



# Minutes of Learning Center (LC) Advisory Committee

Friday, November 20, 2015  
Success Center, Room LC 113  
Time: 8:30-10:00 a.m.  
Member list on MyAVC Group page

**Type of Meeting:** Regular, once in fall and once in spring

**Note Taker:** Co-Chair, D. Flores-Kagan

**Committee Members present:**

Co-Chairs, Dr. Magdalena Caproiu and Diane Flores-Kagan (DFK)  
Violet Christopher  
Claude Gratton  
Jessica Harper  
Tammy Lopez  
Karen Lubick  
Tassy Raper  
Raquel Trejo

Items	Person	Action
Approval of previous minutes of May 15, 2015.	All	Minutes approved with the following changes: 1) Omit J. Harper in reference to VARK, 2) Omit Rona Brynin in reference to sub-goal #3; add her to sub-goal #2), 3) Use last names of members in reference to discussions, suggestions, and actions taken.
Announcements and updates by Co-chairs	DFK and M. Caproiu	<p><b><u>Items and actions (highlighted text)</u></b></p> <ol style="list-style-type: none"> <li>1. New learning specialists for Fall term: Morenike Adebayo-Ige for Reading/Lancaster, and John Thurston for Math/Palmdale.</li> <li>2. LC Tutor Conference to be held last week of January 2016, off-campus event, funding from Student Equity. <b>Members to be sent the agenda when finalized (T. Raper).</b></li> <li>3. ACTLA Conference, April 2016. Four faculty and four classified staff want to attend. <b>Funding proposal to Basic Skills Committee (BSC) by DFK.</b></li> <li>4. SMARTHINKING online writing tutoring; <b>funding proposal to be re-submitted to BSC by DFK.</b></li> <li>5. Web resources: 1) Learning Express Library (LEL) contract was renewed with Student Equity funding; 2) Student use of Reading Plus (RP) described by T. Lopez. <b>DFK follow-up to entire campus via LC announcements; Email to all faculty by C. Gratton after his review of RP.</b></li> <li>6. Accreditation Standard IIB: DFK, M. Caproiu, and Michele Lathrop for the LC, <b>completion in time for Accreditation Chair revised draft in spring.</b></li> <li>7. 2016 Program Review: LC part of Academic Development report, <b>template to be completed by M. Caproiu and K. Lubick with input from LC faculty and staff.</b></li> <li>8. Academic Development retreat at the home of K.Lubick; January 16, 10am-4pm, LC staff invited to attend.</li> <li>9. CRLA conference attended recently by M. Caproiu; theme was student-directed learning, diversity in the LC.</li> </ol>



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<p>Components central to LC services</p>	<p>DFK and M. Caproiu</p>	<p><b>Items and actions (highlighted text)</b></p> <ol style="list-style-type: none"> <li>1. <u>CRLA re-certification of AVC courses</u> due in 2016; responsibility of LC faculty to ensure LAC course curriculum complies with CRLA standards for LC and community tutors to earn tutoring certificates; beyond the LC, movement for agreement with other AVC departments (EOPs and STAR) to comply with CRLA tutor training principles and practices, initiated by M. Caproiu.</li> <li>2. <u>LC referral form</u>, discussion about changing it to a half sheet; suggestion to make it a general referral not specific to any one center within the LC (V. Christopher). A concern expressed (J. Harper) regarding students and the commitment of three sessions in the General Tutoring area (due to tutor hiring and funding), a solution offered (C. Gratton) as earlier rather than mid-semester testing for weaknesses to encourage students to make the commitment. <i>Drafts of revised versions of the referral form to be shared on Google Docs, responsibility of LC faculty and staff; final draft(s) shared with committee at Spring 2016 meeting).</i></li> <li>3. <u>Learning Center website revision</u>. Suggestions to remove the AVC photo at the top and replace it with LC photo (T. Raper); create icons for centers within the LC, move them central to the page to emphasize centers as web-based support programs (K. Lubick); use smaller visuals, have workshop schedules posted two weeks before classes begin (contingent upon the LC dean’s timely completion of the learning specialist work schedule), suggest faculty review the website for five minutes the first day of classes (C. Gratton); include information on how to become a tutor (J. Harper). <i>Inquiries re: feasibility of LC website changes responsibility of LC faculty and staff, findings shared with committee at Spring 2016 meeting.</i></li> </ol>
<p>IV. Committee goals: Reports</p>	<p>DFK, M. Caproiu and sub-group members</p>	<p>Goals for 2014-2015 were not completed (except #1), so they remain goals for 2015-2016.</p> <p>#1 – <u>Learning Center promotion</u>: LC faculty and staff follow components of the promotion grid; operational outcomes (OOs) are met each term. Suggestions for shift of focus of this goal on promotion to AVC adjuncts (V. Christopher) and to AV community in general. <i>Suggestion (T. Raper) to provide LC promotional materials on Opening Day.</i></p> <p>#2 – <u>ADA compliance</u>: Access to printer and pencil sharpeners have been made (T. Raper); OSD in LC has a new viewer (R. Trejo), <i>more information to be provided at Spring 2016 meeting</i>; K. Sawicki involved in captioning (<i>to be invited to Spring 2016 meeting to update re: captioning process</i>); LC website needs revision for compliance, <i>V. Christopher to contact G. Krynen, R. Shaw, and M. Lathrop for advice and will report findings at Spring 2016 meeting.</i></p> <p>#3 – <u>LC Tip of the Week</u>: AVC website has been updated, so now</p>



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is the time to follow-up with planning for implementation. A template was discussed (icon of brain, tip, justification, link to resource). Suggestion for dynamic display (V. Christopher) involving extra credit for students, consideration of social media (R. Trejo), myths and truths about learning and ten tips weekly for ten months (C. Gratton). J. Bowers is in charge of facilitating the task of gathering tips, ones already created and others decided upon by the sub-group, to be dispensed on the web via LC website or Email announcement or include with L. Diachun's campus announcements. *Note: The third method may not be feasible, per S. Burns to DFK.* Sub-group members will consider design, content, and how to dispense to students and faculty; consultations with committee co-chairs will be made before tips are dispensed to the campus. **Report to be made by sub-group members at Spring 2016 meeting so that all committee members can be apprised of actions taken.**

**Other:**

1. K. Lubick will consult with T. Raper and M. Lathrop for help with the design of the BSC website.
2. V. Christopher serves on the AVC Budget Committee and stated that proposals can be made for funding above what a department normally receives for operational costs. A new proposal form and a rubric are to be made available for this purpose.

**Next meeting date: Friday,  
May 6, 2016 from 8:30 to 10:00  
a.m. in the Success Center,  
Room LC 113**