

## **Learning Lab Department Meeting**

February 19, 2009

10-11am

B1-28G

### **Minutes**

**Present:** John Pinto, Jay Howard, Xiaorong Peng, Anna Seixas, Judy Reitzes, Anne Francis, Betsy Self Elijah, Paul Bonila, Gary Mitchell, Gail Chaskes, Olympia Mitchell, Mary Ann Yannuzzi (Chair)

**Approval of January 14, 2009 Minutes:** The minutes were approved with a correction to the spelling of Mary Ann's name in the first paragraph under Budget Report and Michele Kelly's last name in the second paragraph under Budget Report. A correction was also made to last department meeting date for the spring semester: from May 5<sup>th</sup> to May 1<sup>st</sup>.

**Meeting with Dean Cooper:** Mary Ann reported that she met with Dean Cooper on Tuesday, 2/17. In response to the audit recommendation, Dean Cooper expressed that she does not want to use a commercial online tutoring service and wants the LLab to provide these services in-house, especially since it is a service that we currently identify on our website. Jay pointed out that an online Master Student Workshop is offered—the Test Taking Wksp—for which students can receive credit and can do the materials online. Lilla is also working with 2 sections in the Math LLab.

Mary Ann said that the union met on Tuesday afternoon, and the issue of outsourcing was on the agenda. Judy stated that she attended the union meeting where the issue was raised about outsourcing. She reported that a motion passed that the union will not support any outsourcing of services, including support services in the LLab, or any cutting of current services to accommodate the online tutoring.

Concern was continuously expressed about the LLab budget and the possibility of cutting/reducing current services in order to provide online tutoring. Most faculty in attendance concurred that further discussion about the need and feasibility for online tutoring was necessary. Mary Ann indicated that Dean Cooper is interested in hearing about these issues, including the impact on the budget and faculty hours, and for the LLab to make them part of any proposal for online tutoring services. Mary Ann also pointed out that the college's thinking is that since more and more students are taking online courses, that online tutoring must be provided to accommodate these students. In particular, the college is interested in providing online tutoring and workshops for the most popular courses: Finance, Accounting, 101, 102, and Math 118.

Further concern was expressed that the online tutoring service might be overwhelmed by students who are not actually taking online courses. Mary Ann said that according to her research and a discussion she had with the individual who runs the program at Camden County, the numbers are not that enormous in terms of the amount of students trying to

take online tutoring. Mary Ann also reported that in looking at other websites and community colleges, some amount of online tutoring hours are being offered. She observed that a white board communication between tutor and student could work for the more computer savvy and upper level students but may not be recommended for developmental students.

Dean Cooper is urging the LLab to expand services even though Mary Ann has indicated that the LLab budget is very low. Mary Ann pointed out that this spring, we have 4 more classes than we had last spring, and enrollment is up 4%, but we were not given an increased budget to reflect or meet these increased needs. Last summer, the LLab spent \$85,000 for operations; however, there is only \$38,000 left for this summer. No word from Sharon Thompson about getting additional money from the Perkins money to help with spring and summer budget needs. Mary Ann said that a memo would be put together for Judy Gay to notify her that the summer budget is extremely low and that the LLab would only be able to provide 1/3 of the tutoring services we did last summer.

A meeting with Peter Margolis, Director of Distance Learning, was scheduled for Tuesday, 2/24 at 1pm in the Math Lab to further discuss online tutoring. Mary Ann, John N., Gail, Lilla, Jay, and Paul were to be in attendance at this meeting.

**Library/Learning Lab Shared Facility:** Mary Ann reported that a pilot program would be initiated starting on March 16<sup>th</sup> instituting evening tutoring in the main campus library on Mondays and Tuesdays from 6-8pm. This plan originally intended for a receptionist position to be cut in the evenings, but some doubts were voiced about whether or not this would really save the Learning Lab money. Olympia questioned why we agree to these arrangements which not only cut our services but also affect the type and quality of services. She asserted that some planning and set-up to indicate that the proper conditions needed are in place should be required prior to making such agreements in order to insure that the LLab can maintain our type and quality of services.

In response to questions raised about being able to make appointments, keeping a receptionist in the library, closing the Writing Center, and having a designated space in the library, Mary Ann stated that she would be meeting with Jalyn (Library Chair) and Dean Cooper on Tuesday, 2/19 at 3pm to discuss the Library/LLab shared facility pilot. Mary Ann asked faculty to write/email questions, comments, and concerns to take to the meeting.

**Fall Learning Communities Pilot:** Mary Ann learned from Paula White that changes were being made to the Learning Community Model for CAP B and CAP C. Olympia indicated that she is serving on the Developmental Education Research and Development Committee. The cmte has found that, according to national research on developmental education, students do better/persist longer when early on they are involved in a content course, a career link, or something outside of developmental education courses. These Learning Communities are an attempt to get developmental education students involved in these areas early on in their college careers.

The current LC model requires FT students to have 2 hours of LLab instruction in both reading and writing during their first semester. In their second semester, students will be required to take 1 hour of Math Lab. Mary Ann stated that room space and money will be an issue, but since Level A has been eliminated, the LLab will reassess the budget. She also pointed out that the money situation looks worse than first presented b/c of the added 10-week 098's. Gail echoed concerns about room space, especially in the Math LLab where there is only 1 useable room. It was suggested that we pick Lab times for when we have rooms available as well as stagger these times.

Olympia reported that a retreat for the LC would take place in May, but that no date had been set. This will not be not a paid retreat. She requested 1-2 LLab representatives from each discipline attend the retreat. She said she would have more info soon.

**Reminder—Service Hours:** Mary Ann asked faculty to remember to submit service hours soon.

**Other:** Mary Ann will be meeting with Dean Cooper about the FT science position(s); Dean Cooper has not moved forward with the 4 recommendations.

Meeting was adjourned.

Minutes taken by Michelle Myers