

Learning Lab Department Meeting
5 December 2008
B1-28G

Minutes

Present: Paul Bonila, Gail Chaskes, Anne Francis, Rick Hock, Jay Howard, Lilla Hudoba, Gary Mitchell, Olympia Mitchell, Michelle Myers, 彭晓蓉, Judith Reitzes, Anna Seixas, Stuart Wright, Mary Yannuzzi, John Pinto,

Approval of minutes of 21 November 2008: The minutes were approved with the correction of the spelling of Xiaorong Peng's name and the change of the first bullet under 5 from "the same number of students" to "the same number of sections."

Intersession and vacation requests: John Pinto requested that requests for intersession and vacation days be submitted as soon as possible.

Lab class update: The Lab classes for Engl 097/089-138 have been dropped; Lab classes for a 10-week English 081/091 have been added. A 55-minute Lab class, held three times a week, will be scheduled for this 10-week ESL class.

SACC: SACC is writing a proposal to Academic Affairs recommending a merger with the Learning Lab Department.

Time-and-a-half: Recently, a part-time reading specialist, who also worked full-time at the College, was relieved of his position teaching in the Lab since, according to new federal regulations, he was entitled to be paid time-and-a-half for his Lab work. A mutually agreeable pay rate for this employee was worked out in consultation with College counsel, but it was not known if this arrangement was a precedent or a one-off.

Workshops for Early Alert: John pinto met with Jermaine Williams, Office of Dean of Students, and in the spring the Lab will offer time management workshops for students identified as needing attention on the 20% and 50% attendance reports. Gail Chaskes mentioned that there was not a noticeable increase in attendance in math workshops following the early alert this fall. Olympia Mitchell mentioned that over 10,000 letters were mailed to "early alert" students. Early alert is focusing on logistics and communication with faculty; in the future, it will address tracking and directing students to services.

Other: There was a discussion of how the College-wide seniority policy impacts hiring of part-time Lab faculty.

A pilot Learning Community Model for CAP would include two Lab hours per week. The Developmental Education Research Committee had recommended that one Lab hour be devoted to academic instruction and the other to study skills instruction.

All are invited to a department lunch at noon on Wednesday, 10 December at Rose Tatum. Please contact Judy Reitzes.

Olympia Mitchell invited faculty to submit suggestions for the inclusion of developmental education in the Academic Master Plan.

Mary Yannuzzi informed the group that the Science Specialist Hiring Committee will meet with Si Brown, Office of Diversity and Equity, on Thursday, 11 December. Ollie Johnson, Athletics Staff Support, is the diversity representative. Mary has not been able to contact the HR staff representative.

Mary Yannuzzi said that the grievance about the elimination of CAP A classes has not been resolved at level 1 and will go to level 2. Judith Gay will set up a committee to review placement cut scores. DACE will probably conduct the writing workshops in the future and a provision in the contract allows for discretionary pay for some part-time hires.

Paul Bonila has not received the ESS travel allotment.

Gary Mitchell, Michelle Myers and John Pinto are the next three minute-takers.

Gail Chaskes stated that the Math Department is studying the developmental education math outcomes.

Mary Yannuzzi was elected Learning Lab Department Head by acclamation. The department expressed its appreciation to John Pinto and Mary Yannuzzi.

The meeting adjourned at 11:00 am.

Respectfully submitted,

Jay Howard