

Learning Lab Department Minutes
15 December 2009
Room B1-28G, 10:00 am

Attendance: Anne Francis, Gail Chaskes, Ellie Furstenberg, Jay Howard, Lilla Hudoba, Gary Mitchell, Joan Monroe, Michelle Myers, John Nace, John Pinto, Judy Reitzes, Ted Wong, Mary Ann Yannuzzi (chair)

Information

- The transfer of SACC to the Learning Lab Department has not been finalized.
- John Howe will assume duties as acting dean on 5 January 2010.
- The ESS Dean search has commenced with about 70 applicants; it is hoped that the position can be filled by July.
- The learning commons in NERC plans are finalized, and they do not incorporate any of the Learning Lab suggestions regarding furniture or facilities.
- There will be a farewell luncheon for Lisa Cooper at noon.
- Seventeen part-time faculty were observed in the fall semester and the department has just about caught up on the pending observations and evaluations.

Committee Reports

- The Science Specialist Hiring Committee has met with Si Brown and will start to review applications and frame questions.
- The Reading/Writing VL Hiring Committee will interview and try to fill a VL at NERC in the spring.
- The Math VL Hiring Committee selected a candidate in the fall but the position was not filled; will try to hire a Math VL in the spring.
- Ellie Furstenberg's VL application was completed; she should be a VL in the spring.
- Anna Seixas did work as a Science VL in the fall; she should be a VL in the spring.
- Joan Monroe, Lilla Hudoba, and Ted Wong have worked on a tutor self-evaluation which will be piloted in the spring.
- John Pinto, John Nace, and Ted Wong have considered WebStudy and a virtual whiteboard to use for online tutoring. Mary Ann Yannuzzi pointed out that Judith Gay would like to increase the number of online courses and concurrently the online tutoring.

College information

- The COMPASS reading scores will be adjusted for students tested in the spring since the College's cut scores do not correspond to other institutions. This adjustment is likely to affect hundreds of students' admission to the College, but arrangements to accommodate these students are still pending. A reading course similar to English 089 and a revision of English 097 are being discussed. Institutional support for the writing workshops is uncertain after spring 2010, and ABE sections are oversubscribed.
- Math will institute a common exit exam for Math 016 and 017. Topics and rubric are on a website. One goal is to cover fewer topics in more depth.
- The ESS learning communities should continue in the spring and be linked to college credit, content courses. Math is not included. A form of Supplemental Instruction[®] may be offered for these learning communities.

Announcements

- A report on each faculty member's five service hours will be due in May 2010.
- Completed schedules for Spring 2010 should be submitted to Mary Ann Yannuzzi by 23 December.
- A number of faculty voiced concerns about how Human Resources records vacation time and Payroll handles Social Security deductions. Faculty can disregard the sick time column in their online record of personal time-off. Be vigilant.
- Jay Howard asked colleagues to note online professional development activity in January 2010.

Meeting adjourned.

Respectfully submitted,

Jay Howard
16 December 2010