

Learning Lab Department Meeting
November 13, 2006
Room B1-28G
1:30 pm

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

1. Minutes from October 11, 2006 were accepted without change.
2. Tutor Committee: Paul Bonilla reported that tutoring was going well and paper work issues have been resolved. Approximately 50 percent of the total budget for student and non-student tutors and receptionists has been spent so far this semester.
3. Budget: John Pinto reported that 250k will be spent by the end of the fall semester on the PT faculty line and is concerned that we will be over budget in the Spring 2007 as two FT faculty members will be on sabbatical leave.
4. Selection Committee: John Pinto announced that his term as Department Chair would be up in December 2006. Therefore, the Department needs to form a committee to meet with Sharon Thompson.
5. ESL Updates: Judy Reitzes reported on areas of concern regarding ESL issues. ESL faculty in the lab have been meeting and have discussed issue of appointments for ESL students in content courses. Judy distributed ESL Lab guidelines. Gail Chaskes recommended that they be rewritten in a format that could be made available for the receptionists in the Central Lab. Judy also reported on concern regarding English 101 students requesting ESL support. More and more English faculty are referring their students to ESL Specialists. The Committee has recommended that the department keep statistics on the numbers of ESL students using lab services. Judy reported that the ESL English Department faculty have conducted a survey regarding lab services.
6. Math Updates: Gail Chaskes reported on a math pilot program provided by CEMEC. She and Lilla have been attending the CEMEC committee. In Spring 2007 there will be three 016 lab. The pilot will establish classes that will meet four hours a week without lab support. Gail also raised the issue of labs not appearing on the students'schedules. It was suggested that a letter be written to Debbie Allan regarding this problem. Olympia Mitchell expressed concern about the collective devaluing of our work.
7. Faculty evaluations: John Pinto requested assistance in completing the PT evaluations.
8. Act Now Workshops: John reported that the Act Now stand alone workshops were not successful. Attendance has been extremely low. There is now a new block code for Act Now- RFP. Spring 2007 will have 098/099 links with the new name.
9. Science Position: VL Science position is now on the college's HR page. The ad for the position will run November 7th–December 7th.

10. Audit Committee: John e-mailed the SWOT analysis requesting input from lab faculty. Due date for form is Dec. 1st. The audit committee discussed a survey of students and faculty at their last meeting. Mary Ann suggested looking at the library's audit.
11. Appointment system: New system is up and running. At this time it is set up for tutoring not for groups. Scheduled appointments and drop-ins are being input by IT.
12. Attendance Summaries: Sharon Thompson requested a report on lab attendance. John is preparing a report based on first seven weeks of the semester. Average class size is twelve students and there have been seven thousand student contacts. Olympia suggested sending along a narrative with the report to explain issues regarding attendance. Faculty need to understand importance of making notations on the attendance list when absences are due to a particular reason (teacher conferences, teacher's absence, students in computer lab, school district holiday, etc.)
13. Future of Lab in Academic Affairs: Joan Monroe recommended the Lab Department meet to discuss our vision of where we see ourselves in the College. She distributed copies of the Library's proposal. Meeting time(s) to be announced.
14. End of Semester Festivities: Tutor party will be held on Friday December 8th. Faculty lunch date will be announced to acknowledge Michele Kelly's retirement and end of the semester.

Minutes recorded by Judy Reitzes