

The Promotion of Learning Center Programs and Services

LAC = Learning Assistance Center; LC = Learning Center

MC (M. Caproiu); DFK (D. Flores-Kagan)

Category	Promotional Activities	Location: Lancaster Campus	Location: Palmdale Center	Location: Online	Personnel Responsible
LAC Courses 020, 098, 099, 100, 200 and MATH 020, 021	1. Choose classes/class schedule			X	MC & DFK
	2. Announce to campus entities	X	X		"
	3. Outreach to AV community** (publicity and presentations)	X	X	X	LC Faculty
	4. Attend division meetings*	X			"
	5. Connect with CSUB Educ. Dept.	X			MC & DFK
	6. Contact ASO re: tutoring club	X			"
	7. Visit high schools	X	X		LC Faculty
LAC Faculty Academy Presentations	1. Faculty Professional Dev. Calendar/Opening Day pres.	X	X	X	LC Faculty
	2. Announce to faculty			X	"
	3. Onsite presentations	X	X		"
	4. Post PPTs on LC Website			X	DFK
LAC Faculty Workshops and ILIPs	1. Post workshop & 411 schedule	X	X	X	DFK
	2. Distribute paper copies	X	X		LC Faculty & Staff
	3. Announce to campus entities			X	"
	4. LC teams attend division mtgs*	X			LC Faculty & Staff
	5. Availability of referral forms	X	X	X	DFK
	6. Research Early Alert options			X	LC Faculty
	7. Offer Fast Track option	X	X		"
	8. Posters for workshops & 411	X	X	X	LC Faculty & Staff
LC Faculty In-class Workshops	1. Announce to faculty			X	LC Faculty
	2. Create description of workshops/post online			X	LC Faculty
	3. LC teams attend division mtgs.	X			LC Faculty & Staff

<p><b>411 Sessions</b></p> <p>ML (M. Lathrop) TL (T. Lopez) TR (T. Raper) RT (R. Trejo)</p>	<ol style="list-style-type: none"> <li>1. Announce to all AVC</li> <li>2. Distribute paper copies</li> <li>3. LC teams attend division mtgs*</li> <li>4. Posters for workshops &amp; 411</li> <li>5. In-class session option</li> </ol>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p>Tutorial Specialists</p> <p style="text-align: center;">“</p> <p>LC Faculty &amp; Staff</p> <p style="text-align: center;">“</p> <p>Tutorial Specialists</p>
<p><b>LC Tutoring</b></p> <p>(Team visits to classrooms to be coordinated by the employee who receives the request)</p>	<ol style="list-style-type: none"> <li>1. Announce to campus entities</li> <li>2. Email to all AVC students</li> <li>3. LC team visits to classrooms</li> <li>4. LC teams attend division mtgs*</li> <li>5. Tutor ambassador option</li> <li>6. Contact ASO re: tutoring club</li> <li>7. Outreach to AV community** (publicity and presentations)</li> </ol>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p>LC Faculty &amp; Staff</p> <p style="text-align: center;">ML</p> <p>LC Faculty &amp; Staff</p> <p style="text-align: center;">“</p> <p>LC Faculty &amp; Staff</p> <p style="text-align: center;">MC &amp; DFK</p> <p>LC Faculty &amp; Staff</p>
<p><b>LC Supplemental Instruction (SI)</b></p>	<ol style="list-style-type: none"> <li>1. Announce to campus entities</li> <li>2. LC team visits to classrooms</li> <li>3. LC teams attend division mtgs*</li> <li>4. Outreach to AV community** (publicity and presentations)</li> </ol>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>	<p>LC Faculty &amp; Staff</p> <p style="text-align: center;">“</p> <p style="text-align: center;">“</p> <p style="text-align: center;">“</p>
<p><b>LC Resources for Students</b></p> <p>(Team visits to classrooms to be coordinated by the employee who receives the request)</p>	<ol style="list-style-type: none"> <li>1. Create inventory of resources</li> <li>2. Availability of LC brochure</li> <li>3. LC Website/handouts &amp; links</li> <li>4. Dispense paper handouts</li> <li>5. Emphasis on critical thinking component of LC Website</li> <li>6. List of instructional videos</li> <li>7. LC team visits to classrooms</li> <li>8. LC teams attend division mtgs*</li> <li>9. Outreach to AV community** (publicity and presentations)</li> </ol>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p>Tutorial Specialists</p> <p style="text-align: center;">TR</p> <p>LC Faculty &amp; Staff</p> <p style="text-align: center;">“</p> <p style="text-align: center;">MC &amp; DFK</p> <p>Tutorial Specialists</p> <p>LC Faculty &amp; Staff</p> <p style="text-align: center;">“</p> <p style="text-align: center;">“</p>

LC Resources for Faculty	<ol style="list-style-type: none"> <li>1. Regular updates to Faculty Resources section/LC Website</li> <li>2. Emphasis on critical thinking component/Fac. Res. Section</li> <li>3. Demonstrations of resources at faculty events</li> </ol>	X	X	X  X	MC & DFK  " LC Faculty
<p>LC Promotion of all Programs and Services (in general)</p> <p>(Team visits to classrooms to be coordinated by the employee who receives the request)</p> <p><a href="mailto:traper@avc.edu">traper@avc.edu</a> x6864</p> <p><a href="mailto:tlopez27@avc.edu">tlopez27@avc.edu</a> x6863</p>	<ol style="list-style-type: none"> <li>1. Annual survey/students</li> <li>2. Annual survey/employees</li> <li>3. 2/x semester student evaluations/each center</li> <li>4. Availability of LC brochure &amp; posters around campus</li> <li>5. LC Website revision</li> <li>6. Moving banner/AVC Website</li> <li>7. LC on Facebook/links to LC Website</li> <li>8. Information table 1<sup>st</sup> week of classes</li> <li>9. Open House event/incentives</li> <li>10. Exhibit of LC promotional materials and photographs</li> <li>11. Demonstrations of tutoring/role plays/roundtable discussions</li> <li>12. Align with Outreach Office for presentations/student tours</li> <li>13. Articles in student newspaper and Spotlight newsletter</li> <li>14. LC team visits to classrooms for LC orientations</li> <li>15. Scheduling of classroom visits to LC for orientations/Email&amp;ext.</li> </ol>	  X X  X X X  X X X  X  X  X	  X X  X X X  X X  X  X  X	X X   X X X             X	ML & team "  Tutorial Specialists TL & TR & DFK (PD)  ML & team DFK & S. Burns  ML  RT & team TL & team RT & team  LC Faculty  TL & M. Hernandez  MC, DFK & team  LC Faculty & Staff  (TR or TL notify LC Faculty & Staff)

	16. LC teams attend division mtgs*	X			LC Faculty & Staff
	17. Outreach to AV community** (publicity and presentations)	X	X		"
	18. LC Orientations at faculty events (new faculty, opening Day, Flex events)	X	X		LC Faculty
	19. LC Website/ student & faculty orientations (videos)			X	TR & team
	20. LC orientations/SOAR High School students	X			"
	21. GOOGLE Calendar of Events for LC			X	ML & team
	Coming soon? LC link on AVC main page				

\*Attendance at Division Meetings: DFK will obtain a list of divisions and meeting dates and times. Upon receipt, the list will be sent to LC faculty and staff to determine availability to attend. Each team can then contact the division dean/admin. asst. for permission to attend. **Information to present includes the ones on this grid:** LAC courses, LC Faculty Academy events, workshops and ILIPs, in-class workshops, 411 sessions, LC tutoring, SI, resources for students, resources for faculty, LC classroom orientations, classroom visits to LC for orientations, and any events (Open House, LC Advisory Committee meetings, etc.). Note: Time will be limited, so a brief mention and description of each of the above might have to suffice.

\*\*Outreach to AV community: Agenda item for discussion at the first LC meeting in Fall 2014.