

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

### **Meeting Summary**

Date: Apr. 07, 2015

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

Location: CSM Learning Center

Facilitator: Ron

Note-taker: Kristi

#### **1) Review of Agenda**

Approved without revision

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

Approved with some typo corrections.

#### **3) New Business**

Prioritizing FY 15-16 Requests – There will be a meeting of unit deans to prioritize requests from departmental Program Review documents for staff, equipment and instructional materials. Ron will email around the information and the center leads were asked to give a rank order of the requests from the 7 centers of high-medium-low and URGENT NEED. There will be additional space to make comments that are more in depth in describing the need.

Themes and Trends – Ron will distribute the Themes & Trends document from the previous two reviews. The center leads were asked to review, revise and be prepared to discuss Themes & Trends at the May 5<sup>th</sup> meeting. Jennifer is working on a ASLT division program review to include other programs within the division which do not complete a program review i.e. Honors.

TBA hours – Ron brought up the question of TBA hours being accurately reflected in reports. He was concerned with activities being reported, such as homework, which are expressly not allowed per the To Be Arranged (TBA) Hours Compliance Advice Legal Advisory 08-02. Jennifer said she will consult with division deans about TBA hours and how they are being counted. Ron and Kristi will try to explore what labs/centers at other campuses are doing with regards to funding not tied to TBA. They are interested in identifying whether there are models which still allow for the same or similar levels of faculty support in the centers. The impact on LOAD is an additional concern. ISC faculty are frequently using the center as a place to hold their regular office hours.

#### **4) Old Business**

FY 14-15 Instructional Material Requests – Jennifer reviewed the approved instructional material requests for AY 13-14. Lab and center leads are encouraged to contact their division offices about those funds.

#### **5) Announcements**

New organizational structure at ISC – Dean has had a 25% assignment as ISC support. He will be leaving and the new ISC structure is going to have 100% of the position supporting Astronomy so that 25% time in the ISC will be lost. Kathy Diamond and David Locke will be

splitting reassigned time for ISC administrative duties. David Locke will need to be added to the LSC3 distribution list.

Looking for new co-chair for LSC3 – Kristi is in the last semester of her 2 year term as LSC3 Co-chair and will not be returning to the position. The other center leads are encouraged to strongly consider taking on the role.

**Next Meeting May 5th,**