

Learning Support Centers Coordination Committee (LSC³)

Meeting Summary

April 8, 2014

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

CSM Learning Center

Attendance

Ron Andrade (faciliator), Juanita Alunan, Patti Appel, Zorigt Bazarragchaa, Russell Cunningham, Kathy Diamond, Lena Feinman, Melissa Green, Cheryl Gregory, Kristi Ridgway (facilitator), John Sewart, Jennifer Taylor-Mendoza

Review of Agenda

The agenda for March 4, 2014 was approved after adding an announcement item from Jennifer Taylor-Mendoza.

Review of Minutes from March meeting

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

Old Business:

Jennifer thanked center leads for submitting their Program Reviews online. Nearly all are in, and those that aren't are in the final stages. She reminded the group that general SARS usage data for each center is available on the LSC3 site:

<http://collegeofsanmateo.edu/labs/lsccommittee.asp>

Prioritization of Instructional Materials will take place when Jennifer pulls these items from the centers' Program Reviews. She will forward the prioritized list to the VP by April 22.

John Sewart asked if there were problems with submitting the learning center Program Reviews online for the first time. Some issues raised: wanting to add spellcheck, copy and paste not always working, changes are not always saved after hitting save button, need more than 1 person with administrative rights to edit. Other suggestions should be e-mailed to Kristi and Ron and they will forward them to PRIE.

Jennifer had the center leads who were present complete the Best Practices Inventory. Ron and Kristi will contact the three centers not represented to have their leads complete the inventory and forward it to Jennifer.

There was continued discussion of Program Review "Themes & Trends" across all centers:

SAME THEMES/TREND CATEGORIES FROM LAST YEAR:

- Moving Things Online – Center leads are investigating ways to make services available online (as appropriate) to increase access. Some centers now use

online tutoring, such as English (Skype, googlechat) and the Learning Center (CC Confer: voice and video; free). Making tutoring sessions/individual meetings available remotely, such as using CC Confer, may be a possibility for centers. Some issues: need for more student training to use my.smccd.edu e-mail accounts and WebAccess -- or any other online tutoring system to be initiated. The Learning Center will be piloting informational sessions to teach students how to use WebAccess.

- More Space & Computers – Some centers (Math, R/ESL) need more space and computers; space needed is not just more space but flexible space for ever-changing activities and group sizes.

NEW THEMES/TREND CATEGORIES:

- Marketing: We need to come up with a brand for the centers and some informational marketing materials, such as a bookmark or flyer that includes all centers on campus.

TO BE ADDED TO A CATEGORY FROM THE PREVIOUS MEETING:

Lacking Staff – Some centers do not have faculty coordinators that receive release time (CIS, Math, and Science); the distribution of this release time should be equitable. Centers that don't already are looking into using volunteers. Also, student pay is increasing, and we need budgets to adjust for this. In addition, services available in the summer are not at the levels provided the rest of the year, and this is also an equity issue.

Program Review Themes and Trends: Ron/Kristi will send this out to the group on e-mail for a final review and last comments before forwarding it to Jennifer.

Program Review Student Survey Dates: Though the link is available now if needed (use the same URL as last time or if you don't have it already, request it from Ron or Kristi), the official launch date of the student surveys is **April 24-May 23**. The yearly practice will be for the links to go "live" each "W" date to the end of the semester. As a reminder, the data set PRIE sends out each year will be sent out once yearly in the fall.

New Business:

The discussion regarding which centers are moving over to Accudemia was tabled to next meeting.

Announcements

Unique Assessments: Ron/Kristi will send out the SLO template for unique assessment again. E-mail this to Jennifer Taylor-Mendoza by April 30, 2014.

A Staffing Update: The Learning Center is in the process of hiring a new Coordinator (to

work with SI) and Instructional Assistant; these should be filled by the end of the month.

Remaining Meetings in Spring 2014:

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