

Labs and Centers Coordinators/Lead Faculty
Meeting Summary

1/24/2012

Notes: Pepper Powell

Attendance: Patti Appel, James Carranza, Sandra Stefani Comerford, Laura Demsetz, Susan Estes, Lena Feinman, Carolyn Fiori, Cheryl Gregory, Yaping Li, Jennifer Mendoza, Kathleen Steele

The purpose of the meeting is to clarify and plan along the agenda items. In the first week of March, we will finalize what was discussed at a second meeting. James will send out a Doodle Calendar.

Susan updated us about the discussion at the Instructional Administrators' Council meeting on January 24, 2012. James attended representing faculty. They clarified our definition of what constitutes a Lab or Center or a lab attached to a specific course. Comprehensive Program Reviews for Labs and Centers, which are stand alone and provide instructional support, are due March 25, 2013. Course specific labs will be completed as part of regular department reviews. Susan will send out an updated and complete spreadsheet with Labs and Centers—locations, lead faculty, support staff. They've added "skills" to lab titles to differentiate them from course specific labs. See faculty handbook for more "lab" info.

We need to verify that all folks listed on the labs and centers grid is accurate. They resolved some questions about architecture/engineering labs and drafting lab. These are unique so Susan will list them with other unique areas the Deans identified, like, photography and athletics.

Changes to draft list:

- Drafting lab is added to photo lab list. 16-111 and 18-202 are labs too
- Add Corey Putnam as support staff in B19
- Add 106 and 108 to Writing Center location
- Add 103 to reading ESL lab
- Add support person to Assistive tech
- Add Michael McDaniel to DGME lab
- Labs and Centers Grid Sheet a work in progress that Susan will update...

1. Strategic Alignment

- a. From students' perspective – how accessible, visible, are we? Could be confusing...how are we networking? How can we organize it? What services/software is available where?
- b. Brochures and web presence, common SLO, hours and services – look at content, market...could be center specific and back page have all listed...update web information on the labs/centers. Info would be helpful for students who need labs with limited hours...would be helpful for evening students to have an area in the LC with everything used. Has been solved by buying more licenses. A way

around the licensing issue could be hours that the alternate sites would be open. There is much interest in weekend hours...afternoon classes seem to be working.

- c. We need a list of software – Jennifer will email everyone with a spreadsheet to sort software needs etc. in columns; also add ideal times; hours the LC can pick up in support of other labs and centers—evenings or weekends, for example. Jennifer will also talk to Marsha regarding a trip to the LC for high school students, and on other things the LC can do to support Student Services.

Common brochure: By March we want to review content. The purpose is to give students brief info about all labs and centers so they know where to go and what is available. A common look – James will talk to Bev first for template/guidelines for brochure...a single card, printed front and back...send a sample out to see if all can live with it. We are looking for content inserted...what do we want listed? Do we want paperless – post only on boards? Use a link? *Awareness is the key.* Labs and Centers websites for sure. There might be an app we can use so students get the necessary information electronically as well.

This is kind of a campaign to advertise all labs and centers services.

2. Data Collection

- a. Update on program review...March 25, 2013 PR is due.
- b. Satisfaction survey and SARS research customization – John Sewart developed...can use SARS to track students, success rates, and other profile data to be pulled. There is a customization option on SARS that we might consider if we'd like to find out any information about why students are visiting our labs and centers. They sign in, they are prompted to say why they are here. It can enrich the info we get from their presence. Need to check to make sure that the customization is still tracking student hours. Send Michele Haggar emails regarding SARS issues.
- c. Satisfaction survey – has been used in the past. How do we want it to look? Has been tweaked for particular use... We need to be able to show student input. We might have general questions, but then add specific questions for different use. Need surveys for program review and accreditation. But has to be feasible for completion on time. Use branching questions to account for area differences. In the past, the survey was loaded on computers for students. Need "PRIE" here to discuss the survey. Need to make sure questions work for program review AND accreditation and that it is workable for PRIE.
- d. Laura to take lead on Satisfaction Surveys. Email surveys to each other then come to next meeting prepared to compare/contrast, look for commonalities or unique needs. Then formalize. Good to have surveys completed in spring, so that the data for this semester can be used for spring 2013 reviews. Laura will pull similar questions from all surveys. Call Lab Satisfaction surveys when sending to Laura.
- e. Objective for March meeting: finalize survey

3. Composition of a “consultation group” for the Learning Center
 - a. Representation: Student Services, departments with LC resources, labs and centers, representation by division?
 - b. Approved; James will appoint people from different areas; this group can input how this consultation group will work and who will be on it; can be done by division...how big will it be? Math and English are big for students and require much coordination with LC; also are in big divisions. Social Sciences/career tech/math and science/student services.
 - c. EOPS/DSPS work with Student Services Rep.
 - d. Anyone can come to meetings, but need a group to advise Jennifer in matters related to instructional and support services in the LC.
 - e. LC Consultation Group will be Social Science, CTE, Student Services, Science, Math, and English. Any person(s) from any discipline of the college is welcome to attend meetings or contact Jennifer with requests. The consultation group is her go-to group of faculty. Representatives also represent labs and centers in their divisions so they need to be in touch with colleagues.
 - f. Probably eight people. James will appoint with feedback, suggestions, and in consultation with everyone, and take to governing council for approval. Currently considering, Jeremy Ball and Steven Lehigh for Social Science, Sylvia Aguirre-Alberto for Student Services, Kathleen Steele for English, Lena for Math, Kathy or Theresa for Science, need CTE. All in agreement with appointments suggested.

4. Measure G Funds
 - a. What is the process that we would like to recommend for distribution?
 - b. \$30K for labs and centers. What type of process do we want to use? This group is setting up the method/recommendation by which get funds allocated...look at program review for unfunded equipment needs. Query un-anticipated equipment needs (broken camera, stolen equipment, etc.) not in program review. If more money left...add staff or more hours for Saturday hours in the LC to support all students. The funds roll-over but we want to spend them reasonably soon given budget uncertainty. James to send out an email asking for unfunded needs from latest Program Review for labs and centers or department review. We might go beyond program review to consider staffing hours...or innovations...priorities for equipment that people did not get, then look at LC weekend hours. Look at Sat classes for timing issues.

Possible times for March meeting dates:

Mon 3/5, 1:15-3:15 or 3:15-5:15 or 5:15-7:15

Tues 3/6, 1:15-3:15 or 3:15-5:15 or 5:15-7:15