

Learning Lab Department Meeting  
December 12, 2006  
Room BI-28G  
10:00 AM

In Attendance: Paul Bonila, Gail Chaskes, Anne Francis, Jay Howard, Lilla Hudoba, Michele Kelly, Gary Mitchell, Joan Monroe, Michele Myers, John Nace, John Pinto, Judith Reitzes, Judith Rossman, Mary Yannuzzi

1. Minutes from November 13, 2006, were approved with the following changes noted: Item #6 should read three Math classes, not four. Also, the committee named is CEMEC, not the pilot program.

2. Tutor Committee: Paul Bonila announced tutor applicants have been submitting applications and that returning tutors will start work on January 22, 2007, while new tutors will start work on January 29, 2007.

3. Budget: John Pinto reported that, for Spring, 2007, the budget is "in good shape." He also pointed out that more part-time hours will be scheduled in Spring, 2007, to make up for time allotted for an acting department head (Yannuzzi) and a sabbatical (Nace).

4. ESL Updates: Judy Reitzes reported that the English Department conducted a survey of ESL faculty on Lab services. She will email the text of the report to Learning Lab faculty. Concern was raised about the small number of faculty who answered the survey (about seven) and how information from this survey would be, consequently, not representative of faculty views. Judy will let Acting Dean Sharon Thompson know that, for these reasons, the survey should not be attached to the audit.

5. Faculty Evaluations, Full-time and Part-time: John Pinto thanked all who evaluated faculty this semester. The Department should know that tutoring itself can be evaluated, too, not only Lab class teaching. There are still a few evaluations needing to be done.

6. Science position: Mary Yannuzzi said that there is one (1) resume in application for the position. John Pinto remarked that Addie Butler alerted him to consulting the Minority Fellows program for qualified candidates for the position. John will explore what potential there is for a Minority Fellows applicant.

7. Audit: John Pinto announced that the audit is continuing; it will use both student- and faculty-derived information. The deadline for audit completion is the end of Spring 2007. An external evaluator will help with the audit process. John said he turned in the SWAT information to become part of the audit. Acting Dean Thompson suggested using a cost/benefit approach to Lab services. John read from a Library audit some items identified as typical content for an audit

8. Appointment System: John Pinto remarked that the newly installed appointment system "seems to be working." Receptionists have been inputting information. Now the

information has to be recalled to see what reports can be obtained for Fall 2006. For Spring 2007, all information should be ready. The appointment system will include Writing Center scheduling. There has been some concern about how student attendance is being recorded (for example, a "P" shows up for a student's attendance). John said a new designation will be "Y" for "Yes" and "N" for "No" for student attendance through the 20% date.

9. Attendance: John Pinto said he must receive completed semester attendance sheets for all Lab class sections.

10. Letter to Dr. Gay: John Pinto observed that the Learning Lab Department has sent a letter to Dr. Judith Gay stating the Lab's concerns about characteristics of a new dean for ESS. Dr. Gay received this letter well.

11. Transition: Mary Yannuzzi will serve as Acting Department Head during John Pinto's sabbatical. Paul Bonila will continue as tutor coordinator with help from Anne Francis. Joan Monroe will oversee Writing Center activities.

12. New Student Orientation: John Pinto noted that, on Orientation Day, the Lab sets up a table with flyers, etc., and staffs the table throughout the event. He asked for volunteers to identify themselves for Spring 2007.

13. Service Hours and Full-time Schedules: John Pinto announced that he turned in these documents to Acting Dean Thompson a week ago. Dean Thompson confused the ten-hour prep time with the five-hour College service time. John explained the breakdown and referred to page 30 of the Federation contract to read language about "the five-hour experiment." Dean Thompson has expressed an interest in reviewing how these five hours are used by Lab faculty. John further asked that completed Full-time schedules for Spring 2007 be submitted to Mary Yannuzzi.

14. Critical Hours: Anne Francis raised scheduling issues. At Northwest Center, the 4:00 - 6:30 PM time period needs a Lab professional available. She also stated that some Lab teachers have chosen on their own to neglect to cover, for example, "reading" instruction. She wondered what is to be done about this. There was some support for reiterating the Lab's service-oriented policy to meet students' learning needs. Anne also announced that the English Department was proposing a student handbook for all English Composition students. The two titles proposed were A Brief English Handbook and The Little Brown Handbook. Anne asked that the Learning Lab support the policy of having a standard handbook for use across English and other departments' courses. In addition, there was much discussion about the idea of having a common handbook prepared for part-time Lab faculty. Michele Myers said it is important to have some orientation for part-time faculty. More discussion followed about a "disconnect" experienced by part-time faculty, who are not informed about College events, etc., as full-time faculty are. Gary Mitchell reported that the Board of Trustees recently voted to dismantle the Health Information Technology (HIT) program.

15. Department Head Selection: Judith Rossman announced that the next Department Head for 2007-2009 must be chosen. John Pinto is the only candidate. By a vote of 11

Yes and 1 Abstaining. John Pinto was elected Department Head for 2007-2009.

16. Replies to Anne Francis' "Critical Hours": John Pinto explained why hours are staffed (or not) as they are due to scheduling imperatives, for example, having to hire part-time Lab teachers around a Lab class assignment.

17. Jay Howard on "Distance Learning": Jay said that outside sources want to promote what the Lab offers online in math and writing.

18. Other: Judith Rossman announced that, in retiring, she will surrender the "test jitters" workshop and the travel fund.

19. Adjournment: The meeting adjourned at 11:28 AM.

Respectfully submitted,



John E. Nace