

Learning Lab Department Meeting November 16, 2007

In attendance: John Pinto, Anna Seixias, Lilla Hudoba, Joan Monroe, Paul Bonila, Jay Howard, Elizabeth Cuidet, Gail Chaskes, Judy Reitzes, Mary Ann Yannuzzi, Xiaorong Peng

Minutes of October 12, 2007: Minutes were approved.

Announcement/Information

Tutor Updates: Last tutor (Math/Accounting) was hired for this semester.

Faculty Updates: Three part-time specialists (one in biology, one in math, and one in English) were hired. Sidney Goldstein, PT specialist at NERC, resigned. Only two VL positions were approved for the Spring 08 semester. Two science positions will be kept, and the ESL position will be lost. However, Elizabeth' great work is highly valued, and she will continue work as a PT ESL specialist.

Spring 08 Schedule Request: Monday, November 19th is the deadline for the FT faculty to submit Spring 08 schedule.

Old Business

Learning Commons at Regional Centers: Learning Lab, library and SAC are considered to be combined as a learning commons at NERC and WERC. The area will be expanded. Other universities, like University of Pennsylvania, have this kind of model to provide better service for the students. More tutor service will be needed for the regional centers due to the increase of the student enrollment projected for the future.

Part-time and VL Observation and Evaluation: John thanked all FT faculty members for signing up to observe PT faculty. Most observations and evaluations have been completed. One reading/writing specialist and one VL need to be observed and evaluated.

New Business

Minority Fellowship Mentor: John sent request for minority fellowship positions for the department. No candidates in the minority pool fits into the science field. Some candidates fit into the reading/writing and English fields. Fellows must be supervised by FT faculty member. Handbooks for the descriptions about the fellowship were distributed. Faculty member who wants to serve as a mentor should let John know.

Audit: Independent audit person, Debbie Moeckel, visited the Learning Lab on November 5th and 6th for the audit. John thanked the department members for their cooperation. He believed it was a good experience. The final audit report hasn't been finished yet. John mentioned some problems, such as tutor training, will definitely be an

issue in the report. The department needs to develop a plan to improve tutor training. This will be one topic for the next department meeting agenda.

New Tutor Manual: John and Paul updated the new tutor manual. The manual is ready to be distributed and will be put on the webpage.

New Part-time Faculty Handbook: The handbook still needs to be finalized.

Language Lab: Due to the rare use of the language lab at MR-5, it is being considered to be moved to the Central Lab. However, no decision has been made yet. ESL area in the Central Lab was also discussed.

Tutor Luncheon: Tutor luncheon will be held on the last Friday of this semester, December 7th.

PADE conference: PADE Philadelphia Regional Workshop was held on November 9th at Acadia University successfully. Half of the attendees were from CCP. More information about the conference will be forwarded to everyone later.

Other

Mini Lessons: Mini lessons may be put on the webpage via podcast to serve the students better. Mini grants may be applied for this endeavor.

Instructor Course Evaluation: State of Pennsylvania requires the evaluation of the service of the lab classes. The evaluation forms were distributed to the department members.

Travel Fund: Paul is still waiting for the further information about the travel fund. As soon as he gets more details about it, he will let the department know.

Friday Discussion: Jay announced the next Friday discussion will be held in the Center of Disability on November 30th.

Respectfully submitted:

Xiaorong Peng