

Learning Lab Department Meeting
September 1, 2010
9:30-11:30, B1-28

Attending: Gail Chaskes; Megan Fuller; Anne Francis; Joan Monroe; Aaron Brown; Otis Stevens; Henry L. May, Jr.; Constance Sullivan; Edward Adolphus; Judy Reitzes; Jay Howard; John Pinto; Gary Mitchell; John Nace; Paul Bonila; Mary Ann Yannuzzi; Julieta Thomas; Michelle Myers; Olympia Mitchell

The minutes of April 4, 2010, were approved.

Yannuzzi requested the service hours for learning Lab faculty as soon as possible.

Megan Fuller has joined the staff full-time as a Science/Math faculty.

Lab Data: The data that was requested in April for the 098/099 Lab class sections is incomplete and inconsistent. It is still being reviewed. Select comments:

- The relationship between lab attendance and success in English classes shows correlation but not causation;
- Consider doing an analysis of students who attended lab and those who did not;
- Based on 14 lab hours in a semester, how many hours constitutes lab attendance;
- Should the data be looked at differently for regular CAP labs versus those that are Gateway labs;
- In terms of correlation and causality, should we define attendance, faculty collaboration, success in the course, etc.

Appointment System Update: It is important to submit and enter the data for student contacts-tutoring hours, workshops, etc. in a timely manner and not wait until the end of the semester. The department (faculty) is required to do an evaluation of services at the end of the semester and students' progress must be tracked. Comments:

- Workshops will be problematic to track because different students attend at each session;
- We need to look at national data regarding academic support.

Position Searches:

- Full-time Science/Math: The position is filled. Bonila and the department thanked the members of the full-time science hiring committee for their diligent work on the committee.
- Reading/Writing VL-NERC: Rel Dowdell was offered the position; Dean Bush approved it; the paperwork has been forwarded; final approval is needed.
- Math VL: This position is a replacement for Lila Hudoba who left on sabbatical on July 8th. Two names were forwarded (1 is a part-time faculty); they were interviewed by Dean Bush. We are waiting for word on the status.
- SACC:
 - C. Nelson has transferred to the computer Science Dept. The paperwork for permission for a fulltime position at NERC has been approved and the process

is moving through the usual Human Resources (HR) channels. There may be internal candidates.

--There is a need for more Part-time staff; two people have not returned. There is no coverage on Saturday at NE, NW, and CBI. The positions have been posted with (HR). There are applicants but most want full-time work.

--Other areas of concern: the hiring of student workers and who is responsible needs to be addressed; enhanced signage regarding appropriate use of the computers needed; security issues related to defiant students is a concern;

--Yannuzzi will discuss the following SACC concerns with Dean Bush: crowding, no plans for expansion; insufficient resources; request for a meeting with SACC staff and dean.

--Clarification or a policy is needed regarding what alumnae are allowed to do in the open labs. Usage needs to be linked to the College's mission. This is an area for Dean Bush, Tom Hawk and the Alumni Association to address.

- Part-time Hiring: Monroe and Francis have done some Part-time interviews. Some lab classes are still unstaffed. There are approximately 15 new lab sections.
- Tutor Training: (Monroe) A survey was done this summer and approximately 12 responses were received. The data format is not readable/useable was re-requested. There may be a request for individuals to do tutor training.
- ESL/VL: Yannuzzi indicated that the ratio is fine so we may not get approval for one in the spring.
- Travel Fund: Bonila reported documentation of travel for 2009/2010 should be submitted ASAP. He will not be the representative for 2010/2011. If any one is interested, he/she should contact Bob Bucher or John Braxton.
- Poetry Event: M. Myers shared that she is the faculty coordinator for Writing Out Loud-Spoken Word Poetry. There will be a performance and a workshop on Thursday, 9/16. She is available to visit your lab classes. See her for more information.
- Yannuzzi stated that Dean Bush would like to make the Lab's webpage more easily accessible. We need approval from the Marketing Office before making changes.
- J. Monroe updated the Part-time Faculty Handbook and it is posted online.
- Lab Class Attendance Reporting: Yannuzzi emphasized that it is important to turn in the 20% attendance reports. Not reporting affects the College's funding. State audits can go back 3 years. Dr. Gay will send letters to individuals who do not do the reporting. If you receive a notice to do a lab class that you are NOT teaching, let John Pinto know as it may be a computer error and the correct person needs to be notified.
- The Department has a meeting scheduled with Dean Bush on Friday, September 3, 2010, at 10:30 AM.
- Yannuzzi requested staff assistance to direct students to their classes during the first week of school.
- Reitzes announced that the Federation has scheduled meetings today.
- C. Sullivan stated that there is a classroom with a camera/smart cart at the NE and inquired as to whether there would be training. Arnold DiBlasi should be the contact for training.

- CAP reading scores have officially been reset. There is no more reference to CAP as a program. Students will be placed in levels with corresponding reading and writing scores. Students scoring at the lower levels will be given reading workshops and an opportunity to re-test in to 098/099.
- Yannuzzi encouraged attendance at open, college-wide meetings: developmental education, writing, math, etc.

The next meeting is Monday, October 11, 2010, Professional Development Day. The place and time are to be determined.

The meeting was adjourned.

Submitted by
Olympia Mitchell