

Antelope Valley College – Learning Center Advisory Committee

Minutes of Meeting

The meeting took place on November 16, 2012 from 3:00 to 4:30 p.m. in the Learning Center with the following members in attendance: Co-Chairs Diane Flores-Kagan and Dr. Magdalena Caproiu, Snizhana Jane Bowers, Agnes Jose-Eguaras, Kether Foisel, Dr. Charlotte Forte-Parnell, Dr. Irit Gat, Dr. Claude Gratton, Dr. Matthew Jaffe, Tassy Raper, Mary Rose Toll, Raquel Trejo, Rega Velinda, and Cindy Walter.

Members introduced themselves and identified their disciplines/departments. Diane announced that the committee consists of forty-one members, most representing Social Sciences, Language Arts, and Learning Center. Discussion focused on recruiting members from other disciplines or departments. One suggestion was for co-chairs to attend division meetings to recruit new members and another citing the need for all members to bring membership on the committee to the attention of their colleagues.

Diane reported that the survey sent to all members on October 29 and again on November 5 was completed by only thirteen members, most of them in attendance at this meeting. She expressed her belief that the committee's decision on the mission statement and goals, important components of the survey, should postponed until the spring meeting. Discussion ensued about the language of the mission statement. It was agreed that a team of members (Diane, Magdalena, Charlotte, Kether, and Cindy) would review the mission statement that was approved in the first survey as well as suggestions given by a few of the respondents for the purpose of sending one mission statement to all members for a vote.

Members offered a few suggestions for improving Learning Center services to students:

- Put the application for tutoring on the Learning Center website and indicate the specialty (i.e., Math, Writing, Reading, ESL, as well as General Tutoring and Supplemental Instruction for specific disciplines such as Psychology, Spanish, Biology, etc).
- Recruit and hire a technical writing tutor.
- Hold workshops about what being a college student entails (attending classes, etc.).
- Spell out any acronyms used in handouts, etc.
- Make careful language choices for easy comprehension by students.
- Understand that the Palmdale Center has a different clientele of students. Many commute to and from both campuses or to and from their jobs. They do not tend to engage in extracurricular activities.

In addition, a suggestion was made to develop a marketing plan that includes research findings about tutoring and other services in order to make it easier to allocate funding.

A brief overview of Learning Center Program Review was provided by Learning Center faculty and staff, but with no time to review the Learning Center Goals and Objectives for 2012-2013 (posted on the committee's group page on MyAVC), it was agreed that the goals and a description of Learning Center online services could be shared at the meeting in Spring 2013, members' feedback for which is important.

Members inquired if the Learning Center Advisory Committee is an official or standing committee with Flex credit. Magdalena serves on the committee for Flex and will inquire.

Members agreed to continue the two onsite committee meetings, one in fall and one in spring. Members chose Friday, March 15, as the meeting date from 9:00 to 10:30 a.m. at the Palmdale Center. Diane will contact Sharon Dalmage, Director of the Palmdale Center, as to an available meeting space and will send a notice to members at the beginning of the Spring 2013 term.

The meeting adjourned at 4:30 p.m.