Learning Support Centers Coordination Committee (LSC3)
Meeting Summary

Date: December 3, 2013
Time: 3:00 p.m. to 4:35 p.m.
Location: CSM Learning Center

Facilitator: Jennifer Mendoza and Kristi Ridgway

Note-taker: Yaping Li

Attendance: Melissa Green, Cheryl Gregory, Sandra Comerford, Yaping Li, Kathy Diamond, Kathleen Steele, Lena Feinman, Monique Nakagawa, Russell Cunningham, Patti Appel, Jennifer Mendoza, Kristi Ridgway, Sue Roseberry, Teresa Morris, Zorigt Bazarragchaa, Jennifer Hughes

Announcements:

1. Robert's Rules of Order

Kristi reported her discussion with CSM AS president on adopting Robert's Rules of Order for conducting LSCCC meetings: there is no formalized procedure to be used but the Robert's Rule of Order will get more formalized as we go along.

2. PRIE Data

Monique reported her research on other colleges' center assessment methods and data. Their center PRs focused more on assessment of services, such as provisions of services, e.g. training of tutors. Their PRs focused less on students' grades. Monique believed that experimental models were not the best methods in generating center data because of the difficulties of using control groups. The goal is to search for more meaningful /useful data.
English faculty Kathleen argued that it is meaningful to focus on learning outcomes in center assessment and data collection.

3. **Approved 12/3 meeting agenda.**

Old Business:

4. **Approved 11/5 meeting minutes**.

5. Discussed, finalized, and accepted Mission Statement.
    Jennifer will type up the newly adopted Mission Statement.

New business:

6.   **Sharing Trials and Triumphs**: Three lab aides were hired.

7.   **Status of Centers**

    Teresa Morris talked about the procedure to discontinue centers. She said that Program Improvement and Viability Process at CSM has not been updated and there is no existing process to follow. The suggested process is to mimic the PIV process by following AP 6.13.1 Curriculum Development, Program Review, and Program Viability, adopted 4/13, and submitting a memo to COI.

8.   **Data Collection for MIS Purposes**

    Jennifer Hughes introduced Management Information System (MIS), a new funding system from the state that will start next year. MIS will provide some funding for services not covered by registration apportionment. LSCCC came up with the list of services that are not covered by apportionment.

Adjourned at 4:35 pm.