



CLUSTER AGENDA
Tuesday, October 27, 2009
3:00 p.m. – 4:00 p.m.
Lake Worth Campus, BA123

ITEM 1. News & Introductions

Discussion: Jesse Rogers, SLC Cluster Chair opened the meeting and introduced new Learning Specialists Kathy Darling from Belle Glade, Debra-Ann Singleton from Lake Worth, and SLC Manager Cathy Seyler from Palm Beach Gardens.

Action:

ITEM 2. Pros & Cons of SLC operations on holidays/development days

Discussion: Cathy Seyler asked about the rationale and history of opening the labs on Development Day. The practice is believed to have begun about two years ago with a request from the LW Provost to keep the lab open for students. LS reported that a number of students are using the labs on such days. Steve suggested that keeping the lab open may help to maintain a manageable load on the labs during weeks with student holidays. As a general policy, the labs are open whenever the libraries are open. For future Development Days, the SLC may ask Susan Bierster to send an email informing others that the SLC will be open on a limited basis.

Action:

ITEM 3. Level 3 CRLA Certification discussion

Discussion: Jesse expressed thanks to Barbie Edgar for her efforts in securing Level 3 certification. Barbie said the accomplishment was a team effort. She noted that the certification would not need to be renewed for the next two years. The cluster discussed the challenge of maintaining standards of training college-wide. The current training offered by LW is an excellent beginning. Dana is expanding the program to include tutors outside of math.

The cluster agreed that an annual joint training would help maintain consistent training. The suggestion was made that by video streaming, such training could be made available to all. The cluster decided that tutors would maintain their certification by updating it. Elizabeth said she thought there should be some limits on payments to tutors who were attending training beyond Level 3. The cluster determined that tutors would be given the option of attending an additional 10 hours of paid training per year beyond Level 3 certification in order to keep CRLA training current.

Action:

ITEM 4. Combined Spring Training

Discussion: The Cluster discussed the feasibility of holding a joint tutor training for tutors from all campuses. Elizabeth said there is strong interest on the Boca campus for such training. The SLC wishes to hold such a joint training. Steve expressed concern about the driving involved for tutors. LW campus was determined to be the best site for the training because of its central location. Tutors will be paid at their regular pay rate. Various dates were considered; the cluster decided that the week prior to the start of classes would be the best time. The cluster noted that this request should be made as soon as possible. Jesse asked for volunteers to serve on a steering committee to begin planning the training.

Action: **Tutor Training Committee members**

Steve Arterburn	Paul Estriplet	Jesse Rogers	Florence Williams
Elizabeth Caulfield	Mayetta Lee	Cathy Seyler	
Barbie Edgar	Lisa Newton	Marjie Simon	

The cluster will ask Carol Bond to talk with Susan Bierster and seek her assistance in securing the Duncan Theater, gymnasium, or other large meeting room along with rooms for breakout sessions.

OTHER. CPT preparation

Elizabeth Caulfield said that students occasionally seek CPT preparation. The SLC policy is that the SLC does not provide CPT remediation. If requested by an advisor or administrator, the LS may inform the individual about the CPT materials available on the SLC website. SLC services are restricted to currently enrolled students.

Attendance:

Steve Arterburn	Barbie Edgar	Lowrie Osborne	David Simms
Joshua Carhuamaca	Paul Estriplet	Jesse Rogers	Marjie Simon
Elizabeth Caulfield	Dana Hamadeh	Gina Rose	Debra-Ann Singleton
Lyam Christopher	Mayetta Lee	Cathy Seyler	Florence Williams
Kathy Darling	Lisa Newton	Adele Shapiro	

Submitted by:

Cathy Seyler, Scribe