

MINUTES

Committee: **Basic Skills Committee**

Date: 3/9/11

Time: 1:30-3:30 pm

Location: TE-113

Members Present:

<input checked="" type="checkbox"/> Anketell, Christina	<input type="checkbox"/> Lichtman, Donna	<input checked="" type="checkbox"/> Smith, Dorothy
<input checked="" type="checkbox"/> Cole, Linda	<input checked="" type="checkbox"/> Meftagh, Tayebah	<input checked="" type="checkbox"/> Vaden, B
<input type="checkbox"/> Gangel-Vasquez, Jan	<input checked="" type="checkbox"/> Murphy, Diane	<input checked="" type="checkbox"/> Tom-Miura, Allison
<input type="checkbox"/> Harrington, Deborah L.	<input type="checkbox"/> Roosta, Soraya	<input type="checkbox"/>
<input checked="" type="checkbox"/> Kinyon, Kindra	<input checked="" type="checkbox"/> Simpson-Rodgers, Nii-Boy	<input type="checkbox"/>

Guests Present: Oscar Perola, Don Warriner, Tayebah Meftagh, Carman Wimsatt, Carolyn Wallrich

Meeting Convened: The meeting was called to order at 1:30pm

Approval of Minutes: Minutes from for 11/29/10 and 12/6/10 were approved

Report on Actions Taken: None

Action/Discussion Items:

Item: Discussion on shared vision for student success

Key Consideration:

- Students feel comfortable and accepted
- Feel invested in their education and campus
- Students feel engaged
- Students feel reciprocal investment from institution
- Symbols and tokens of our investment and that they're important
- Learning something useful and helpful to them
- All students feel welcome, hopeful and that they can be successful in college; that college is for them
- Revised version: *"We are committed to working in partnership with our students, helping them develop and strengthen their critical thinking, communication, leadership and college-level reading, writing, mathematical and computer skills. To this end, they will receive clear and accurate information, support, and mentoring from the LATTC faculty and staff, enabling them to make good and informed decisions to achieve their academic, career, and life goals"*

Actions Taken (if any): Committee modified and approved shared vision #3. Committee approved that Allison will take shared vision to Student Success for their joint adoption.

Item: Discuss, develop and approve our shared vision for effective instructional support to improve students' basic skills focusing on 2nd floor of renovated LRC

Key Considerations:

- 1) Focus discussion on instructional needs and student learning needs
- 2) Discussed current limitations and needs for general student computer usage
- 3) Discussed design requirements to support effective instructional practices and student learning

Actions Taken (if any):

- 1) **Design recommendations for general student computer use**
 - independent student use
 - larger than what we have
 - currently 99 stations
 - Maintenance +staffing
 - we only have student wks only
- 2) **Design recommendations for instructional computer labs**
 - reserve + used by instructors for instruction
 - used for classrooms with 50-60 students
 - demonstration + used by instructor
 - demonstration + support for computer – related class activities & assignments
 - listening + speaking computer lab for ESL and foreign language
 - better configuration of classroom & labs that have functional and flexible use of electrical outlets
- 3) **Design of math lab**
 - Wifi power at every table
 - Math assistant for specific math software
 - Computer + laptop plug-in
- 4) **Design of language lab**
 - Students can check out headsets w/microphones
 - Flexible lab space to divide groups of students
 - Teaching lab vs. open lab for students homework and assignments (individual)

Actions Taken continued:

5) **Design recommendations that facilitate effective teaching and learning**

<p>A) Mobile Microphones</p>	<p>Key Considerations:</p> <ul style="list-style-type: none"> • capability universal on all rooms • Dynamic • Allows instructor to move around • Student attention +student interaction
<p>B) Cluster Tables</p> <ul style="list-style-type: none"> -movable tables + chairs -power & projection capability in clusters -programming and use by class driven by teaching +learning technology needs vs. ownership of computers or technology -Specific classes must be drive in lab 	<p>Key Considerations:</p> <ul style="list-style-type: none"> • Peer interaction for teaching and learning • Peer support and participation • Students' confidence rise • Students work in small groups • Accountability • Instructors can move around interact with students better • Sharing the instructional and lab space while ensuring LS Dept has dedicated classroom + lab space for their classes

<p>C) White Boards -should be hung on 3-4 walls in each classroom to facilitate flexibility, interaction, etc.</p>	<p>Key Considerations:</p> <ul style="list-style-type: none"> • Visibility • Student can do indiv/ small groups • Students can participate at the same time • Instructor time by having not to erase +note-taking (more space+time) • Communication (reinforce info)
<p>D) Projection</p>	<p>Key Considerations:</p> <ul style="list-style-type: none"> • All rooms have projection capability w/laptop at least • Two different input + output sources • Document projector • Projector screens Doesn't cover all meeting space
<p>E) Small group projection rooms</p>	<p>Key Considerations:</p> <ul style="list-style-type: none"> • Different models & learning • Difficult to re-capture studspack- into class • Not attached to classroom
<p>F) Small study group rooms</p>	<p>Key Considerations:</p> <ul style="list-style-type: none"> • WIFI, plugs, movable, tables + chairs • Refer to LACC lab rooms • 6 person capacity
<p>A) Mobile instructor teaching station - Include space for handouts and materials - Storage of instructional bags, etc.</p>	<p>Key Consideration:</p> <ul style="list-style-type: none"> • Each table has laptop • Plug-in and projection • There is no front or back of classroom • Need adjustable table space + storage • Don's demo table in culinary is good example
<p>G) Clicker technology</p>	<p>Key Consideration:</p> <ul style="list-style-type: none"> • Live student participation and feedback • Can check pulse of students instantly • Click assrt
<p>H) Lighting/Darkening Capability of classroom</p>	<p>Key Consideration:</p> <ul style="list-style-type: none"> • Ability to darken • Noted light • Raise and lower shades power operated

Meeting Adjourned: The meeting was adjourned at 3:38 pm.