

Minutes of the Learning Lab Department Meeting  
October 12, 2009

Present: Jay Howard, Gail Chaskes, Gary Mitchell, Joan Monroe, Ted Wong, Lilla Hudoba, Ann Francis, John Pinto, Paul Bonila, Judy Reitzes, Michelle Myers, Mary Ann Yannuzzi (C).

Minutes from 4/28/09 and 9/2/09 were approved.

Action Item: Visiting Lecturer Unit: Mary Ann presented a proposed Learning Lab Department Policy on granting a non-teaching unit for visiting Lecturers. A committee was formed to review the proposal. Committee members are Jay, Gail, Mary Ann, John P. and Judy.

Informational Items:

- SACC has not yet become part of the Learning Lab.
- Lisa Cooper, Dean of ESS, has resigned effective the end of the Fall semester.
- Fall 2010 FT Positions – Science Specialist and SACC/Librarian: It was noted that the Science Specialist position requires math experience, and whoever is hired will have to work at NERC 2 days a week. The SACC/ Librarian will work at NERC full-time. Mary Ann recommended that the hiring committee begin to do preliminary work in late November or early December.
- The request for a FT reading/Writing Specialist was not approved by Dr. Gay.
- Learning Commons at NERC – There will be a learning commons discussion on Tuesday, October 22<sup>nd</sup> from 2-3 in the Library Conference Room.

Committees to be formed:

- Peer Tutor: Training and Evaluation  
Joan, Lilla and Ted will serve on this committee
- VL Hiring: NERC Reading/Writing for Fall 2009  
Ann, Michelle and Gary will serve on the committee. October 30<sup>th</sup> is close date for applications.
- Online tutoring  
Ted, John P and John N will serve on this committee.

Part-time Faculty Observations and Evaluations:

Observations and evaluations need to be completed for several PT faculty. Mary Ann will post the list. All FT faculty are urged to assist with the evaluations.

Tutor Supervision:

All FT faculty must take responsibility for supervising tutors. Secretaries are not responsible for supervision.

CSP Syllabus:

Jay suggested a modification to the CSP syllabus since these classes only have one instructor. With one instructor it is not possible to give students individual attention, particularly with their essays.

It was also recommended that the disability statement on all Lab syllabi be modified using more generic language such as "If you require an accommodation due to a disability, talk with the Lab instructor privately."

Other:

On, Saturday, October 17<sup>th</sup> Mary Ann will present information about the Learning Lab at a workshop for PT English faculty.

The latest Achieving the Dream Report, Fact Sheet #19 examined student engagement associated with 5 benchmarks of effective educational practices in community colleges. Students in gatekeeper courses completing the Community College Survey of Student Engagement (CCSSE) indicated they expended significantly more effort than students in non-gatekeeper courses. Two specific areas cited were frequency of peer or other tutoring and frequency of skills labs (writing, math, etc.).

Gail asked that we thank Mary Ann, John P., and Paul for their work with scheduling and dealing with all the issues associated with the beginning of a semester.

Fall 2009 Schedule of Department Meetings:

November 16<sup>th</sup>, Monday at 2:00

December 15<sup>th</sup>, Study Day at 10:00

Meeting adjourned at 2:27 PM.

Submitted by Joan Monroe