Learning Support Centers Coordination Committee (LSC[3])

Meeting Summary

Date: August 27, 2013
Time: 3:30 p.m. to 5 p.m.
Location: CSM Learning Center

<u>Facilitators</u>: Jennifer Mendoza and Kristi Ridgway

<u>Note-taker</u>: Jamie Marron

<u>Attendees</u>: Jennifer, Kristi, Melissa, Steve, Yaping, Juanita, Kathleen, Sandra, James, Patti, Kathy, Lena

<mark>*Note: Anything in yellow highlight may need your immediate attention.*</mark>

New Business

1. Introduction of new Co-Chair, Kristi Ridgway (Reading/ESL Center). She replaces James Carranza.

2. Update Learning Support Center Contact List

    See attached Contact List and <mark>let Jennifer or Kristi know about any changes</mark>.

2.5 (Additional Agenda Item):

Process request was made by Kathleen Steele and agreed upon by the group.

a) Jennifer and Krisit will send out requests for agenda items prior to setting the agenda for each meeting,

b) Meetings will focus more on "report-outs" from each Center so that we share what we are doing instructionally in our centers to help students.

3. Reading Apprenticeship FIGs (Faculty Inquiry Group)

An RA FIG is a support and sharing group for those who are using RA strategies with students. Jennifer will be running an RA training for the tutors in the Learning Center on September 6. Math/Science FIG, Read FIGs are continuing. FIG for English Department/Language Arts, starting soon. There will be others. Meeting dates and times will be posted on the SoTL calendar. Check with Theresa Martin and Jeramy Wallace for information about how to post the times of your FIG.

ACTION TAKEN: Discussion took place about whether there should be a FIG for LC Coordinators. Decided that for now faculty and instructional aides

will go to any FIG that fits in with one's interests and/or schedule rather than adding a new FIG to the mix. ==IAs/staff should also be invited to these as well==.

Kathy Diamond reminded to start a RA FIG   you need only two people interested in doing RA. She reported Math/Science FIG meetings start with all present participating in an RA strategy. Practice of RA strategies is key.

4. Program Review Survey - due by September 13, 2013

James reminded everyone to be sure to ==do the Program Review Survey at http://surveys.smccd.edu/n/zzzg8.aspx==. Survey should take about seven minutes to complete. Focus your comments on the areas of the Program Review form that you believe need clarification or changes.

Old Business

5. Pinnacle Printing Services

Jennifer reported the discussion that had taken place with Brad from Pinnacle. There is a possibility the price could be lowered to less than $.12 a copy. CSM Centers provide the actual machines (printers), Pinnacle maintains them and the card stations. Each Center reported its anticipated need for a student print station. Some Centers will not participate because they do not have student printing. Some have a need for copying as opposed to printing. Concerns about students who cannot afford to pay for copying costs were brought up. It was reported that EOPS provides free printing to students. Sandra mentioned the high cost of copying as a budget item for the Language Arts Division.

ACTION TAKEN: A decision was made to proceed at the $.12 a copy rate quoted for those Centers expressing need for student printing. Each Center with a student print station would also like to have a card station so that students can obtain a print card on-site. There was some discussion as to whether we should also have a card station that takes credit cards or uses cell phone pay technology on campus; Jennifer said these are more expensive but could look into this in the future. For now, the less expensive cash-only card stations will be pursued.

==If there is missing or inaccurate information regarding your Center on the attached "Pinnacle Information for New Print Stations," please send Jennifer the information by e-mail==.

6. Accudemia

Jennifer announced the college now has an Institutional license for a new attendance tracking system that she finds superior to SARS (SARS is specifically designed for Counseling; Accudemia is specifically designed for Centers). The Learning Center is piloting it this semester to track student hours. Any Center can start using this new system. Contact Nick to get on the system (details to follow/attached). If an individual would like to work in the Accudemia program to get a feel for it, let Jennifer know and she can give you access.

Various Centers commented on the strengths and weaknesses of SARS. Some Centers do not want to change to a new system. Writing Center is trying the create their shell in the system but needs accurate information about how to do so as they are having trouble customizing their settings, such as their appointment times, in Accudemia.

Jennifer will arrange a meeting with Nick to provide a demo and training for those interested.

Jennifer highlighted the advantages she sees in the Accudemia system:

*Data is valid

*More local control in setting it the way you want it to work

*Reports are clearer

*Web-based, so one can do it online anywhere, work on it remotely

Currently both systems are being used on campus. The Learning Center is not using SARS trak any longer; it is on Accudemia. Individual Centers can decide to use it or not, but the license has been purchased and paid for by the Learning Center, so it is available to all Centers on campus. Jennifer suggested that Center leads learn about the program this semester and if interested in moving forward, customize the settings for it now so that they can pilot it in their Centers in the Spring.

Discussion Items

7. LSC3 Mission and Goals (Academic Senate Committee)

At future meetings we need to discuss and decide on the goals for this group. Since the Learning Center and this group was launched two years ago time

has been devoted to getting things up, running, and coordinated. Now we need to decide what are our goals as we move forward.

ACTION TAKEN: To be continued in future meetings.

8. SLOs

<mark>All SLO results for all Centers must be into TracDat by Fri., Sept. 6 or by the middle of September at the latest</mark>. Jennifer gave an overview of what was in and invited those who needed any assistance entering data to contact her.

Jennifer or Kristi will contact you if you still need to take action on this item.

9. Data Collection

John Sewart from PRIE will attend a future meeting. We each need to think about what data we want the system to be set up to gather. Looking at the data will not give us causal relationships, but examining data will help us make observations and analysis. That will help us make more informed decisions that guide our planning.

Kristi asked everyone to be ready to bring their questions about what each Center wants from the data. She asked everyone to look at the chart from the Math Department as an example of a data collection that could be modified.

LSC[3] Meeting Dates for 2013-2014, Tuesdays, same location

ACTION TAKEN: Change in time: <mark>*new time: 3 p.m. to 4:30 pm*</mark>

August 27
October 1
November 5
December 3
February 4
March 4
April 8
May 6

Attachments:
- Reading Apprenticeship Info
- Pinnacle Information for New Print Stations
- Accudemia documentation
- LSC[3] Contact List
- Learning Support Centers SLOs