

LEARNING CENTER COMMITTEE

Minutes 11/21/12

SANTA ANA COLLEGE

Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Attendance: Matthew Beyersdorf, Molly Colunga, Javier Galvan, Martha Guerrero, Elissa Hassel, James Harris, Shelly Jaffray, Mike Lewis, Melanie Mowrer, and Kathy Walczak

Minutes from 10/31/12 approved.

Reports

Discussion regarding hours and coverage (required, requested, adjusted, afternoon, etc.). Matthew offered to create a chart that will list all hours that have been requested by department and will have it ready by the next meeting. Should Friday and Saturday be added? It was determined that the first semester will better dictate what the hours should be. It is important to remember that students can NOT have their DLAs signed off without the appropriate instructor present. (For example: a *Reading* DLA can only be signed off by a *Reading* instructor.)

Shelly discussed Dr. Rose's support of the project, noting that she considers the center an "Institutional Necessity" and will back it 100%. Faculty are encouraged to build it into their syllabi as a requirement. Shelly also informed the committee that Judy Iannacone will help the committee to use *Survey Monkey* to poll the students to determine their needs.

Modern Languages – Javier Galvan provided a comprehensive chart for Modern Languages dept. See attached.

Reading – Reading would like 6-8pm on Tuesday.

English – See above.

ESL/EMLS – Mike Lewis reported that ESL/EMLS have not yet met but will discuss the hours when they do.

BSI

Shelly commended Melanie for her support in completing the requests. Discussion followed. It was noted that Communications would like to be a part of the committee and will attend future meetings.

DLA

Kathy Walczak discussed DLAs and has hand-outs from Long Beach City College. There will be a workshop that will be important to attend.

Modern Language addressed DLAs see handout mentioned above.

Dean's comments

See above.

Shelly did reiterate that this center should not be used to make loads, just as the Writing Center has not been used to make loads but should always be used as extra pay.

Meeting adjourned.

Next meeting Wednesday, December 5, 2012 at 1:15pm in D-202