

Santa Ana College-Mission Statement-The mission statement of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students to transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Humanities Learning Center Committee Minutes

Meeting attended by: Gary Bennett, Molly Colunga, Kathy Walczak, Martha Guerrero, Matt Beyersdorf, Shelly Jaffray, Elissa Hassel, Melanie Mowrer.

Date: September 19,2012

Time: 2:08 p.m.

Agenda Topic #1: Deadline

Deadline is Fall 2013

How to serve students best and look at spacing for student's needs.

Agenda Topic #2: Parties to the Project

Writing Center (Matt Beyersdorf & Gary Bennett), Modern Language Lab (Martha Guerrero), Reading Lab (Kathy Walczak & Molly Colunga),and ESL Lab (Elisa Hassel &Melanie Mowrer)

Agenda Topic #3: The needs of each department and lab/center

Who needs what in each department. Having by-weekly meetings to discuss the main ideas and supplies needed for each department/lab. Combining the labs into one large room.

Agenda Topic #4: Financial Commitment

Dr. Rose has allotted \$40,000.00 for instructional supplies. List of supplies must be turned in by December 31,2012 to Martha. Need to research the cost of software programs, laptops, computers, and faculty/staff cost.

Agenda Topic #5: Further Action

Shelly suggested how the writing center, language, reading, and ESL labs can work together.

Molly suggested creating a separate lab class for Reading N49 & N50 and students presently use computers.

Kathy suggested having a 1hr. a week bridge classes ½ unit lab & ½ unit class.

Shelly-Can other disciplines be open to students and how can we reach out to them?

Elisa-shared that classes N49-110 need weekly lab attendance and supplemental instruction to help students with their grammar.

Gary- suggested reading strategies for other disciplines to integrate students and having a calendar of workshops, events, and a website.

Matt-Need to have classes that can teach Instructors techniques and have one area to serve them all. Need to share the needs of other students in the labs to make the best use of time.

Shelly/Gary- shared the tracking system that Chaffey College uses for their students.

Martha- shared the possibility of having expandable or clear walls in one large lab room.

Melanie- suggested having new lessons on writings and how students can come receive tutoring in the lab/s and a schedule of writing topics available for students.

Kathy asked about the software aspects and how we can best use the funds.

Shelly- shared how to best utilize the staff/faculty in labs.

Matt- shared "What needs to be done"

- 1.How many students in the lab?
- 2.What are the peak periods?
- 3.What are the computers needs of the students?
4. Is there any overlap?

Agenda Topic #6: Future Meetings

Must have Bi-weekly meetings to document student success.

Next meeting October 13, 2012

Topics: Lab usage and what your labs want to have. What we currently have and what we're going to have.

Agenda Topic #7: Other

Shelly-Long term goal is to have more money. Look at last Title V grant for ideas. Think of configuration of turning D-110 into a classroom to D-110 Writing Center. How can we make better use of D301, 306, and 307? If we want to be at the Chaffey level, we have to have dedicated faculty and it will perhaps take approximately up to 3 years, to serve the whole college.

Meeting adjourned 3:15 p.m.

Humanities Learning Center Committee Minutes

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Meeting attended by: Gary Bennett, Matt Beyersdorf, Molly Colunga, Karleen Farris, Javier Galvan, Martha Guerrero, Jim Harris, Elissa Hassel, Shelly Jaffray, Mike Lewis, and Kathy Walczak.

Absent: Melanie Mowrer

Date: October 3, 2012 Humanities Learning Center Committee Minutes

Time: 2:10 p.m.

Minutes from 9/19/12 approved

Agenda Topic #1: Reports on Lab Usage- current and future

Reading-

Foreign Language-Fall is shorter than Spring. 1,584 hours have been reported this semester. Piloting of Spanish & French program now & future needs must have the language lab for student's success. A large space is needed with dividers. Foreign language is one of the subjects that will require the most space. Rooms 301-305 are currently being used by other disciplines.

English-3rd floor is the best floor to create one large lab space. Currently rooms 301-305 are being used by other disciplines. **The writing Center D-110 is the only room for English/EMLS assistance. One large room is needed with dividers.**

ESL- Is the other subject that will require as much space as Foreign language. Room to grow is needed in the labs. English-3rd floor is the best floor to create one large lab space.

Agenda Topic # 2 Program Overlap

Reading- Priority to have new computers to serve all levels of the subject.

Foreign language-Overtime the language lab will expand as they grow.

English-Stay open longer hours: 8:00 a.m. to 9 p.m. Mon-Fri and Sat. if possible.

ESL-Have an all purpose lab to accommodate all subjects at any given time. Need a good tracking system to see how these students's pass from class to class.

Agenda Topic #3 Future needs

Reading-New computers and soft ware programs.

Foreign Language- Lab was updated 5 years ago and now more updated soft ware programs are needed. \$3-4,,000.00 is needed to have the lab mediated and it can also be used for training for everyone.

English- Have a fully mediated classroom (302 or 309), and 110 and a smart board. We need to look at the reporting & best balance of tracking students. Need to combine and integrate talkers and silent students & maximize the space.

ESL- Have stations of different subjects in 307. Need to have a skills lab area with soft ware programs that can be used by ESL and Reading.

Agenda Topic #4 Third floor reconfiguration ideas

DR. Rose wants the lab on the third floor.

Reading-Descriptions of rooms were given. 306 can be used as a quiet area.

Foreign language-Space were Instructional Asst. sits can be reduced and also the small room that connects the ESL/Language Lab to create more space.

English- Need to have a quiet and a loud (language) area for students to do work. Need to look at the reporting & best balance of tracking students. Can we take down the walls & use partisans to use as large, small, or semi large areas?

ESL-Particians can be installed along the back walls of 307. What walls will be taken down to find less peak hours (3-4) for workshops for ESL, Reading, and Language. Can we limit 306 to computers only?

Agenda Topic #5 Financial Commitment

Reading

Foreign Language to get it mediated we would need \$3,000.00

English – As the Language Lab and ESL grows, how much money will be needed? Is a processing space feasible in the Lab.?

ESL

Other

Look into Santa Monica College tutor program. Find out what walls can be knocked down to see if it's feasible and any difficulties that may arise. What do we need as far as staffing/budget? Make sure to communicate with others.

Mission Statement-Matt will look into it.

Meeting adjourned 4:00 p.m.

Next Meeting October 17, 2012

**Learning Center Committee
Meeting Minutes
October 17, 2012**

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Meeting attended by: Matthew Beyersdorf, Javier Galvan, Martha Guerrero, Shelly Jaffray, Mike Lewis, and Kathy Walczak.

Absent: Gary Bennett, Molly Colunga, Jim Harris, Elissa Hassel, and Melanie Mowrer

Date: Wednesday, October 17, 2012, Learning Center Committee Minutes

Time: 2:10 p.m.

Minutes from Wednesday, October 3, 2012, were approved.

Agenda Topic #1 – Reports on lab staffing needs and requirements

Reading – At the moment there is adequate staff. There is room to grow lab which will be an advantage. Future plans are to be open for four days a week. If doing DLAs, there would be a need for more instructors. Can't get positive attendance and more income. If it's a reading DLA, it has to be a reading instructor. Right now students are independent, but if students do more DLAs, then we need more reading instructors.

Foreign Language – Would like instructors from each language available for tutoring French, Spanish, and Vietnamese. Also, how many classes are offered? Currently, Spanish 102 has the most students. Eighteen to twenty hours for foreign language for students' needs.

ESL – No comments.

English – We can have instructors to help in English classes and literature. What we predict are that teachers are needed to help students: English instructors for English students and Reading instructors for Reading students.

Leave-a-Legacy Program request – Funds request is due on Friday, October 19, 2012.

Matthew presented a rough draft of the funds request to the committee; comments and suggestions were made; funds request draft was approved. Matthew to submit the final funds request via e-mail.

Other – Matthew to invite Nick Quach to our next meeting regarding CI tracking possibilities. List of people working what hours in the labs. More concrete staffing hours and more visual on

future lab. Need to allocate the twenty hours each per department (foreign language, reading, English/ESL) for instructors; there are about 56 hours to divide. Is it possible to have the lab open on Saturday for short hours? One of our goals is to tie DLAs to actual course work. We need an institutional goal. Talk to Department Chairs on developing specific programs and workshops.

Meeting adjourned: 3:05 p.m.

Next meeting: Wednesday, October 31, 2012, at 2:00 P.M.

**Learning Center Committee
Meeting Minutes
October 31, 2012**

T

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Meeting attended by: Matthew Beyersdorf, Howard Chau, Molly Colunga Martha Guerrero, Shelly Jaffray, Mike Lewis, Melanie Mowrer, and Kathy Walczak.

Absent: Gary Bennett, Jim Harris, Elissa Hassel, and Javier Galvan

Date: Wednesday, October 31, 2012, Learning Center Committee Minutes

Time: 2:07 p.m.

Minutes from Wednesday, October 17, 2012, were approved.

Agenda Topic #1- Review of redrawn map of the third floor

302 will be attached to computers. We do not have enough room in D-302 for computers from D-110. We can create 1 or 2 entries in the lab for students. 301-1 may be a printing area and does not need a smart board instead we need a projector.

Agenda Topic #2- Discussion with Howard Chau regarding the logistics of combining all of the labs

Suggested 1 network drop in D-302. Laptops, I-pads window tablets and pc tablets are more versatile. If 20 computers are installed, then more power is needed. Power from the 3rd & 4th floor will need to be run. Laptops run less energy and are more cost efficient. Laptops & Pads use less power and require fewer drops. If more power is needed, Ron Jones needs to be contacted from M&O. Tablets (Dell) I-Pads are harder to work with. He suggested that students go online to a network outside of SAC to check in for their work in the Lab.

Agenda Topic #3 Dean's comments

We need to have an instructor for each subject. We do not want an ESL instructor helping a student with English. She reported Dr. Rose said this is a top priority to have this Learning Center. The learning Center Specialist will train & supervise tutors. It will be a classified position. We need to make the plan in motion. Why do we want a Learning Center? Our regular (majority) students get no help but EOPS, Fresh Exp, ECT. Do. There will have to be a faculty Instructor at all times in the Lab. We need to do as much as we can.

Agenda Topic # 4 Reports on lab staffing needs and requirements and instructor staffing

Reading- 20 hours

Foreign Language- 20 hours

ESL-20 hours (split)

English- 20 hours (split)

The 20 between ESL & English are to be split but the amount has not been determined.

Agenda Topic #5 Leave a Legacy Program request update

We were not selected.

Agenda Topic # 6 BSI request

Amount to be determined

Agenda Topic # 7 Proposed name change

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

**Learning Center Committee
Meeting Minutes
December 5, 2012**

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Meeting attended by: Gary, Bennett Matthew Beyersdorf, Molly Colunga Martha Guerrero, Elissa Hassel Shelly Jaffray, Mike Lewis, and Kathy Walczak.

Absent: Gary Bennett, Jim Harris, Elissa Hassel, and Javier Galvan

Date: Wednesday December 5, 2012, Learning Center Committee Minutes

Time: 2:08 p.m.

Agenda Topic #1- Approval of previous meeting approved

Agenda Topic #2- ESL report on lab staffing needs and requirements and instructor staffing

Need to have the capability of an interactive program – listening & respond that is much needed in ESL. It was suggested that we have a loud Lab and a soft ware program too – methodological approach. McGraw Hill's textbook Connect is a good book to have. Javier would customize the handbook. Matt will look into the possibility of computers being donated by McGraw Hill. Do we want ESL, English, and Reading having a partnership with computers?

Agenda Topic #3 BSI requests

\$ 92,128.00 was approved and committed to our proposal.

Agenda Topic # 4 What's next?

Logistics – where to put things. How do we hand out DLA's and how do we create them? \$1,000.00 per department for DLA'S. Matt will forward the information to work on the DLA'S.

Agenda Topic # 5 Dean's comments

Shelly suggested having a representative from McGraw Hill to introduce and explain textbook Connect to committee. She also suggested having a walk thru during Flex week for the future Learning Center. Also, we need to come up with policy and procedures for the future Learning Center.

Next meeting?

Other

A suggestion of having a cubby box with comma splices, fragments etc... for the future Center

Meeting Minutes
February 6, 2013

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Meeting attended by: Matthew Beyersdorf, Molly Colunga, Javier Galvan, Shelly Jaffray, and Kathy Walczak.

Date: Wednesday February 6, 2013 Learning Center Committee Minutes

Time: 2:08 p.m.

Agenda Topic #1- Approval of previous meeting approved

Agenda Topic #2- Staffing

Should all faculty get 1 LHE? We can propose for equal pay and speak to FARCD. It was suggested that Molly speak to Jim Harris on how he proposed to FARSCD. There are 128 hrs.budgeted for staffing classified employees. We want to work for the needs of the students.

Agenda Topic #3 Class Schedule Narrative

By the middle of March we could put a box in the class schedule informing students about The Learning Center.

Agenda Topic # 4 Logistics

Where will equipment be stored? Where do we want check-in and check-out? It was suggested that there be multiple check-in & check-out entrances. The need to minimize student traffic is important to avoid disruption to other students. ESL computers do not have enough capacity for more software programs. It was suggested to keep D-306 the Quiet area and D-301 Loud/Pronunciation area. It was suggested that we relocate the computers in 307 reading lab and use that are for tutoring.

.

Agenda Topic # 5 Dean's comments

Shelly believes all instructors should require DLA'S. Also, send out survey to colleagues regarding the Learning Center and benefits. We have to be practical of what we're doing the first year and what the top 5 or 10 things our students need are. She also shared how Santa Barbara Community College works with students and tutors and their assessment before and after tutoring.

.

Next meeting

February 20, 2013

Other

Javier will bring what he's working on and Kathy will bring information to next meeting.

Workshops? How long should they be? It is important to have workshops to reinforce what students have learned & also help them with word citing and all the information students get at the beginning of the semester. Genice is considering using a room with computers for Reading in the A building or any room available

Humanities Learning Center Committee Minutes

Meeting attended by: Gary Bennett, Molly Colunga, Kathy Walczak, Martha , Matt Beyersdorf, Shelly Jaffray, Elissa Hassel, Melanie Mowrer.

Date: March20, 2013

Time: 2:08 p.m.

Agenda Topic #2: Name change

The Learning Center-TLC/User group

Agenda Topic #3: Equipment ordering

Martha, Gary, Kathy, and Nick are working on getting a bid possibly 2 bids for equipment. Laptops with touch screen and tablets are recommended more useful for small spaces vs. desktops and smart boards.

Agenda Topic #4: Check-in procedures/stations

Make decision on the 2 stations. We should have 1 check in station where a person can sit down and should also have a person to greet students. 307 & 301-check in stations or have 2 stations in 307.

.Agenda Topic #5: Summer staffing hours

Last Summer '12 Reading & ESL. Labs were open. It is projected that this Summer '13 we will be open for 10 hours a week starting 6/24/13 for 6 weeks. We have more sections in English. Kathy will let Matt know the hours for ESL & Reading.

Agenda Topic #6 Fall orientation for faculty

Wednesday of Flex week for 1 hour @12:00 p.m.

Agenda Topic #7 Hiring and training of tutors

Budget for 4-we need 2.Training will be Flex week and they would get paid.

Agenda Topic #8 Group update on departmental lab time- bumped to next meeting 4/3/13

Agenda Topic #9 DLA issues/development

Look at student's time as doing activities. For languages it's 29 classes and we have to develop 116 DLA'S. Aprox. \$21.00 to pay instructors. We can ask full timers & then part timers to duplicate the examples of the DLA'S from the full timers. Javier requests \$4,000.00 to pay instructors for DLA'S.

Agenda Topic #10 Webinar "The Tutor Program Playbook:

We can buy a Webinar-How to run a LAB. Mary will arrange all interested.

Agenda Topic #11 Trip to the Success Center at Cerritos

Mary will arrange time in April.

Agenda Topic #12 TBA hours/Supplemental Learning must be mentioned in the catalog, the schedule of classes, and online listing of classes.

No TBA hours. Not in catalog.

Agenda Topic #13 the course outline of record must specify number of contact hours related to TBS. Does that need to go through the Curriculum Committee? - No

Javier does 4 hrs. as homework. It's up to the instructor

Agenda Topic #14 Mission Statement

Melanie thank you. The Mission of the Santa Ana College Learning Center is to provide quality supplemental instruction in reading, writing, modern languages, and speech. Utilizing an innovative delivery of instruction. The Learning Center offers personalized one on one instruction, customized directed learning activities, state of the art computer software programs, and student success workshops in a dynamite learning environment.

Agenda Topic #15 SLOs- Bumped to next meeting 4/3/13

Other

D-110 needs document camera, desktop computer, and a projector to mediate the classroom. Estimated cost is \$6,000.00.

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Humanities Learning Center Committee Minutes

Meeting attended by: Gary Bennett, Molly Colunga, Kathy Walczak, Martha , Matt Beyersdorf, Shelly Jaffray, Elissa Hassel, Melanie Mowrer.

Date: April 10, 2013

Time: 2:08 p.m.

Agenda Topic #: Approval of Minutes

Approved

Agenda Topic #2: Equipment ordering update

Furniture Rep. broke up the furniture into sections and included making ADA ADAPTATIONS. Recommended 14 tables and wheelchair access adding 1 more table for a total of 15 tables. Optional-different configuration. Fire code requirements out of compliance with ADA by 18 inches in the Language Lab.Room 302-charcoal color chairs. Quote was good and will order chairs & tables are within the budget and will order A.S.A.P. It was recommended that document camera and projector is a better choice than a smart board. 35 computers will fit in the tower and monitors are better.

.Agenda Topic #3: Approval of Javier's and Melanie's request for funds to create DLAs-

Approved for both Javier 4,000.00 & Melanie 2,400.00. English will give \$1,00.00 & Reading \$500.00 to Modern Languages (Javier) Names of instructors to be turned in by June 1, 2013 to create status changes/stipends.

.Agenda Topic #5: Master list of people working in the LEARNING Center for Fall 2013`

Agenda Topic #6 Hypothetical

If we could knock down a wall, we would need to find out the low bearing walls in rooms 306 or 307

Agenda Topic #7 Other

Reading may not be able to staff their hours. It was suggested that the hours be given to English. There has to be an instructor in the TLC for every hour it is open for student's convenience. We should have professional posters made for The TLC Center. Questions for Cerritos

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Humanities Learning Center Committee Minutes

Meeting attended by: Matt Beyersdorf, Molly Colunga, Javier Galvan, Elissa Hassell, Shelly Jaffray, and Melanie Mowrer.

Date: April 17, 2013

Time:

Agenda Topic #: Approval of Minutes

Agenda Topic #2:

Agenda Topic #3:

Cerritos-Accutrack shows students success. There is concern of our TLC being understaffed. \$150.00 per DLA VS. \$50.00 per DLA here at SAC. Workshops will become more popular right before midterms/finals. We can create a DLA for every workshops. Kathy needs to have titled change.

Agenda Topic #4:

Hours for TLC- 8:00a.m.-8:00p.m. M-TH and 10:00a.m.-2:00p.m. Fri. Currently waiting on the availability of instructors. Not all hours will be covered by instructors even if we don't get an apportionment. Expect a visit from??? in October 2014. Give TLC staffing list to Pam and have Martha create a list of?????

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, and 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.

Humanities Learning Center Committee Minutes

Meeting attended by: Gary, Bennett, Matt Beyersdorf, Molly Colunga, Karlene, Farris, Javier Galvan, Elissa Hassel, Mary Huebsch, Shelly Jaffray, and Kathy Walczak.

Date: May 1, 2013

Time: 2:07 p.m.

Agenda Topic #: Approval of Minutes

Approved

Agenda Topic #2: Equipment ordering update

Do we want to make 302/307-1 a workshop room? Ideally do we want 30-40 students to be in workshops or do we want less than 20 like Cerritos? D-307 makes for a better workshop because it is more visible for everybody. Martha initially got a furniture quote for room D-302 but it was decided that Gary will get a quote for D-307-1 instead. **It was decided by the committee to mediate D-110 & D-302.** Mary will meet with Strand A members to get approval of the mediation of D-110 & D-302.

Agenda Topic #3: Master List of people working in the Learning Center for fall 2013

Agenda Topic #4: Questions that need answers

Agenda Topic #5: Mission Statement

Delete the words User Group. Add Communications Studies and EMLS. Mission statement to be put in every room in TLC.

Agenda Topic #6: SLO review:

We have to be able to access them.

Meeting Adjourned 3:07 p.m.

Next meeting Wednesday May 15, 2013