

**From:** Drummond, Marcy J.  
**Sent:** Thursday, November 30, 2006 7:35 PM  
**Subject:** Learning Skills and Writing Center Labs

# Memorandum

To: The LATTC Family  
From: Marcy Drummond, Vice President of Academic Affairs  
Date: November 30, 2006  
Re: Learning Skills and Writing Center Lab Modifications

---

Over the past few days there has been a plethora of emails emanating from modifications that are taking place in the Learning Skills and Writing Center labs. The purpose of this memorandum is to provide clarification and the primary reasons for the modifications.

**First**, modifications in the Learning Skills area (e.g., the Learning Skills Lab and the Writing Center) have been necessitated because of a dramatic increase in demand for use of computers and assistance. There simply are not enough computers at peak times to accommodate both the students who are taking learning skills courses (that are regularly scheduled in the lab) and all additional students who wish to use computers for other purposes (e.g., homework, term papers, email, etc.).

To address this issue for the remainder of the fall semester, LRC 004 (Math/Mortgage Finance Lab) and LRC 257 (Library Lab) are scheduled to be open for student use. In addition, C 102 (the Learning Skills Lab) will be available for student use when LRC 004 and LRC 257 are not available. Learning Skills students will have priority for computer usage in C 102 during this time.

To address this issue for the long run, arrangements are being made to establish an "open" lab for student use beginning in the spring semester.

**Second**, modifications are necessitated because of compliance requirements for the Learning Skills area. The Learning Skills Lab and the Writing Center are "designated learning centers". With that designation come numerous Title 5 and Education Code restrictions, regulations, and guidelines the college must adhere to.

As a result, we will need to make some modifications in the operations of these centers in the very near future. We will provide proper notification and communication as the planning and implementation of these modifications take place. At this time the **only** modification in the operations in the Learning Skills Lab and Writing Center are the times the labs are available for general computer usage (as outlined above).

If there are any additional questions or concerns regarding these matters please contact Associate Dean, Monica Masino; Dean, Reza Azarmsa; or me. In respect of the faculty and staff of the Learning Skills department, I request that we refrain from emailing questions or concerns regarding these matters via LATTC\_All.