

Learning Center
Summary of Full-time Faculty Retreat
March 16, 2012
8:30 a.m. to 1:00 p.m.

Learning Specialists present: M. Caproiu, D. Flores-Kagan, D. Williams

1. LAC Courses

- a. Faculty agreed that limitations on LAC 100 enrollment be in place. They will review information sent by LaDonna Trimble, meet again to discuss the process (interview questions, etc.), and confer with LaDonna about initiating the limitations for 2012-2013.
- b. Discussion took place about lowering the units for LAC 100 from three to two and requiring Learning Center tutors to enroll in the course within two semesters of employment, becoming CRLA certified as a result.
- c. Magdalena wants to teach LAC 200 in-house, but Diane did not concur because it had been agreed at the Feb. 10 faculty meeting with Dr. Parnell that a plan to promote LAC tutor training courses be developed and allowed to progress. This should make it possible for LAC 200 to have a large number of enrolled students by Spring 2013.
- d. Diane will send LAC 299, Master Tutoring, to AP&P.
- e. LAC course SLOs have been adjusted in WEAVE and are 100% in compliance.

2. Early Alert (EA)

- a. Dorothy has worked out a way for EA Email to be sent to a general Email address: academicskills@avc.edu.
- b. Categorical folders and a spreadsheet are accessible to Kristie, Karen, and Scott.
- c. Dorothy suggested Kether as a candidate for possibly managing EA in the future.
- d. The EA manual is nearly complete.

3. CRLA Ceremony

- a. Faculty discussed holding the event though fewer students are receiving certificates. They agreed to hold it on May 31 from 4-5 in the Learning Center.
- b. Course instructors for 2011-2012, Magdalena and Dorothy, are asked to send lists of students receiving certificates to Michele who will have them ready before she leaves in May for an extended vacation.
- c. Magdalena will host the event this year.

4. Tutor Osher Scholarship

- a. Diane expressed surprise on being informed that students had to apply by the January 2012 deadline to be eligible. She suggested that, in the future, LC tutors, faculty, and staff be systematically notified well in advance of the due date.
- b. The criteria for the awarding of the scholarship has been established (2011-2012 tutor, 3.0 GPA, 3.5 GPA preferred, CRLA certificate preferred).
- c. A letter of recommendation from the candidate's tutee is not required.
- d. The AVC Foundation needs a list of LC tutors each school year to ascertain who is a tutor when scholarship applications are received. Dorothy reported that Kether is willing to receive each center's list of tutors to combine into one complete list and will send such to the Foundation each year.

(over)

5. Learning Center Coverage

- a. Dorothy has completed paperwork for the adjunct pool and will be available to work after June 30.**
- b. Diane has discussed with Dr. Parnell the possibility of working as an adjunct during July in Palmdale where most classes will be held in order to supervise writing tutoring, to teach writing workshops, and to meet with students for ILIPs.**
- c. Lancaster Fall 2012 evening coverage preferences include the following: Mondays, Magdalena; Tuesdays, Dorothy; Wednesdays, Karen (as she has been assigned in the past); and Thursdays, unknown. Diane wants to continue to work Wednesday evenings at the Palmdale Center.**
- e. It was agreed that faculty will recommend to Dr. Parnell an increase of hours for academic skills adjuncts, Karen and Kristie, and will inquire as to the dual role of Dorothy as an adjunct for both academic skills and supervised tutoring, including the training of tutors.**

6. Other

- a. The date for the next meeting of the Learning Center Advisory Committee is Friday, April 20, from 3-4:30 pm. Dorothy will announce the event to faculty well in advance of the date.**
- b. The Student Success and Equity Committee has no Website to host "Faculty Information and Tips" or FITS. Dorothy suggested including it under Faculty Resources on the Learning Center Website.**
- c. Dorothy wants to propose a presentation on metacognition for the fall CRLA conference and asked if Magdalena and Diane wanted to participate.**
- d. Dorothy shared her dream to have AVC host a local tutorial conference to include entities such as AVID, Sylvan, Challenger, and home schooling.**
- f. Dorothy does not want a costly retirement party, preferring instead to have the event held on campus either in SSV 151 or the Learning Center. Diane suggested that attendees could make a donation to the tutor scholarship. She will send a description of the event to Magdalena, Jill, and Kether for their input. A possible date to hold it? Friday, May 18 or 25. Refreshments could include cake and punch.**