

Minutes of the Learning Lab Dept. Meeting: Sep. 2, 2009

Present: Ed Adolphus, Paul Bonila, Gail Chaskes, Lisa Cooper, Jay Howard, Lilla Hudoba, Henry May, Gary Mitchell, Michelle Myers, John Nace, Craig Neslon, John Pinto, Judith Reitzes, Otis Stevens, Julietta Thomas, Ted Wong and Mary Yannuzzi (C).

1. The meeting date noted on the agenda was corrected to read "9-02-2009."
2. M. Yannuzzi introduced Dr. Ted Wong, the LL's newest FT faculty member (Bio), and welcomed him to the Department.
3. M. Yannuzzi announced that she was informed by A. DiBlasi on 8-24-09 that SACC was now part of the LL: M. Yannuzzi welcomed SACC faculty to the LL and introduced them individually to the LL faculty.
4. M. Yannuzzi distributed a handout that spelled out Dr. Gay's rationale for moving SACC into the LL.
5. A change was suggested to the Minutes of the LL Dept. meeting of 5-23-09: The first sentence under the bullet "Online Tutoring" was deleted. The minutes of the LL Dept. meeting of 5-23-09 were approved.
6. H. May asked about online tutoring and how students would know about it: M. Yannuzzi responded that Dr. Gay's rationale (partly) for moving SACC into the LL was that that would give SACC faculty opportunities for advancement, professionally; therefore, if SACC faculty offer one-on-one tutoring or do small-group workshops, it may lead to a reclassification of instructional aides as faculty, possibly as assistant professors.
7. New LL faculty positions: M. Yannuzzi announced that we did not get a second science FT position; we do have A. Seixas returning as a science VL. Dean Cooper informed M. Yannuzzi that the sci FT position could be readvertised. M. Yannuzzi requested a Reading & Writing VL as well as an ESL VL. Dr. Gay approved the R&W VL and a math VL. The R&W VL will be structured so that that VL could be at the NERC, meeting the requirements of the NERC expansion. The math VL should be able to cover the Regional Centers. The VL positions will be posted on the College's website as well as advertised in print media; once that is done, the Dept. needs to form hiring committees. All VLs are hired on a semester-to semester basis. J. Reitzes asked if we could re-request an ESL VL; M. Yannuzzi responded that Dean Cooper said "No." M. Yannuzzi also announced that the LL FT positions are now counted as part of the College-wide FT-PT ratio for contractual purposes.
8. Departmental Committees: M. Yannuzzi informed the Dept. that, as recommended by the LL Audit Report, we need to set up a committee to evaluate Lab classes. G. Chaskes intervened to announce that she reviewed recent IR reports and that whatever services or areas were listed at the top, the LL was not among them; J. Pinto responded that an older IR report he reviewed compared "apples to oranges," in terms of

- services being evaluated. M. Yannuzzi said that the outside evaluator on the LL Audit Committee suggested we justify our services in terms of the financial outlay. Furthermore, noted M. Yannuzzi, Dr. Gay mandated that every dept. has to prove that students are gaining competency in the courses it offers, in terms of student outcomes. Other departments @ CCP are starting to do just that; some colleges, LaGuardia for example, are starting to maintain e-portfolios: As M. Yannuzzi saw it, that was LaGuardia's way of proving to Middle States that its students were meeting gen-ed requirements. CCP's gen-ed requirements were approved last April. The LL has to find a way to link our non-credit offerings and services to the gaining of gen-ed competencies by students. C. Nelson asked how e-portfolios proved competency in gen-ed: M. Yannuzzi replied that students were getting into e-portfolios. J. Reitzes announced that the Teaching Center is offering a workshop on developing e-portfolios.
9. M. Yannuzzi said that we need to move on online tutoring; H. May asked for the URL to the LL home-page.
 10. J. Thomas asked if she should be aware of the "Tutor Code of Conduct." P. Bonila responded that one item on the TC of C forbids tutors from soliciting students for private, for-profit tutoring. J. Thomas wondered what would result if students solicited students workers in the SACC to type papers, for example. J. Pinto said that the LL Tutor manual is accessible through the LL home-page. M. Yannuzzi suggested that J. Thomas, P. Bonila and she meet to discuss some of these issues. H. May said the NWRC already has a prototypical Learning Commons set-up in that the LL CIS tutor works out of the SACC room.
 11. Dean Cooper was welcomed by M. Yannuzzi. Dean Cooper welcomed the SAC faculty to the LL Dept. The NERC reconstruction is ahead of schedule. The construction project on the MC is moving along quickly. Dean Cooper will work with M. Yannuzzi regarding such construction-related issues (on the MC) as exits, noise, etc. Dean Cooper also mentioned that she was excited to see the Learning Commons model move forward in terms of the Library-Learning Lab collaboration. The NERC would set an example for the MC in terms of the evolution of the Learning Commons model. Dean Cooper fielded questions.
 12. J. Reitzes commented that the LL was seeing an ever increasing influx of students but that its budgets remained static; Dean Cooper responded that we should make proposals in advance: get ahead of the influx by compiling data, number of students served with existing resources and how that impacts services. The institution is more responsive to data; Dr. Curtis is entertaining requests for faculty, so the need for faculty/staff should be discussed.
 13. J. Thomas announced that the main SACC area (B2-33) is extremely busy; data is collected upon students' swipe-in at entry. We don't know where the data goes. Dean Cooper replied that that data could be accessed through BRIO. M. Yannuzzi asked E. Adolphus if students

- scanned in upon entering the ADC computer room; E. Adolphus said no, but that he was working with Miles Grosbard on that. Other SACC locations do have students scanning-in. H. May commented that A. DiBlasi does look at usage data. M. Yannuzzi said that A. DiBlasi told her that the SACC student-worker budget line was running a 38k deficit. That line in the budget was never increased after a SACC room was opened in the CBI building, increasing the deficit. M. Yannuzzi said she asked Dean Cooper if some money could be added to that budget line.
14. J. Thomas asked if we could have an additional room for the SACC because space in B2-33 is scarce; she wondered if we could create a computer area in the library as part of the Learning Commons initiative. Dean Cooper asked how B2-33 was used. M. Yannuzzi said that she believed B2-33 was used more at the beginning of the semester and at certain peak hours. Students who sign up for online classes end up hogging terminal time in B2-33. J. Howard said that if he ever needed a computer classroom for a Lab class, he would find an empty computer classroom and use it.
 15. G. Chaskes asked about “budget cuts” to the peer-tutor line; P. Bonila responded that tutoring hours allocated to various Labs and RCs are based on the total amount available in the peer-tutor budget line. M. Yannuzzi commented that although enrollments have gone up, that particular budget line item has remained static.
 16. M. Yannuzzi said there was no one representing the LL as a Federation Rep; we need to talk to the Federation about the number of reps the LL would now need. C. Nelson said that he had been a Fed Rep for Academic Computing; it was unanimously decided that J. Reitzes would be the LL Fed Rep and C. Nelson the alternative.
 17. M. Yannuzzi asked for LL faculty to volunteer during the first week of classes in terms of directing students, covering classes, etc.
 18. P. Bonila announced that any unreimbursed or outstanding Travel Fund requests for 2008-09 are due to him by 9-15-09,
 19. M. Yannuzzi recommended a book, Passing the Torch, to the dept.: the book tracked CUNY students over a 30-year period and draws extremely favorable conclusions in terms of open admissions, community colleges, etc. M. Yannuzzi then proceeded to read a passage from the book.
 20. M. Yannuzzi asked for volunteers on various committees: For the Online Tutoring Comm., E. Adolphus, L. Hudoba, H. May, J. Nace and T. Wong volunteered. For the LL Class Evaluation Committee, J. Howard and J. Pinto volunteered. For the FT R & W Hiring Comm, G. Chaskes, J. Howard, M. Myers, J. Pinto and J. Thomas volunteered. M. Yannuzzi will send out a questionnaire regarding the various committees and their scheduled meetings.
 21. J. Thomas asked where the CIS tutors would be housed. In CBI? P. Bonila responded that that would make sense, but he has no tutor applicants in CIS to date. P. Bonila also said that he would send out info

- re Tutor Code of Conduct, Tutor Application blanks, tutor-hiring guidelines, etc. to SACC colleagues.
22. M. Myers made an announcement re the “Spoken Word Poetry Initiative.” M. Myers and Leslye Friedberg of English are working on a project to create an active exchange between writing and creating social change; they have invited a group from Baltimore to CCP. A package of info re the invitation is available with M. Myers. M. Myers requested faculty that they make their students aware of these events; the students are involved, said M. Myers, but that she was now trying to get the academic community involved. The ultimate aim is to foster a sense of community so that our students can in turn foster communities beyond academia. Additional info resides on the Q drive.
 23. Dean Cooper welcomed Dr. Wong to CCP; she also added that we should come up with data and rationales for seeking more resources.
 24. E. Adolphus asked of M. Yannuzzi as to how influential she was in acquiring software; M. Yannuzzi responded that software acquisition requests have to go through A. DiBlasi and Dean Cooper. She asked E. Adolphus to send in the request so that it could be forwarded to A. DiBlasi.

The meeting was then adjourned.

Minutes recorded by P. Bonila