

## **Learning Support Centers Coordination Committee (LSC3)**

### **Meeting Summary**

Date: May 06, 2014

Time: 3:00 p.m. to 4:30 p.m.

Location: CSM Learning Center

### **Attendance**

Ron Andrade (note taker), Patti Appel, Russell Cunningham, Lena Feinman, Melissa Green, Cheryl Gregory, Yaping Li, Kristi Ridgway (facilitator), Kathleen Steele, Jennifer Taylor-Mendoza

### **Review of Agenda**

The meeting agenda was approved with addition of Results of Best Practices Survey added to Old Business

### **Review of Minutes from April meeting**

The summary notes from the April 8, 2014 meeting were distributed and approved without revision.

### **Old Business:**

Volunteers in Centers: Copies of necessary forms and an explanation by Kristi of the procedures for having volunteers working in Centers. Kristi emphasized that it is up to individual centers/departments to properly vet volunteers. Paperwork can be downloaded from the district's Human Resources portal.

SLO Assessment: The satisfaction survey letter and links were sent to Center leads by Kristi around the Withdraw deadline. Centers have been busy getting survey results. Some are adding the link to desktops and asking students sitting at computers to please click through and complete the survey. Kathleen mentioned that English/Writing has completed their survey. Yaping asked how often unique assessments should be done and entered into TracDat. Jennifer thought that annually would be adequate although since they are "unique" that would depend on the tool the center was using.

Best Practices Inventory Results: Jennifer talked briefly about the results and suggested that this be added as an agenda item for discussion in the Fall '14 semester. There was some discussion about responses identified as "invalid or contradictory" but the inventory is intended as a prompt to discuss best practices and how different centers might make use of them. Cheryl suggested that the discussion in the Fall semester include a review of responses and decisions on practices that centers are interested in tracking and/or pursuing. Jennifer will post the results to the LSC3 web page.

### **New Business:**

Accudemia: Jennifer informed the LSC3 group that there is discussion of having more

consistent use of services across campuses and centers. This includes an interest in having all centers on one tracking system. Some centers reported that the computers currently being used for SARS tracking are older and not capable of running the cloud based applications in Accudemia. Kathleen suggested that Accudemia is not compatible with their needs for scheduling appointments or for recording session reports of the activities of their students. The Writing & English center has been working on an internal system based on Google docs which is a better fit for their needs.

Each tracking system has its limitations and it appeared that no center was completely happy with every aspect of any tracking system they are using. Cheryl commented on the need for consistency of process and policy. As an example, some centers default to giving students one hour of time if they fail to sign out while others give 0 time in that situation. Centers that don't have appointments are not as concerned with which system is used.

Another challenge for centers is the use of centers by students throughout the district. Students enrolled at more than one campus in the district will use whatever center is most convenient and it may not always be on the same campus where they are taking their class. For example, a student may be enrolled in a math class at Skyline but they are using the CSM MRC and its resources.

The ASLT division will make the same Accudemia purchase as last year and Jennifer would like as many centers as possible to move over to using Accudemia as possible. The change would not take effect until the Fall semester with training and implementation done over summer. Jennifer will investigate further the costs of implementation. The centers which expressed an interest in implementing Accudemia were MRC, ESL, Communications, Digital Media and CIS.

SLO mapping: David Locke give an update on the process in TracDat to indicate how center SLO's align with Institutional SLOs. Center's should review their SLO's and determine IF there is an alignment with institutional SLO's. If so, then they can indicate it by checking the appropriate box. David asked that the review be completed, if at all possible, by the end of the Spring '14 semester. Ron will send the distribution list to David so that he can follow up with details.

Tentative Regular Meeting Schedule for Fall 2014: Ron will send out a Doodle Poll to the group to see if there is a different day and time that may work better for meetings in the 14-15 academic year or if we will keep the meetings on the first Tuesday of each month.