

Learning Lab Department Minutes

June 26th, 2006

Room B1-28G

2:00 P.M.

In attendance: Paul Bonila, Gail Chaskes, Anne Francis, Jay Howard, Lilla Hudoba, Olympia Mitchell, Joan Monroe, John Pinto, Mary Yannuzzi

1. Minutes from April 28th, 2006 meeting were accepted without change.

2. **Plans for Spring '07**, when John Pinto and John Nace will be on Sabbatical leave. Mary Yannuzzi has agreed to work as acting department head. Joan Monroe will oversee all the administrative work in the writing center. Paul Bonila will interview, hire and train new tutors for the writing center. Paul Bonila will also assist Mary Yannuzzi especially in the beginning of the semester. Anne Francis will provide help in tutor training mostly in the beginning of the semester.

John Nace and John Pinto will visit writing centers in our area during his sabbatical leave. New ideas may rejuvenate our writing center. Also, we will allocate more space to the writing center.

Paul Bonila: We need fewer tutors in some subject areas. Some tutoring hours in paralegal studies are not used properly. Hours for paralegal studies will be closely monitored.

Olympia Mitchell: Some other departments have their own tutoring hours and they work independently from us. They also conduct their own study skills workshops. John Pinto agreed to investigate further.

3. Restructuring Educational Support Services

Sharon Thomson will be the acting dean for ESS. Judy Gay has started initiating some changes in ESS. Olympia Mitchell indicated that we should request to be part of the discussions before any change occurs.

4. Data Reservation

There is no improvement in transferring our data base to the new system. Request went from our department for meeting with the team from University of Colorado who implemented the handling of appointment systems in Banner. We will be able to use the old system of Rhumba until July 31st. We hope to be able to transfer to the new system during Summer2.

5. Science Specialist Position

Request has been sent for advertising for a full time position. We may agree to a VL position temporarily.

Submitted by

Lilla Hudoba

