

PALM BEACH STATE COLLEGE

STUDENT LEARNING CENTER CLUSTER MINUTES
October 13, 2015
1:30pm to 3:30pm
BA123 - Lake Worth Campus

ITEM 1. What can faculty do to support the four Performance Funding measures (Job Placement/Continuing Education, Completion to 3-4 years, Retention, and Entry Level Wages)?

Discussion: The cluster members discussed various ways the college could support retention and completion. Learning Specialist Wes Wells suggested awarding certificates at specified completion points. Learning Specialist Mara Abrams suggested having students check in with an academic advisor routinely. Learning Specialist Tomas Pena suggested offering internships at the end of degree completion. SLC Manager Debra Singleton stated the SLC cluster needs to devise a retention plan that can be clearly measured. She also suggested offering a consistent message so students can apply and transfer what they have learned in the SLC across academic disciplines. Learning Specialist Jesse Rogers suggested having a system in place for communicating student needs and progress to an academic advisor. SLC Manager Helena Zacharis informed the cluster of existing systems to track student activity on campus, which could be used to track lab visits and demonstrate SLC retention initiatives. She also suggested targeting students repeating courses, like MAT 1033c and ENC 1101, which the *Links to Success* programs currently does.

Data/data source: N/A

Action: N/A

ITEM 2. Review Cluster Minutes Guidelines -

<http://www.palmbeachstate.edu/academicservices/Documents/sectiong.pdf>

- A. Minutes should be prepared and distributed no more than one week after a cluster meeting is held.**
- B. Minutes should be prepared using the standard minutes template located at <http://www.palmbeachstate.edu/academicservices/documents/TemplateClusterMinutes.doc>. Minutes must address any identified district issues set forth by the VPAA.**
- C. Any cluster recommendations should be in writing and sent to the VPAA in addition to being in the cluster minutes.**

D. Any curriculum changes (new courses, revised courses, etc.) must be initiated through the established curriculum process (<http://www.palmbeachstate.edu/curriculum-development>).

Discussion: N/A

Data/data source: N/A

Action: N/A

ITEM 3. (SCIENCE CLUSTER ONLY) Reminder to file paperwork to discontinue AST courses (AST1103 and AST1004).

Discussion: N/A

Data/data source: N/A

Action: N/A

ITEM 4. Updates from SLC Managers

Discussion: SLC Manager Elizabeth Caulfield shared the SLC program outcomes, which have been modified from last year. She requested the program outcomes-related data from each department before the deadline at the end of the Spring semester. Helena Zacharis updated the cluster on the outcome of the SLC Managers' budget meeting with Richard Becker and encouraged the learning specialists to be conservative in scheduling OPS staff. Debra Singleton stressed the need to provide additional, concrete data to justify the staffing and budget.

Data/data source: N/A

Action: The learning specialists will collect the necessary data for the program outcomes and submit it to Elizabeth Caulfield before the deadline. The learning specialists will be conservative when scheduling OPS staff.

OTHER.

ITEM 1. Request Form for SLC Services

Discussion: Debra Singleton informed the cluster that she created a form for faculty and other departments to request SLC services, which will help to provide clear data on SLC resource usage. Learning Specialist Carrie Thompson suggested also creating a post-service survey to show the impact of the requested service or resource.

Data/data source: N/A

Action: N/A

ITEM 2. PASS Program Updates

Discussion: Jesse Rogers updated the cluster on the success of the PASS Program, a resource offered to MAT 1033c students. He attributed the success and steady attendance to having an allocated room and faculty participation.

Data/data source: N/A

Action: N/A

ITEM 3. National Day on Writing

Discussion: Carrie Thompson announced plans for the Lake Worth English/Writing Lab's third annual National Day on Writing event and shared the flyer with committee members.

Data/data source: N/A

Action: N/A

Attendance:

Mara Abrams
Kevan Bennett
Susan Bierster
Elizabeth Caulfield
Holly Chase
Barbie Edgar
Marc Fedderman
Michelle Gomez

Sherry Hall
Audrey Lawrence
Mayetta Lee
Ewa Neginsky
Lisa Newton
Espe Noble
Tomas Pena
Sean Rath

Jesse Rogers
David Simms
Debra-Anne Singleton
Erin Sullivan
Carrie Thompson
Wesley Wells
Helena Zacharis

Submitted by:

Sherry Hall, Scribe

c. Minutes Distribution List