Learning Support Centers Coordination Committee (LSC3)
Meeting Summary
Date: Nov. 04, 2014
Time: 3:00 p.m. to 4:30 p.m.
Location: CSM Learning Center

Attendance: Kristi Ridgway (note-taker), Ron Andrade (facilitator), Cheryl Gregory, Yaping Li, Juanita Alunan, Kathleen Steele, Melissa Green, Russell Cunningham, Jamie Marron, Jennifer Taylor-Mendoza

Review of Agenda
Melissa announced to the committee that the IA for the CIS lab quit with one week's notice, so the CIS lab is without an IA again.

Review of Meeting Summary from Oct. 7, 2014
A few typo corrections are needed; these noted, the Meeting Summary was approved with no objections or abstentions.

New Business

Accreditation follow up visit Nov. 12th
Two visitors from ACCJC will be here and may be interested in talking to the leads of the Centers. Leads should review the follow-up report, which is on the SLO Website. Be ready to explain that we are using four multiple modes of assessment: 1) Usage Survey Data, 2) Satisfaction Data, 3) Unique Assessment; 4) Best Practices.

Old Business
The committee discussed how often to assess the 10 Best Practices of our Centers. The committee agreed to use a cycle so that 1-2 Best Practices are assessed each year with all assessed at least once within a six-year cycle. From the list that the Centers and Labs e-mailed earlier, the committee agreed to use the following as our Best Practices:

1. The LSC has a mission statement congruent with department and institutional missions.
2. The LSC has adequate resources, including but not limited to budget, space, staff and faculty, furniture, equipment/software, technology, and IT support.
3. The LSC serves a targeted, well-defined campus community.
4. The LSC offers services that support student learning amongst the target audience.
5. The LSC uses technology effectively to capture, analyze, and report usage data.
6. The LSC uses technology effectively to enhance individual student learning.
7. LSC partners with other instructional programs and/or support services (EOPS, DSPS, Veterans, Learning Communities, etc.) as appropriate.
8. The LSC assesses its SLOs and prepares and disseminates a program review

annually.
9. The LSC has a visible marketing presence (signage, flyers, a website, etc.) on campus to inform students of its services.
10. The LSC communicates and provides training for faculty, staff and student assistants.

Accudemia Update

Ron announced that Accudemia will replace SARS in the Centers and Labs for Spring 2015. IT is supposed to have Accudemia ready and verify sign ins for each Center/Lab by Jan. 20. Ron will set up the home pages for each Center/Lab, and thereafter the settings can be customized by Ron if you tell him what you want. The page is relatively easy to customize yourself if you need, according to Russell.

Kathleen wondered if students can check their hours on their own, but Ron said they cannot now. IT will have to code something into Websmart for students to be able to look up their hours, and this should be ready for January. Ron said that any computer can be used as sign in, so if you want multiple sign in stations, you will need to let IT/Ron know so that they can make this happen. Cheryl warned that more than one sign in computer may allow students to abuse the sign in privilege (leave after signing in without anyone knowing). Jennifer asked if MRC has an Instructional Aide; it does not and needs one. Kathleen said that our committee should support an IA request for the MRC and for Cheryl to let the committee know what she needs or to brainstorm with her. She suggested checking out grad students who might be qualified since the MRC needs an IA to be able to tutor through Calculus.

TBA hours

Questions raised: What oversight is there, what should there be? What about the funding system?

Jennifer said she is interested in an allocation model for how to fund the Centers if TBA is taken away. Faculty members are worried that if TBA goes away and there is no formula for calculating budget allocations for the Centers, the Centers will be vulnerable to budget cuts.

Kathleen brought up that the VPI and the deans are discussing reassigned time for coordination for the Centers. There is concern about removing IA supervision duties from coordinators and reassigning these duties to deans whose offices are not located in the Centers and who do not work regularly with the IAs. Faculty who are doing scheduling as part of their coordination duties want to continue doing scheduling because having the dean do scheduling changes the management of the centers to a more top down system. Some Centers need instructional aides to do administrative, classified tasks, and the committee should advocate for getting all the centers the instructional aide support that they need.

Yaping reminded everyone that whether or not to be rid of TBA has to go through faculty senate. Also, faculty members need to look at CSM funding formula and the budget. Initially, the lab was volunteer work, then a small stipend; then, a Communication Studies faculty member looked at the formula to try to advocate for appropriate levels of compensation for the level of students the Center served. Also: Right now we are on Basic Aid, but what if we lose it and lose a big chunk of TBA money?

Cheryl raised the issue that TBA should meet the definition of the state or be re-named if we are no longer following the state guidelines.

Jamie said that faculty expertise is essential for Centers to run smoothly, which can sometimes be invisible.

Ron will invite Sandra to the next meeting to provide the committee a sense of where TBA is headed.

<u>Announcements</u>
- Yaping sees the decline of attendance of many labs at the LSC3 meetings. Maybe the LSC3 should meet less often if we are maintaining more than initiating changes? The discussion will be put on the agenda for the first meeting of Spring 2015.
- <u>Reminder from Jennifer</u>: There are 7 Instructional Centers: Integrated Science Center, Math Resource Center, Learning Center, Writing Center, Communication Studies, Modern Language, Reading & ESL Center. Labs are invited to our meetings as well.
- <u>Remaining Meetings in Fall 2014:</u> Tues., **Dec. 2**, 3-4:30 pm: Discussion of TBA