

Learning Lab Department Meeting
October 13, 2008
Room B1_28 G

In attendance: Paul Bonila, Gail Chaskes, Anne Francis, Jay Howard, Lilla Hudoba, Gary Mitchell, Michele Myers, John Nace, Xiaurong Peng, John Pinto, Anne Seixas, Judy Reitzes

1. Minutes from August 27, 2008 were approved with the correction to add Michelle Myers as present at the meeting.
2. Announcements: Faculty need to hand-in service hours to John Pinto by October 17. Sexual harassment training is required every three years and can be done on-line.
3. Reading/Writing Update: All 097 five week workshops and three week courses for repeaters are being held in the Lab this semester; however, they are not part of the Lab. John clarified that first time A level students who don't pass will be able to repeat the course in Spring 09. Ten week B level classes will also be offered. All lab classes will be on Fridays.
4. Science Position: The job description has been sent to Lisa Cooper and Sharon Thomson. The position will be advertised for Fall 09.
5. Faculty Observations: Several PT faculty need to be observed this semester (7 Reading and Writing and one ESL). John requested assistance from FT faculty. Math will observe workshops. The departmental rules state that tutorials can also be observed.
6. Evening Hours: There have not been any complaints regarding the Mon/Tues reduction of tutoring hours. The same schedule will continue in Spring semester. Possibility of further reduction will be considered.
7. Electronic Attendance: Gail suggested that it would be helpful to not only count numbers of students using the lab, but also indicate when their earliest contact was. John will meet with Beth Gianpietro to institute electronic attendance for Lab classes. Gale indicated that Gateway attendance must indicate lateness and recommended that there need to be space to add names of students to updated list.
8. Department Head- Department Chair committee established consisting of Gary, Paul and Anne.
9. On-line Tutoring: Jay and John Pinto are working to update the Learning Lab web page. John Nace is reviewing on-line tutoring and eventually it will include math tutoring.
10. SACC: John reported on the continuing possibility of SACC becoming part of the Learning Lab Department. The conversation continues, and now it is a question of when. SACC employees and Learning Lab faculty discussed the issue of making this change. Arnold DiBlasi explained that restructuring of a department needs to go through IWC and then on to the president, and clarified that instructional aides must work within a department and report to an academic department chair. There was overall consensus of the Learning Lab that in order

for SACC to merge, there needs to be official support for the Learning Lab Chair. Jay raised the issue of how SACC staff would address writing/English needs such as students working on papers. Craig Nelson views Lab work different than SAC help.

11. Language Lab: John reported that computers in central lab are not being used for language study, and raised question of whether or not we should keep them. Issue of monitoring the use is a problem.
12. Mentoring: Several FT faculty are taking the role of mentoring new PT faculty. Michelle suggested getting feedback from faculty before deciding to have a more formal type of mentoring.

Minutes recorded by Judy Reitzes