

Learning Lab Department Meeting

December 3, 2010

9:30 am

Attending: Gail Chaskes, Megan Fuller, Ellie Furstenberg, Jay Howard, Joan Monroe, Michelle Myers, John Nace, John Pinto, Judy Reitzes, Ted Wong, Mary Ann Yannuzzi

1. The minutes of October 11, 2010, were approved with the following changes: In the section Predominately Black Institutions Grant, change PDIG to PBI and change 6 hours of work per semester to 6 hours of work per week.
2. Old and new business
 - a. Lab Class Data Analysis. Ted submitted a report on student attendance in English 098/099 lab classes and their subsequent performance in English 101. The study analyzed the population of students in English 101 who had also taken 098/099. There is a positive but small correlation.
 - b. PBI Grant- supplemental Math 118 Instruction. Megan, coordinator of the program, reported that she has hired tutors for 18 of 20 sections. At this time there are a few professors who have committed to participating. By spring, twenty sections will be covered. Several additional math tutors have been hired for the regional centers.
 - c. Mini-grant-Student retention. Megan is looking at student retention combined with early alert. Students who are not doing well in their classes at the third week of the semester get emails to learn about learning lab tutoring. Ellie suggested the lab look at and record the numbers of students who are turned away due to unavailable tutoring at the times they need. Joan recommended that we shift the hours not being used to prime times.
 - d. O89 Update. Sharon Thompson decided that there would be no lab classes or lab workshops attached to O89. The Office of Developmental Education will be in charge of reading, writing and math workshops placed at level 1. As reading scores will be reset, there will be more student requesting workshops than the number of available slots.
 - e. Scholarship Instruction Training. M. Stephens has requested assistance for students who are preparing essays to apply for scholarships. John Nace will respond to Margaret.
 - f. Supplemental Instruction training. The Gates Foundation grant will train instructors to do SI. This will be in various subject areas, including English linked to a content class.
 - g. Request for two FT positions. The SAC instructional Aid interviews will be finished on December 6th and names will be sent to Dean Bush. However, it is not clear as to whether this position will be approved for spring or fall semester. The FT Reading/Writing position for NERC was advertised in the Inquirer as tentative. At this time, there is no commitment to the VL positions.

- h. Department Head. John Pinto announced that no nominations were received. Discussion focused on need for an administrative assistant to work with the Chair and a need for overall support to replace retirees and hire VL positions in a timely fashion. Joan and Judy volunteered to draft a letter to Joan Bush outlining the department's concerns.
- i. Tutor training. Megan and Joan are planning a new tutor training. They will be thinking of ways to offer suggestions to tutors on an on-going basis. One possibility is to have Science, Math, and ESL Specialists list ideas on-line. Mary Ann stated that there is no official Tutor Coordinator.
- j. Announcement: ESS Potluck will take place on December 17, 2010.

Respectfully submitted,

Judy Reitzes