

MEETING MINUTES
SLC CLUSTER MEETING
MARCH 22, 2012
2:00 PM – 4:00 PM
BA 123



ITEM 1: FALL COMBINED TUTOR TRAINING UPDATE

Elizabeth Caulfield, Boca Raton SLC Manager, gave an update regarding the Fall Combined Tutor Training. The training will be held at the Boca Raton campus on Wednesday, August 22, the day before fall classes begin. Elizabeth will send out a Save the Date soon- once she confirms that our event does not clash with Student Convocation. The reserved room holds 281 people; we are expecting approximately 200 attendees. Critical Thinking will be the basis of the theme. The planning team requested funding for breakfast, but it is not expecting the request to be granted. The group discussed other options, such as full-time staff contributing money. The group also discussed logistics of the tutor training. One suggestion was changing the time allotted for breakout sessions from 45 to 50 minutes, with 10 minutes in between. Sessions will be held in close proximity to minimize time needed between sessions. Debra Singleton also made the point that tutor training is a big expense in terms of labor costs; we may need to consider limiting the training to tutors who are not yet CRLA level 3. Dana Hamadeh suggested that we allot 10 minutes during the general meeting for Barbie Edgar to explain what CRLA is and how the hours work.

ITEM 2: SLC WEBSITE

Dana Hamadeh, Learning Specialist for the Lake Worth Math Lab, is in charge of revamping the SLC Website. Elizabeth Caulfield, Marjie Simon, Wesley Wells, Michael Roth, Yoshua Carhuamaca, and Dana Hamadeh will meet in the summer of 2012 to discuss the redesign. Dana will be in charge of the implementation of the design. The redesign is being done to make our cache of resources more easily accessible to students and staff and to make our website more user friendly. Palm Beach State will be moving from the current website maintenance software, Ingenuix, to a new software sometime in the near future. Once the transition is completed, a few representatives will learn the new software and will be in charge of website maintenance.

ITEM 3: SPRING 2012 TUTOR TRAINING

Every spring, Dana Hamadeh, coordinates a series of tutor trainings. This year's sessions began on January 23 and will run until April 13. New interactive and instructive workshops were created and offered, all of which were CRLA approved and dealt with the college's QEP theme of Critical Thinking. Dana thanked the presenters who volunteered their time and did a wonderful job. Videos of the tutor trainings will be posted on the SLC website on the Streaming Video page of Staff Resources - <http://www.palmbeachstate.edu/x15144.xml> The page will be locked to limit access to PBSC employees. To view videos, log in using your PBSC Username and Password.

ITEM 4: SLC LEARNING OUTCOMES

Elizabeth Caulfield, Boca SLC Manager, has been working on the learning outcomes for the SLC. The learning outcomes are entered into a program called Weave Online, which will be replaced by a new program next month. Critical Thinking needs to be linked to at least one learning outcome. Most of our outcomes have exceeded the benchmarks. We have no data regarding the CRLA yet; we want all tutors to be Level 1 within one year of employment. According to the Student Survey, we exceeded expectations. We also exceeded expectations in regards to Graduate Student Satisfaction. Each SLC must have two outcomes specific to their campus. Lake Worth's outcomes deal with seminars and prep online.

ITEM 5: FAREWELL CATHY

Cathy Seyler, Palm Beach Gardens SLC Manager, is retiring after 12 years at Palm Beach State. The group took a moment to honor Cathy and her many contributions to the college.

IN ATTENDANCE:

Yoshua Carhuamaca, Marjorie Simon, Espe Noble, Steve Arterburn, Dana Hamadeh, Adele Shapiro, Ewa Neginsky, Connie Licostie, Sherry Hall, Elizabeth Caulfield, Paul Estriplet, David Simms, Bette Miller, Debra Singleton, Helena Zacaris, Erin Sullivan, Jesse Rosens, Wesley Wells, Cathy Seyler, and Lyam Christopher.

Scribe: Erin Sullivan