

## Learning Lab SACC Department Meeting

Thursday, January 20, 2011

3:30 pm

Attending: Dean Joan Bush, Sandra Gonzalez-Torres, Mary Yannuzzi, Paul Bonila, Julieta Thomas, Edward Adolphus, Otis Stevens, Garvin Poole, Joan Monroe, Ted Wong, Henry May, Judy Reitzes, Michelle Myers, Megan Fuller, Anna Seixas, Jay Howard, Gail Chaskes, Phil Kenerly, Olympia Mitchell, John Nace, Rel Dowdell

### 1. Old and New Business

- a. Dean Joan Bush commenced the meeting stating how she will be the Acting Chair of the Learning Lab/SACC since Mary Yannuzzi stepped down from the position. She said that Sandra Gonzalez-Torres, Director of Academic Success Initiatives, will be assisting her throughout the semester with the myriad of duties associated with the position. She also stated that it is her objective to be a presence in B1-28 2 days of the week for 2 hours a day with a fluctuating schedule. Ms. Gonzalez-Torres also stated that she will do the same. Dean Bush also stated that one of her foremost objectives would be to facilitate a better working relationship with all of the Learning Lab and SACC departments, with a better merging process within the respective departments.
- b. The issue with the procedure of time sheet processing was discussed,. It was also noted that Julieta Thomas is receiving 25% release time to complete paperwork for SACC, and if any questions arise regarding any related SACC situation, inquiries should be made to her.
- c. The question of illness in regards to staff was brought up, and it was noted that learning lab staff and instructional aides should alert Dean Bush if they are going to be out due to the aforementioned. Tutors should alert the lab where they are assigned if they are ill.
- d. Dean Bush commented on the 2007 Learning Lab audit. She gave particular attention to Dr. John Howe's comments also from last March in regards to the effectiveness of the Learning Lab. Her immediate resolution suggestion was to form small groups with learning lab faculty to meet with her and Ms. Gonzalez-Torres to best come up with any resolutions to any perplexities or dilemmas. She stated that goal would be to complete that process by April 2011. Dean Bush also said that she will look closely at lab data and discuss with the staff if current learning lab mode would be effective for the next 3-5 years and beyond. She also said she wants the staff in collaboration with her, to assess the impact of SACC. Michelle Myers made the point that it is difficult to assess the true impact of learning lab faculty since the English Department, especially the instructors who teach English 098, do not have a set structure in which to teach their sections and their syllabi are not consistent.
- e. Olympia Mitchell brought up the challenge in regards to tutor training and the high turnover rate of tutors. Dean Bush said she would make sure to pay close attention to the situation and work closely with staff to examine this trend.

- f. The situation of the workload of the Learning Lab Department Head was discussed. Dean Bush said this situation was one she has been closely monitoring and said it is in her best interests find a new department head with revisited duties by Summer 2011.
- g. The issues of learning commons at the different campuses was discussed, in particular, the NERC and NWRC campuses. It was suggested that staff and faculty who are working at these campuses continue to stress teamwork within and around each other to make sure that students' needs are being met, especially at the exponentially growing NERC location.
- h. The issue of full-time hiring was discussed with both Learning Lab and SACC staff. Dean Bush said she was working diligently on these respective issues.
- i. Dean Bush also stressed for staff to email her about the top two committees that they would like to give to be a member of this semester. These committees included: Full-time lab classes, Department Head workload, Learning Commons, Full-Time Hiring and Tutors.

Respectfully submitted,

Rel Dowdell