

Learning Center (LC) Faculty Meeting Summary
May 23, 2014, 11:30 to 2:30 p.m., Off-campus location

Present: Dr. M. Caproiou, J. Bowers, D. Flores-Kagan, R. Velinda. Absent: K. Jorris, K. Martin, W. Rider

Announcements:

1. Wendy received the Outstanding Adjunct Award! Congratulations to her!
2. A Learning Center survey was sent to AVC students and personnel; Michele will send the results.
3. Dr. Parnell's evaluation was sent to full-time learning specialists only; adjuncts should have been included.
4. Apportionment – Diana Keelan wants the LC to collect it for LAC 900 and 901.
5. The faculty salary schedule has been updated to reflect last year's cost of living increase.
6. The CRLA ceremony is set for May 30 from 10:00 to 11:30 a.m. in LC 114.
7. SMARTHINKING will be available for summer session.
8. Some learning specialists will miss a few days during summer; Magdalena will be gone three weeks. The absences have been noted, and substitutes will be requested.
9. Tutor Lingo is an online tutor training program widely touted at the ACTLA Conference; we might want to find out more about it.
10. A stable budget (line item) for the hiring of tutors and adjuncts is much needed.
11. Learning Express Library (LEL) might be useful for DLAs. Rega and Wendy have agreed to cull lessons to review.
12. Clickers for PPT presentations are now available.
13. Rega agreed to try-out the student assessment test, talk to Tooraj Gordi about PAWS, and compare what she learns to the possible application of LEL as a tool for pre-assessment. She will report back to LC faculty at the fall retreat.
14. There is a video captioning service available called RapidText which will do captions for California community colleges with grant funding. Since it is important to have captioning for deaf and hard-of-hearing students, Diane will contact the vendor's representative to find out the particulars about it.

Department Chairs

Diane learned that department chairs will be voted on at the division meeting on Opening Day in August. After discussion, Learning Specialists agreed that a department chair for Learning Assistance should be assigned. Language Arts has one. If a chair is to be assigned to Academic Development, the position should be shared by two co-chairs, one for Reading and one for Learning Assistance. The reasoning is that they are two different disciplines with completely different pedagogy.

Senate Representative

Diane also learned that AVC Senate representatives will be chosen at the division meeting on Opening Day. Learning Specialists agreed that the Learning Center needs a representative. Diane is very willing to serve.

Comprehensive Program Review

This will take place in the fall. Instructions will be sent by the Program Review Chair as to the process for completing the review. All LC faculty and staff will be asked to participate in program review. In line with it, Diane and Magdalena are the co-leaders of accreditation Standard II.B.9-12 for learning support. It is anticipated that some of the information in program review might possibly apply to Standard II.B.9-12.

Adjunct schedule for summer and fall

Adjuncts have been assigned to Lancaster and Palmdale for summer. Diane asked everyone to send her their workshops topics, dates, and times in order to post the schedules. Although learning specialists completed a form regarding their day and time preferences for fall, the schedule has not been received. (*Note: The Learning Center Preference Request form was re-sent to learning specialists by Donna Casey. It is due on July 21.*)

SLOs for LAC 901/Spring 2014

Tally sheets were provided. As soon as they are received and combined, Diane will record the results in WEAVE.

411 Sessions

Dr. Parnell asked that 411 Sessions be added to the faculty workshop schedule. Faculty agreed this is doable. The workshop schedule will be titled "Learning Center Workshops and 411 Sessions" with mention in the text that workshops are faculty taught.

Classroom visits for the purpose of student orientations

Dr. Parnell also requested that LC team presentations be made about LC services. Information about resources (onsite and on the LC Website) and a pitch to recruit tutors, citing the benefits of tutoring, can be given. Learning Specialists discussed having a staff member perform the scheduling of the classroom LC orientations, asking for faculty and staff volunteers, a method that might be conducive for keeping track of LC orientations. *(Note: It was decided at an informal summer LC meeting on July 9th that the employee who receives a request to visit a classroom for a LC orientation will contact all LC faculty and staff to ask for a volunteer to accompany her).* Faculty also agreed that classroom requests for in-class instructional workshops will continue to be within the purview of faculty.

FAQ about the LC

Dorothy originally prepared this document, and Diane updated it in 2012 and posted it on the Faculty Resources page of the LC Website. Two years later, it needs another update, so Diane will revise it. It should be posted on the Faculty Resources page of MyAVC when completed.

The next LC faculty retreat will take place later in Fall 2014 (time and date to be announced).