

STUDENT LEARNING CENTER CLUSTER MINUTES

August 19, 2016

10:45 a.m. – 12:00 p.m.

BA123 - Lake Worth Campus

ITEM 1. New Cluster Chair and Scribe

Discussion: Elizabeth presided.

- Erin Sullivan will no longer be the cluster chair due to her new position.
- Elizabeth asked for any volunteers to be the new chair and scribe for the upcoming year.

Action:

- Marc Fedderman will be the new cluster chair.
- Sherry Hall will continue as scribe.

ITEM 2. New Performance Evaluations

Discussion: Elizabeth presided.

- Not everyone was able to attend the performance evaluation meetings. Managers and learning specialists should attend both the staff and manager meetings. Part-time learning specialists will be evaluated with the Professional Performance Appraisal. Full-time learning specialists and SLC managers will be evaluated with the Administrator & Manager Performance Appraisal. The Classified Performance Appraisal should be used for tutors and administrative assistants.

Action:

- Barb Matias was emailed to see if more sessions will be offered since so many were unable to attend the first round. Additional sessions will be offered later in the semester.

ITEM 3. Student Services & Academic Affairs

Discussion: Helena presided.

- The Student Learning Center has been moved under Student Services, but we still need to maintain strong connections with Academic Affairs because we work so closely with faculty.

Action:

- The SLC managers and learning specialists will attend both Student Services and Academic Affairs meetings and be involved with both departments.

ITEM 4. Faculty Engagement Form

Discussion: Helena, Carrie and Elizabeth presided.

- Because the SLC works so closely with the faculty, President Parker has requested that the SLCs keep a log of faculty and adjunct engagements, e.g. requests for orientations, seminars, workshops, meetings, committee work, etc. We need data to support our frequent connections with faculty and Academic Affairs.

Action:

- Learning specialists and managers will keep a log of engagements, which will be compiled by the managers into one document that will be shared with the President by the end of the year.

ITEM 5. Upswing

Discussion: Debra-Anne presided.

- Upswing is an online tutoring platform that Lake Worth has tried with MAT1033 students. It was launched in mid-spring, and the goal now is to have it on all campuses and to increase subject areas to additional math courses such as Statistics, Chemistry, and Financial Accounting. Debra-Anne attended twenty-two sections of MAT 1033C to advertise Upswing during the pilot, and she encouraged students to use it for the hours that the SLC is not open. The hold up right now is funding. The SLC does not have the budget to buy Upswing; therefore, we are hoping administration will cover the cost. Sean Rath mentioned that Boca had a demonstration and liked what the platform has to offer, but we would prefer to see Upswing offer a mobile app for tablets and cell phones. The company is working on this feature. The Palm Beach Gardens campus also had a demonstration of Upswing and thought it would be a great asset to the students.

Action:

- We are waiting to hear from administration about the budget for Upswing.
- During the pilot, one student in MAT 1033 used up the majority of the online tutoring, so a three-hour weekly limit will be enforced.

ITEM 6. Future Conferences

Discussion: Elizabeth presided.

- Elizabeth and Carrie have applied to go to the NCLCA Conference in September. Only two out of four applicants were funded and approved to attend this conference. From now on, we are requested funding for two people to attend each of the following conferences: NCLCA, FCLCA, and TASS.

Action:

- If interested in attending a conference, please let one of the managers know as soon as possible.

ITEM 7. Increasing Overall SLC Usage

Discussion:

- Campus wide 42% of students use the SLC. While this is a significant number, we want to increase overall student usage.

Action:

- The Palm Beach Gardens SLC will offer orientations for all math and science courses.
- The Belle Glade campus has a pizza initiative for students who finish their goals, similar to passport. This initiative was created by Kevan, and Student Activities is paying for the pizza. A brochure was created to make students aware of it.
- Elizabeth suggested that we create flyers that say Free Tutoring with the SLC phone numbers attached.

OTHER.

- Dean Susan Bierster joined the end of the meeting to discuss the goal of increasing the enrollment by 5% and adding more SLS classes to accommodate this growth.

Attendance:

Myrlene Araujo
Barbie Edgar
Elizabeth Caulfield
Debra Singleton
Helena Zacharis
Carrie Thompson
Mara Abrams
Sean Rath
Tomas Pena
John Pierson
Gina Rose
Dominique Adams
Kevan Bennett
Susan Bierster

Submitted by:

Mara Abrams

Scribe

c. Minutes Distribution List