

Antelope Valley College – Learning Center Advisory Committee

Minutes of Meeting

The meeting took place on March 15, 2013 from 9:30 to 11:00 a.m. in Room SV3H at the Palmdale Center. The following members were in attendance: Co-Chairs Diane Flores-Kagan and Dr. Magdalena Caproiu, Snizhana Jane Bowers, Dr. Karen Cowell, Kether Foisel, Dr. Charlotte Forte-Parnell, Tassy Raper, Raquel Trejo, and Rega Velinda.

Those present noted that despite efforts to publicize the meeting to the entire membership, Learning Center faculty and staff were mostly present. Diane remarked that the committee needs to be an active one, not one in name only. The business of the committee moved forward, however, with the unanimous approval of the mission statement below:

Mission Statement

The Learning Center Advisory Committee, comprised of representatives from all academic divisions and Student Services, provides input and dialogue for a coordinated mechanism of communication that allows and assists Learning Center faculty and staff in identifying student needs. This contribution lends to improving services for the achievement of student learning outcomes.

The goals of the committee were reviewed, with two changes to the third suggested (from “Increase” to “Ensure” along with the addition of “participation”). Members then approved the following:

Committee Goals

1. Create a systematic plan for promoting Learning Center programs and services at the Lancaster campus and Palmdale Center.
2. Refine the Learning Center referral process.
3. Ensure committee representation and participation from all academic divisions and Student Services.

A discussion of the implementation of the goals above took place. Dr. Cowell recommended the following process for the first goal: 1) Needs assessment, 2) Objectives based on needs, 3) Timeline for implementation, 4) Implementation, and 5) Evaluation. Various means and methods were suggested: faculty and student surveys, questionnaires, brochures, videos, usage and other data, focus groups, open house meetings, testimonials, etc. Dr. Cowell mentioned that the Perkins grant with the focus on career and technical education might be tapped to develop marketing tools aimed at the special student populations. Jane, Tassy, and Rega agreed to form a sub-group to apply for funding.

A short discussion took place about raising students’ consciousness of the Learning Center and its services. One result from a recent Palmdale Center student survey reported that students say they do not need tutoring. Dr. Parnell commented that the Student Success Act points to “optional” as not working and that the consideration of non-optional Learning Center services should be a factor in future planning. In the meantime, a suggestion was made to document when an optional service need cannot be met.

In reference to the second goal above, members discussed the possibility of a disconnect between the current referral method (reliance on a form posted on the Learning Center Website as well as Email reminders from Learning Center faculty that it exists) and faculty members' lack of knowledge about services the Learning Center provides. Dr. Parnell suggested a Flex activity to assess what instructors do not know and to educate them as to existing services and how they are delivered. Other suggestions included visits to Division meetings and systematic contacts with faculty for the recruitment of tutors and Supplemental Instruction leaders. Dr. Cowell mentioned that SB 70 funding might be possible for the printing of a visual that requires viewing such as a wall calendar with reminders to faculty about upcoming Learning Center events, study skills tips that can be shared with students, etc. Raquel, Rega, and Jane agreed to form a sub-group to contact Dr. Tom O'Neil who is in charge of SB 70 funding.

For Goal #3, the committee's membership roster is located on the group page in MyAVC and can be reviewed to identify missing areas of representation. After a needs assessment, initial contacts can be made with invitations to join the committee. Kether suggested face to face recruitment which may lead to more favorable results. Faculty and classified will be invited to join. After initial contacts, follow-up ones can be made.

The Learning Center's Operational Outcomes (OOs) were reviewed by members. One change was made to the first (from "handouts" to "Website") accompanied by the suggestion that Carolyn Burrell be consulted regarding its measurement. Members agreed that the Learning Center Website is too text heavy and should be featured at the next committee meeting for viewing of information and tools for students. Stephen Burns, Webmaster, will be invited to attend. For the target of the second OO, members suggested use of Banner and elements of the systematic plan for Goal #1 be utilized. The OOs, with the change made above, are to be forwarded to Aeron Zentner:

1. Students will utilize Learning Center non-tutoring services such as computers, videos, and Website.
2. Promotion of Learning Center services will take place on a regular basis.

Some discussion ensued about the differences between Learning Center OOs and PLOs. Dr. Cowell suggested that Tina McDermott and Mrs. Lowry be contacted for clarification.

Since members present were already familiar with the Learning Resources Center at the Palmdale Center, a tour was not taken. The meeting adjourned at 11:00 a.m.