

Learning Lab Department Meeting  
14 January 2009  
B1-28G

Minutes

**Present:** Gail Chaskes, Anne Francis, Jay Howard, Lilla Hudoba, Gary Mitchell, Olympia Mitchell, Michelle Myers, John Nace, Xiaorong Peng, John Pinto, Judy Reitzes, Anna Seixas, Mary Ann Yannuzzi (Chair)

**Approval of minutes of 5 December 2008:** The minutes were approved with a correction to the eighth bullet under **other**. Gail stated that the changes in math will be done by the Math Department and will be based on the developmental education math outcomes.

**Budget Report:** Mary Ann reported that since there were fewer classes in Spring 09 and that 097 was closed, there would be adjustments and cuts in original schedules. Pool 1 and 2 will not be offered Lab classes and Pool 3 will get less hours than before. The outlook for the summer sessions does not look good. Mary Ann spoke with Dean Cooper requesting more money. Dean Cooper asked how the Lab could make cuts, and that the Deans will be given directions on cuts later on. Dean Cooper is looking to reduce the Lab hours as one way to cut cost. In order to help with the budget, it was suggested that we try and get more work study students to work as receptionist. Furthermore, Mary Ann would like to form a committee to help train LL Receptionist.

The Lab has reduced the hours of operation and there has been a reduction in staff. The positions that were held by Rossman, Stephens, Kelley, and Monroe (on sabbatical) have not been filled. Of the two science positions, only one is being filled. Mary Ann asked if these positions would be renewed but no response has been received as of yet. In order to make our case for these positions, we need to get support from other department and students identifying the need to fill these positions. Judy R. made the suggestion that we track the number of students we can't provide services for because of cuts in hours and faculty. Judy said she would create a form to use for this.

**CAP A and Reading Placement Proposal:** There are three CAP A sections running. One is a writing only. There are no other sections running during the evening or at the regional centers. Students who place into CAP A level in writing can take a 5 week workshop and re-take the writing placement test again. If they are still not successful and are again placed into CAP A, they can take a three week workshop and re-take the placement test again. If students still place into CAP A after completing both of the workshops, they will be directed to ABE and then can become eligible to take the test again at a later date.

The English Department is meeting to change the reading placement cut offs for CAP. This change is coming about because too many students are being placed in 098 with poor reading levels. There has been discussion concerning a new reading course and or reading workshops. Olympia stated that there is a large group of students who fit into this category. Dean Cooper has inquired about splitting reading and writing links.

**Science Hire:** Interviews have been completed and a report is being submitted to Mary Ann. It has been suggested by Dean Cooper that if there are two outstanding candidates, they may hire both.

**Audit Recommendation:** Mary Ann handed out a copy of audit recommendations for discussion. Dean Cooper's specific interests are Computerized Tutoring and Supplemental Instruction (SI). In the past, we have had Supplemental Instruction in ESL Bridge courses and Math. In order to get this up and running, we need to have a teacher in a subject area and student interest. Cost will be a concern because of a need for outcomes to be identified. John Pinto and Olympia Mitchell are part of a committee to look into SI.

Mary Ann asked that we review the audits findings and recommendations for our February meeting.

**Department Meetings:**

Thursday,	February 19	@ 10:00
Wednesday,	March 18	@ 2:30
Friday,	May 5	@ 10:00

Meeting was adjourned