

Wednesday, Nov 19th at 1:25

Tuesday, Dec. 9th (Study Day) at 10:00

Other:

Early Alert System: As part of the Achieving the Dream process, a new Early Alert System will begin this semester. Dr. Curtis mentioned this in his opening talk. When faculty complete their 20% attendance, they will have an opportunity to check off five optional performance indicators: Inadequate class participation, frequently late, inappropriate class behavior, unprepared and other. These indicators will trigger letters being sent to students recommending an appropriate intervention. The Learning Lab will be one of the places where a student may be directed.

Mid-Atlantic College Student Literary Magazine Conference on October 3rd:

Michelle Myers is a co-chair of the Conference, and there is an exciting line-up. It is free for students, though they must register. There is a \$25. fee for faculty. It was suggested that David Waters be contacted to alert students about this opportunity. It will culminate in an evening slam, which is open to all students. Michelle will send a copy of the brochure, if you are interested.

Student Orientation on Thursday and Friday:

The Learning Lab will have a table outside of B1-28. Please come down to help staff the table and answer questions about our services.

Motion to adjourn the meeting at 11:40 passed unanimously.

Respectfully submitted,

Gail Chaskes