Learning Support Centers Coordination Committee (LSC3)
Meeting Summary
Date: Oct. 07, 2014
Time: 3:00 p.m. to 4:30 p.m.
Location: CSM Learning Center

ATTENDANCE
Ron (LSC3 co-lead, Learning Center, note taker) Kristi (LSC3 co-lead, Reading & ESL Center, facilitator), Melissa Green (CIS), Kathleen Steele (Writing Center), Yaping Li (Communication Studies), Russell Cunningham (Business & Technology), Santiago Perez (Anatomy & Physiology), Cheryl Gregory (Math Resource Center), Colby Nixon (Modern Languages), Kathy Diamond (ISC), Jennifer Taylor-Mendoza (Dean)

REVIEW OF AGENDA
The agenda with revisions to move ASLT Dean's Report to top of agenda.

REVIEW OF SUMMARY FROM Sept. 2, 2014 MEETING
Approved with revisions by Kathleen Steele

NEW BUSINESS

ASLT Dean's Update: Jennifer asked the committee if we were interested in being invited to the ASLT division meetings. The consensus was that the members would like to receive the agenda and be invited to the meetings but that their participation would be dependent on the topics being discussed.

Jennifer also provided an update on the discussion taking place regarding the evaluation of faculty coordinators. Certain areas, such as learning communities, have more of a programmatic roles and Jennifer will have some input in the evaluation of coordinators who receive release time for the program coordination of such communities as Umoja and Puente. Her input would consist of general feedback but the evaluation would be done by the appropriate division dean. There is work being done on descriptions of coordinator's roles and evaluations are being planned to be done on the regular evaluation cycle. Jennifer wanted to be clear that there will be one dean completing one evaluation, but she will be offering input.

Best Practices Inventory: The group had three items under discussion with an eye towards culling the longer list into a Top 10.
* How do we support success for our distance education students?
* Adequate Staffing & Funding?
* Involved in institutional new faculty orientation?
As the discussion began with "support for our distance education students" there were questions about the phrasing. Would it be better to reference "online" rather than "distance" education? And where does that leave hybrid classes? There was a conversation about the instructional resources for online/DE students: tutorials, reference

sources, chat rooms, tutoring, video conferences, and email (my.smccd.edu). There was a general impression that many students either did not know how to use or were unaware of the online resources available. It was suggested that it would be helpful to have a central repository of online help resources that linked to "how-to" information and tutorials for students that covered WebACCESS and setting up their student email accounts. The question of accessibility was also raised as any video tutorial would need to be captioned. Given the mix of different labs & centers, there were questions whether a Best Practice was supposed to be applicable to individual labs & centers or whether it was as a learning support group.

Kristi moved the discussion to the next Best Practice which was Adequate Staffing & Funding. The discussion centered on whether the labs & centers could get firm commitments of funding from divisions so that planning could take place to put resources towards meeting missions/goals/Best Practices.

Kristi suggested, and the committee agreed, that in order to better define a list of Best Practices and have a productive discussion that each lead/coordinator would review the longer list and use it as a starting point for developing one or two Best Practices under each heading (General, Program Evaluation, etc.). They should be prepared to identify one or two that they believe are most significant or appropriate. Leads should send their list to Ron & Kristi to be compiled and discussed at the November meeting with the intent of coming up with a Top 10 Best Practices which our labs and centers could hold in common and incorporate into Program Review.

OLD BUSINESS

Accudemia Update: Discussion postponed until next meeting due to time constraints

ANNOUNCEMENTS

Yaping circulated a copy of what she and Kate Motoyama developed as the duties of the Communication Resource Center Coordinator.

Future Agenda Items: Committee would like an update on TBA hours at the college. There were questions about how they are counted and the funding that comes from them. Also needed is a discussion about how to handle lab use by non-CSM students or students who are cross enrolled.

Remaining Meetings in Fall 2014:
Tues., **Nov. 4**, 3-4:30 pm
Tues., **Dec. 2**, 3-4:30 pm