Learning Support Centers Coordination Committee

Meeting Summary

Date: December 4, 2012
Time: 3:30 to 5:00
Location: Learning Center

1. Updates
   a. Official Academic Senate Committee Status
   At the end all faculty will vote on ratifying amendments to the bylaws, including the status of LSC.

2. Review LSC Website
   All program data and forms are available at the PRIE site.
   Forms: http://collegeofsanmateo.edu/programreview/forms.asp
   Data: http://collegeofsanmateo.edu/programreview/lsc_business.asp

3. Program Review Process and Timeline
   We reviewed the Centers form and the data at the PRIE site. Thanks to John, Milla, and Monique for making all of our data readily accessible. March 25th is the deadline as usual. We’ll be completing program review annually.

4. Reflections on the past year.
   We reviewed our progress to date—in particular, aligning and updating SLOs, partnering across campus, aligning and coordinating resources and hours.

5. Next steps in Assessment and Organization for Next Semester
   Meeting time will stay the same—1st Tuesdays, 3:30 to 5:00
   Coordinate program reviews and help each other as necessary
   Request I.A./CSEA and student representatives
   In April, we’ll review our PRs
   Track printing resources