

Learning Support Centers Coordination Committee (LSC3)

Meeting Summary

Date: Mar. 03, 2015

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

Location: CSM Learning Center

Facilitator: Ron

Note-taker: Kristi

1) Review of Agenda

Add items to Announcements (see below).

2) Review of Meeting Summary from Dec. 2, 2014

Approved with some typo corrections.

3) New Business

Program Review

Update of 14-15

Usage reports are on the LSC3 website if you need them.

We will check on the due date for Program Review. It appears to be 3/30.

Cheryl announced that pending changes in the Math Department and Center regarding TBA may delay getting the Program Review out on time or make the Program Review be turned in with incomplete forecasting. Kathy said that the Program Review is about the previous year but she has traditionally included the current year's information in the report.

There was more discussion about TBA. Kathleen pointed out that Language Arts needs faculty appointments and load dedicated to the Centers for the instructional support these Centers offer. Foreign Language and RESL have decided to keep TBA for now. Two years ago, most biology courses got rid of TBA (most of the faculty time in the Center is volunteer Office Hours).

Best Practice Inventory

Ron gave a reminder that we don't need to include an assessment of the Best Practices Inventory this time, but this will be evaluated the next cycle. Each Center should pick 1-2 from the master list to implement for 2014-15 and then assess for this cycle of the Program Review (due next year).

New SLO Centers Assessment Language for 15-16

The committee has revised the language for item #1 and #3 to be the following:
#1 – Comment on the success rates of any LSC SLOs that are aligned with specific program SLOs. (delete the word “rates”)

#2 – (ok as is)

#3 – Do any LSC SLOs support/reinforce the GE SLOs? If so, what do these results reveal? (new language, rewritten)

Communication of Equipment Requests

Equipment requests are for new items, not replacement ITS items.

The question was raised: If a computer crashes in a Center, who do we go to: Division Dean or ASLT Dean? The group suggested that the two deans involved make the decision who pays.

Kathleen said that the reporting and budgeting structure is not clear, so it needs to be made more clear. The committee would like both the primary dean and the dean of ASLT to report what was approved for equipment requests.

4) **Old Business (none)**

5) **Announcements**

Russell reported that they are working on the IA job description right now, but that it is difficult to find the right description. There is no full-time IA in the CIS lab and hasn't been since last semester. Russell is helping open and close the lab right now. Last time, it took 8 months to get someone in the CIS lab because of the difficulty in finding someone qualified (with a bachelor's degree) to work for less pay than an industry job.

The Multimedia Lab does not have an IA, and is also having trouble finding a part-time person who is qualified. The office assistant is trying to help fill in. MRS, which is open 40 hours a week, also has been denied continuously for their requests for another IA.

What about hiring an adjunct as part-time adjunct, part-time staff?

Juanita wanted to hear about census reporting data, but it will take Ron about another week to have anything to report about Learning Center usage.

Kristi's two-year term as the faculty co-lead of LSC3 is ending this semester.

Next Meeting: April 7, 2015