

Learning Support Centers Coordination Committee
Meeting Summary

Date: September 4, 2012

Time: 3:30 to 5:00

Location: 12-170

1. Updates

Membership

- Centers Coordinators membership has changed. The leads for each student support center were passed out.
- DSPTS (assistive technology) will become Kevin Sinarle. Diane Bennett- Name should be Digital Media Center (DMC) instead of Digital Media Computer Center. Susan will revise sheet.
- Last year this was an ad hoc group, James is suggesting it be a regular standing academic senate committee with a regular two year term. He will bring it up at governing council.

Peer tutoring

- Is up and running. 20 tutors, 15 disciplines. Utilize appointments or drop in. Peer tutoring course with 31 students starts this Friday 2:15pm. Other 11 tutors are from math center and other centers. Faculty recommenders are really involved in helping the tutors. Demand is high in math and science.

2. SLOs: Planning and Timeline for Review/Revision

- Program learning outcomes (PLOs): need to go to Committee on Instruction (COI) by December or earlier. COI has Sept meeting on the 27th, and if the PLOs were in by then they could go into ACCJC report in October, and into catalog.
- Group agreed to only have #1 of the suggested PLOs. "Students will have knowledge of Center's name resources and how to access them."
- Skipped PLO suggestions 2 and 3.
- Center SLOs – need revisions by December to COI. David Locke can help draft and revise them. Revisions based on assessments, David can help with that too. Either to reflect changes in SLOs or in student learning. Diana suggested #2 and #3 from the PLO suggestions may be part of the individual center SLOs. Leads need to be informed that these SLO revisions that are needed for December COI meeting.

3. Program Review

Do we do a separate PR for Centers?

- The program review forms are being updated and revised.
- Accreditation recommendations would suggest that we have separate program reviews. Susan read from the accreditation recommendations. Std 2C library and learning support services: recommendation was to do comprehensive evaluation of the labs and centers. Susan passed out some Learning Center accreditation information. Discussion followed about separate PR vs. a PR as part of each department. Consensus seemed to be: The review can be attached to each dept

that has a support center. And then the library and LC would have their own PR form. Lorrita Ford discussed the need to provide evidence that the centers contribute to the achievement of SLOs.

- Changes to the program review forms were discussed.

3. Centers Coordination

a. Student hours/credit –

- To Be Arranged (TBA) hours can not generally be provided for by the LC. LC is trying to work out a system by which students using the LC could earn points in class. Jennifer Mendoza is willing to help with TBA hours or other uses for the LC. Textbooks on reserve is one use of LC. SARS is tracking student use by class. Reading is using the LC for TBA hours on an emergency basis for the night students... This led to the announcement by Jennifer that for basic skills classes the LC can be used for TBA hours. Mostly its not being used much because we want students to stay mostly at the centers. Jennifer noted complaints are coming in from students about not having TBA hours at the LC.

b. Textbook reserve coordination –

- Library has reserve resources and so does the LC. BSI has contributed funds for textbook reserves. Textbook reserves should be discussed, so the effort to get more resources is coordinated. State legislature may pass a law to provide open access online textbooks. LC is getting books from every discipline from the bookstore. LC books stay in center, for 2 hours with a 1 hour extension. The LC website will have a list of books up in a couple of weeks.
- TBA requirements for line of sight were discussed, and how distance education classes deal with TBA.

c. Hours of operation –

- Alignment of times to provide the most access and flexibility. Pls send hours of operation to Jennifer. Each lab should also have hours posted on a webpage.

d. Website updates –

- Please keep website updated. Put a check mark on program review to make sure its done.

4. Bring unmet and emergency equipment needs –

- Let James know.

Important dates:

PLO goes to COI in September

Centers SLOs to COI by December

By November 1st the program review data should be ready.

Next meeting is October 2nd, Tuesday; it may be in the Integrated Science Center, need to check the schedule.