

Learning Support Centers Coordination Committee (LSC³)

Meeting Summary

March 4, 2014

3:00 p.m. to 4:30 p.m.

CSM Learning Center

Attendance

Ron Andrade (note taker), Patti Appel, Zorigt Bazarragchaa, Kathy Diamond, Darrel Dorsett, Sandra Dorsett, Lena Feinman, Melissa Green, Cheryl Gregory, Yaping Li, Jamie Marron, Kristi Ridgway (facilitator), Sue Roseberry, Kathleen Steele, Jennifer Taylor-Mendoza

Review of Agenda

The agenda for February 4, 2014 was approved

Review of Minutes from February meeting

The summary notes from the February 4, 2014 meeting were distributed and approved.

Introductions

Ron Andrade was introduced as the Interim Learning Center Manager. He will be co-facilitating the LSC3 meetings with Kristi Ridgway. Zorigt Bazarragchaa was introduced as new in the CIS lab.

Old Business:

Program Review was discussed and the due date is March 25, 2014. The discussion about "Themes & Trends" started with reviewing "Themes & Trends" from 2013.

- Develop TBA Activities – A few centers are still working on this but there are coordination challenges i.e. Reading and English. Math is working on 16 specific TBA activities for each math course and dropping some TBA requirements.
- Operational Hours – ESL has allowed some of their conversation activities in the Learning Center which has hours until 8:30 pm Mon.-Thur. There are challenges also with staffing and making sure a regular staff or faculty member is available at all times and to lock up labs.
- Lacking Staff – It was advised that getting student assistants hired and trained early is helpful, especially if they can be brought in during the summer so that they are ready the first day of the fall semester. Having adequate staffing for labs to meet requirement for a regular person (faculty or staff) on site at all times is still problematic and can create a liability risk if someone is not staffing the labs. It often falls to faculty to take up the slack.
- Embedded Support Systems – Supplemental Instruction is moving forward. Currently SI is being utilized in math, philosophy, economics and anatomy. Will be expanding in the fall semester into other disciplines.
- Equipment and Computer Life/Replacements – The district has a master replacement list for lab computers/equipment. New equipment requests, beyond replacement of current equipment, should be included in Program Review.

- Tracking Systems – The Learning Center is using Accudemia for tracking usage. There are common problems with getting students to sign in and out. If students sign in but do not sign out there are different practices. The first three weeks of the term ESL gives 1 hour of time to students who do not sign out. After week three they give 0 time when students fail to sign out. Giving students a means of tracking their own hours and not having to ask how many hours they have would be helpful. There will be further discussion at the April meeting.
- Data Collection & Evaluation Systemized – This is coming about with program review and PRIE's data collection.
- Tutors Over Faculty Hiring – CIS would like to hire a CIS tutor to be in the lab to provide help for quick questions and immediate help outside of appointments in the Learning Center.
- Moving Things Online – tabled to next meeting
- More Space & Computers – tabled to next meeting

Suggested Theme & Trend to add for discussion was **Communication between Classroom Instructors and Centers**. Some information beyond just the hours spent in the lab such as what the student was working on or access to tutor session reports to know what they covered.

SLOs - Regular assessments should be done in both Fall and Spring semesters. There was a discussion of the timing of the release of surveys and how long to keep them open. Ron and Jennifer had discussed with John Sewart distributing surveys around the Withdraw deadline but some centers thought that was too late and others wanted it to be closed earlier. PRIE will be working with the centers to establish their preferences for distribution of surveys. At the next meeting Centers should be prepared to let Jennifer know their preferred schedule for collecting data. Program Review will use data for the previous Spring and Fall.

If any Centers want their unique assessment embedded in their PRIE survey they need to get that information to Jennifer by April 30, 2014.

New Business:

Jennifer gave an update on the data collection process. PRIE will handle their regular data collection both Fall and Spring semester and can be flexible with the distribution OPEN and CLOSE dates of surveys. If you want to embed your Center SLO's in satisfaction survey please let Jennifer know by March 25th Jennifer said that, per the accreditation recommendation, multiple modes of assessment have been worked out in general and will be reported in the mid-term follow up report due in October. The assessment modes are:

- User Profile data – PRIE
- Satisfaction Survey – PRIE
- Unique Assessments – based on centers' needs and have a choice to embed with PRIE surveys or do it themselves.. Jennifer will distribute a template for reporting unique assessments and will need to be returned by April 30th.

- Best Practices – A checklist of accepted best practices that Centers can point to will be available at the next meeting.

Announcements

The question of whether it was possible to allow more than one person to have access to edit submitted Program Reviews was raised in those instances where more than one person was working on the report.

Remaining Meetings in Spring 2014:

Tues., **April 8**, 3-4:30 pm

Tues., **May 6**, 3-4:30 pm