



**AGENDA/MEETING MINUTES**  
**SLC CLUSTER**  
**March 25 / 2:30 pm / BA123**

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**ITEM 1. News and updates**

Discussion: Yoshua Carhuamaca was recognized for being approved to attend the Kellogg Institute. Bette Miller was introduced to the cluster as a new learning specialist at the Lake Worth campus.

**ITEM 2. Learning Outcomes (Guest Speaker Helen Shub)**

Discussion: Helen spoke the cluster about the need to identify areas of our program that we could focus on for improvement (areas do not necessarily have to be directly related to learning), and then set several district-wide goals to address the issues. After implementing our plans to meet those goals, the results will be measured.

Action: Carol Bond will be chairing a small committee with representatives from each campus that will report to Helen and carry out this mandate. Although time is short since the project must be completed in its entirety by the end of this year, the cluster is very confident in its ability to meet the challenge.

**ITEM 3. Combined Fall Tutor Training**

Discussion: A theme of "Creating a Great Experience at the SLC" has been chosen for the first district-wide tutor training/orientation event. A tentative date has been set for Wednesday, August 18<sup>th</sup>. Learning Specialists will begin promoting the event to staff.

Action: Mayetta Lee (Lake Worth) and Kathy Darling (Belle Glade) have volunteered to co-organize the training in the fall, and numerous others have already volunteered to be responsible for logistics, to present in breakout sessions, and also to survey, evaluate, and report back to the cluster on the success of the meeting.

**ITEM 4. LS Evaluations for Tutors**

Discussion: Cathy Seyler posed the question of how each campus evaluates tutor performance. Dana replied that on Lake Worth, every OPS tutor is evaluated in the same way as regular staff, and the reports are forwarded to HR, and that tutors were generally excited about having the opportunity to get feedback and recognition in their evaluations. Elizabeth Caulfield explained that the same is done at Boca, but with a modified evaluation form that is not submitted to HR.

**Action:** Jesse suggested that an evaluation process that is more formalized, uniform, but custom fitted for the tutor position could be one of the outcome areas that Helen asked the cluster to work on. This idea and others will be considered by Carol and her team.

**OTHER.** Dana Hamadeh announced that tutors who complete her training course will be graduating on April 16 at 10:00 am in room AH216, and she invited and encouraged any supervisors to attend if possible. Kathy Darling expressed an interest in translating much of her hardcopy learning materials into a more accessible online form, and invited input or cooperation from anyone who is interested.

**Attendance:**

Elizabeth Caulfield  
Catherine Seyler  
Mayetta Lee  
Marjorie Simon  
Dana Hamadeh  
Kathryn Darling  
Florence Williams  
Lowrie Osbourne  
Gina Rose  
Deborah-Anne Singleton  
Bette Miller  
Espe Noble  
Erick Delgado  
Steve Arterburn  
Yoshua Carhuamaca  
Carol Bond  
Paul Estriplet  
Audrey Lawrence  
Ewa Neginsky  
David Simms  
Barbie Edgar  
Jesse Rogers

Submitted by:

Jesse Rogers, Chair

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Jesse Rogers, Scribe