Labs and Centers Coordinators/Lead Faculty
Meeting Summary

Tuesday, March 6, 2012
Learning Center, 3:15-5:15

See end for To-Do list and Reminders

1. (15 min.) Review software, hours, and equipment information/requests.

Please continue to send Jennifer Existing Equipment, Existing Software, and Hours of Operation information. And continue to send James Unmet (from the last labs or centers program review) and Emergency Equipment Needs.

2. (10 min.) VPI and deans' name recommendation. "Centers" for all free-standing resources. "Labs" for all "attached" resources.
Susan updated us on the name change she and the deans recommend. Therese Martin suggested that Anatomy remain on the Centers list because it serves Biology students. Susan and all agreed. It will remain with the Centers. Susan would like us to have all of our websites up to date by the end of fall 2012. We noticed some problems with links and pages. Susan will speak with Bev Madden, who will then work with individual Leads to address any issues.

3. (15 min.) Recommend the charge of the LC Consultation Group: details and role in planning
Jennifer gave an overview of the committee, sharing who will be participating. Social Science: Jeremy Ball and Steven Lehigh. Math: Lena Feinman. English: Kathleen Steele. Counseling: Eileen O'Brien. Science: Kathy Diamond or Theresa Martin. ESL/Reading: Kristi Ridgway. The group will be advising Jennifer in creating the LC mission, vision, and services, particularly peer tutoring. Michele suggested we include IAs and Mohsen suggested we add a student representative. All agreed, and Jennifer will put the word out and contact Kathy Chaika and Aaron Schaefer for recommendations/approval. We also need CTE representation. Jennifer will contact Michelle Schneider and Cory Putnam. And Jennifer will contact Creative Arts faculty.

4. (15 min.) Determine Labs and Centers role in planning, meeting schedule, basic objectives
We will be coordinating Centers on campus—materials and resources, hours of operation, software and equipment needs, and staffing. Our three Cs, which guide us, are "cohesion, communication, coordination."

5. (20 min.) Consider and possibly draft a common SLO for labs and centers
We discussed access and students' knowledge about services as important things to assess. The issue of Centers SLOs also came up, so we decided to collect all of these for our next meeting. We might help each other develop or revise them as the case may be. Laura volunteered to collect them all for us from program reviews. If you've revised yours since the last PR, please send Laura the latest version.

6. (20 min.) SARS information (Michele Haggar)
Michele Haggar led a very informative presentation on SARS in general and more specifically on customization features. She used specific examples from Centers already using various options.
Please contact Michele with any SARS related questions. She is available for troubleshooting, set-up, or simply answering questions.

7. (20 min.) Data information (John Sewart and Milla McConnel-Tuite)
Thank you John, Milla, and Monique for providing us with important survey information and helping us to establish a timeline and "plan." The target date for the Centers Survey is April 9, so we collect information from students before we lose some to Ws. There are various ways to implement the Survey: Embed on website or at various web locations, create links on Center computers, have students in class complete it. PRIE will send out email to all students, probably several times. ESL, Reading, English, and Math will work individually with PRIE on their surveys

5 min. Plan for next meeting.

Agenda for our next meeting, 4/17/2012, 3:30 to 5:30.

Draft a common Program/Admin. SLO
Consider individual Center SLOs
Review Existing Equipment and Software, Hours, and Needs (for what you'd like in the LC)
Review Unmet or Emergency Equipment needs
Other items forthcoming . . .

To-Do:

1. Jennifer will be sending a selection of Program/Administrative SLOs for us to consider in developing one for our Centers.

2. If you've revised SLOs since your last program review, please forward them to Laura. (Laura will collect SLOs from Program Reviews to project for the group if we want to work on them.)

3. Continue to send Jennifer Existing Equipment, Existing Software, and Hours of Operation information.

4. Continue to send James Unmet (from the last lab or center program review) and Emergency Equipment Needs.

Reminders:
1. Target Date for the Centers Survey is April 9.
2. There are various ways to implement the Survey: Embed on website or at various web locations, create links on Center computers, have students in class complete it. PRIE will send out email to all students, probably several times.
3. ESL, Reading, English, and Math will work individually with PRIE on their surveys