

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](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 25<sup>th</sup> 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—1<sup>st</sup> 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