

STUDENT LEARNING CENTER CLUSTER AGENDA

October 19, 2016

1:30 PM

BA123 - Lake Worth Campus

ITEM 1. NCLCA Recap (Elizabeth)

Discussion: In September, Elizabeth Caulfield and Carrie Thompson attended the National College Learning Center Association (NCLCA) Conference. Elizabeth noted that the use of technology in learning centers was a major theme at the conference and many centers have begun using online tutoring platforms (à la Upswing). Elizabeth stated that while we still have a lot of work to do, she believes that we are on par with most other centers in regard to the integration of online tutoring.

Action: SLC staff are encouraged to attend future conferences (like NCLCA), but for budgeting reasons, they should submit their requests well in advance.

ITEM 2. Updated Appraisals (Debra)

Discussion: According to Debra Singleton, the new short form appraisal is not ready yet.

Action: Until the new short form is ready, for any six-month appraisals, managers and learning specialists will use the new regular (long) form and check “other” and write in “six-month” at the top of the form.

ITEM 3. Increased Enrollment (Helena)

Discussion: Helena Zacharis stated that the SLCs are trying different strategies to cope with an increase in the number of students the SLCs are serving while not exceeding the number of pooled positions. One notable strategy is piloting Upswing (online tutoring). Debra pointed out that the SLCs are spending more of the budget due to the pay increase, but the number of tutoring positions has virtually remained the same.

Action: N/A

ITEM 4. Learning Outcomes (Elizabeth)

Discussion: Elizabeth indicated to the cluster that the SLCs met their targeted outcomes with the exception of seminar attendance, noting that the major obstacle is voluntary attendance. She also noted that there is an action plan in place, which includes providing seminars on demand. Lyam Christopher suggested using WOnline to track seminar attendance. Elizabeth also noted that

while the district-wide SLC met the tutor training outcome, the Boca and Belle Glade campuses narrowly fell short of the margin. The Boca campus is piloting tutoring training via Blackboard to ensure new employees reach level one training within the first year.

Action: The learning specialists will consider offering more on-demand seminars to attract students. They will also consider using WOnline to track seminar attendance.

ITEM 5. Upswing (Debra)

Discussion: Debra began by acknowledging the deans for providing the funding for Upswing (online tutoring). Due to costs, the number of students is limited to high-risk courses: MAC 1105, MAT 1033C, CHM 1045, STA 2023, and ACG 2022. SLC personnel have promoted the service via classroom visits. To maximize use of Upswing, Debra encouraged cluster members to promote Upswing to students working in the SLC. Because there is a three-hour limit per week per student, Debra also advised cluster members to urge students to use the service for a maximum of one hour per sitting, allowing for reflection and practice. She also suggested that cluster members encourage students to schedule appointments to guarantee time with an online tutor and to leave feedback on their sessions so that the managers can measure effectiveness.

Action: In addition to in-class promotion, SLC personnel will promote Upswing to students in the SLC. They will also encourage students to schedule their appointments in advance and to leave feedback after their appointments.

ITEM 6. Get Caught Reading (Lyam)

Discussion: Lyam Christopher unveiled the Get Caught Reading bookmarks with a tear away raffle ticket. A bookmark/raffle ticket will be distributed to students reading physical books (beginning the week of October 24). Students reading the common reader will be given two raffle tickets. The winners will receive gift cards.

Action: The reading staff on participating campuses will distribute the bookmark/raffle tickets.

OTHER.

ITEM 1. National Day on Writing

Discussion: Dominique Adams announced the daylong activities planned for the Lake Worth campus. Helena stated that the Palm Beach Gardens campus has activities planned. Kevan Bennett stated that the Belle Glades campus will be hosting a haiku contest and chain story.

Action: N/A

ITEM 2. CRLA Tutor Training

Discussion: Barbie Edgar reminded the cluster that an email was sent out announcing the IT² series. She encouraged cluster members to consider the training as they begin to work on spring scheduling. She also announced that she is looking for new presenters and new sessions. One notable change to the series is that the reflection component will now be integrated into the session.

Action: Cluster members will promote the series to their staff, and anyone interested in volunteering to present will contact Barbie.

ITEM 3. PASS Program Updates

Discussion: Jesse Rogers updated the cluster on the success of the PASS Program, a resource offered to MAT 1033C students. He reported that the program has seen increased student success and indicated that the program may be extended to students enrolled in other math courses.

Action: N/A

Attendance:

Mara Abrams	Lyam Christopher	Audrey Lawrence	Gina Rose
Dominique Adams	Barbie Edgar	Mayetta Lee	David Simms
Steven Arterburn	Marc Fedderman	Ewa Neginsky	Debra-Anne Singleton
Mylene Araujo	Rattanaorn Findley	Lisa Newton	Carrie Thompson
Kevan Bennett	Marie Francois	Tomas Pena	Wesley Wells
Susan Bierster	Michelle Gomez	Sean Rath	Helena Zacharis
Elizabeth Caulfield	Sherry Hall	Jesse Rogers	

Submitted by: Sherry Hall, Scribe

c. Minutes Distribution List