

PALM BEACH STATE COLLEGE

STUDENT LEARNING CENTER CLUSTER MINUTES March 26, 2014 BA 123 1:45-4:00p Lake Worth Campus

ITEM 1. WOnline Update

Lyam Christopher and Autumn Rosencrantz

Discussion: Lyam and Autumn provided a demonstration of WC online, which is a program that is being piloted at Lake Worth and allows students to reserve appointments from anywhere at any time online. Supervisors can block off times as needed if tutors are absent, as well as draw on student input and recorded tutor comments. Live tutoring is currently disabled but is a possible feature to explore at a later time, as are book and resource checkouts and other similar features. Students who break their appointments (3 or more) can be automatically blocked.

Action: Pilot testing will continue for the next year while the subscription is active. Decisions about the continued or expanded use of WC will be made as more information about our utilization of it becomes available.

ITEM 2. 16-Hour Refresher Course Update

Elizabeth Caulfield and Susan Bierster

Discussion: The refresher course offered through CCE will be developed by the SLC learning specialists and taught by adjuncts. The format will be two or three weeks long and a total time of 16 hours, which will be divided up into a brief overview of fundamentally important topics as decided by the committee.

Action: We are now at a phase of development where the committee is currently working on discipline specific objectives. Meetings to decide the course content and materials are currently being scheduled for both in person and email discussions.

OTHER. –

1. LaTanya McNeal, the new SLC manager at the Belle Glade campus, was introduced to the cluster.
2. LaTanya presented her idea of storing CRLA documentation online rather than via paper folders, and invited anyone who was interested to join her in using technology to streamline CRLA accreditation.

3. Jesse Rogers announced the training titled “Coaching to Completion” that will be offered for SI leaders across the whole college to attend on Friday, March 28 at the Lake Worth Campus. In it, Steve Arterburn and Jesse Rogers will give a sneak preview of a presentation they are scheduled for at the upcoming 2014 International SI Conference in Chicago held this May.

Attendance:

Stephen Arterburn
Florence Bennett
Yoshua Carhuamaca
Elizabeth Caulfield
Liam Christopher
Paul Estriplet
Sherry Hall
Dana Hamadeh

Audrey Lawrence
Mayetta Lee
LaTanya McNeal
Ewa Neginsky
Lisa Newton
Espe Noble
John Pierson
Jesse Rogers

Gina Rose
Adele Shapiro
David Simms
Marjorie Simon
Erin Sullivan
Carrie Thompson
Helena Zacharis

Submitted by:

Jesse Rogers, Scribe

c. Minutes Distribution List

**Refresher Courses
Math, English, Reading**

Timeline:

April 2014	May 2014	June 2014
<ul style="list-style-type: none"> • Discipline groups meet to agree on course objectives and establish a curriculum plan. Groups provide written objectives and plan to the SLC managers. • Groups begin working on the curriculum 	<ul style="list-style-type: none"> • Groups continue working on the curriculum. • Managers schedule training in MyFoundationsLab if needed • Managers work with deans on scheduling and room requirements 	<ul style="list-style-type: none"> • Groups finalize curriculum • Courses scheduled on each campus during July-August for the summer semester.

Discipline Groups:

English	Reading	Math
Kathy Darling Sherry Hall Carrie Thompson (Chair) Florence Bennett	Lyam Christopher Kathy Darling Wesley Wells Helena Zacharis (Chair)	Yoshua Carhuamaca Paul Estriplet Dana Hamadeh Ewa Neginsky John Pierson Marjie Simon

Questions:

- **What is the primary goal of the courses?**
 - To provide a quick refresher for some of the skills needed in ENC 1101 and MAT 1033.
 - The courses are NOT designed to replace prep or to teach any material in-depth
- **How will they be graded?**
 - S/U – Satisfactory/Unsatisfactory
- **How many students can enroll in a course?**
 - Will depend on room size – could be up to 25-30
- **Will the courses be covered by Financial Aid?**
 - No – they will be CCE courses
- **How will they be marketed?**
 - Through several departments
 - SLC flyers
 - Advising
 - CCE marketing
- **Who will schedule them?**
 - They will likely be scheduled by the deans or associate deans on each campus.
- **When should the courses be offered?**
 - One section of each on all campuses during July/August
 - One section of each on all campuses around November (tentative)
 - One section of each on all campuses around April (tentative)
- **What is the estimated cost per student?**
 - It will be kept low, but we won't know the exact cost until they are scheduled.
- **Who will teach them?**
 - Adjuncts hired by the department chairs. Credentialing TBD