

ASLT Division Meeting

Thursday, October 13, 2022 • 11:00am – 12:30pm • Room 9-257A and Via Web Conference

Agenda Item	Time & Notes
<p><u>Welcome and Check-Ins (Diana, All)</u></p> <ul style="list-style-type: none"> • Get to know your colleagues • What is your favorite scary movie? 	10 minutes
<p><u>Resource Requests (David Reed)</u></p> <ul style="list-style-type: none"> • Review Learning Center, Library & Division Requests • Feedback on prioritizing 	<p>40 minutes</p> <p>Library Requests:</p> <p>Library 2022 Resource Requests 10.06.22.xlsx</p> <ul style="list-style-type: none"> • PT LSS – needed to support growth of pgms like tech loans, increased demand for reserves and other supports as students return. Also need to support staffing; based on hours of operation (currently not enough to cover any absence gaps) • Additional month for Tessa’s 11 month position (funded for next 2 years under OER) • Replace chromebooks to meet demand, also need to prepare for likely increase due to SB 893 and growth of hybrid/Multimodal class enrollment • Study carels – need to meet student need for doing online instruction work and study • Top Items: pt LSS position, chromebooks <p>Learning Center & Division Office Requests</p> <p>https://smccd-my.sharepoint.com/:x/g/personal/reedd_smccd_edu/EeZllx3X4phGlpNFAKfhvgBHqjGxX2VmnVwp6KnhWoCfw?e=A2EM8L</p> <ul style="list-style-type: none"> • Peer mentor funding, need reliable support • Tech team assistants – faculty are requesting assistance for their classes, some for entire semester. Demand spikes early semester for both fac and stu’s, then pivots to student support for use of tech. Started fall 22 with 3 positions, looking at needing 6 including eve hours. Focus on “training wheels” approach to prioritize getting faculty up to speed, then taper off support. Need to align this resource to LSS’s in Library and Welcome Center; don’t need to duplicate student tech support, need to make sure

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	<p>stu's are getting directed to LC tech team for support so other staff are not taking this on</p> <ul style="list-style-type: none">• Coordinator – need to expand and grow embedded tutoring and other LAP's, need to have this position to support.• Top Items: Tech SA's, coordinator <p>ASLT Division Office</p> <ul style="list-style-type: none">• OAll – needed to support growth of programs which all have admin support/clerical support needs (OER/ZTC)
<p><u>Library Focus Group for website (Library)</u></p> <ul style="list-style-type: none">• Request for student volunteers	<p>5 minutes</p> <ul style="list-style-type: none">• Flyer went out to recruit students to participate, date is 10.26, 11.3. questions will be directed at ability to locate services, find info on the site, get feedback on what they need
<p><u>Outreach and Marketing (Diana)</u></p> <ul style="list-style-type: none">• What has worked for you?• What challenges have you experienced?• What are the 2-3 most important things students or faculty need to know about your program(s)?	<p>10 minutes</p> <p>Worked Well:</p> <ul style="list-style-type: none">• DT – did workshop on using google slides for presentations• JM – for Math Jam, targeted mail-merge emails w/ student specific data points. He found students were receptive & appreciated the direct contact with their name. We can use mail merge for physical mail, emails, texts• Canvas announcements; Library has good connection with HBC IA, they share info about workshops. Ron can send contact info for other IA's to get info out• Directly emailing/contacting faculty• Challenges – getting word out; for events, for stu resources. We use emails, social media, etc.• David shared request: each ASLT area will identify their top 2-3 things they want students to know? Get these and share with Niall (new social media consultant)

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<u>Division & College Updates</u> <ul style="list-style-type: none">• Staffing Updates• Upcoming Events• Dean's Updates & Message	10 minutes Library workshops: MLA, APA next week, next round near finals Jacky will be out most of November, need any urgent admin support items addressed
<u>Rotating Meeting Facilitation/Items for next meeting</u>	<i>Division meetings are regularly scheduled for the second thursday of the month. Part-time faculty attendance is appreciated but not required.</i> <ol style="list-style-type: none">1. November 10, 2022, 11:00am – 12:30pm2. December 8, 2022, 11:00am – 12:30pm Items for next meeting <ol style="list-style-type: none">1. 2-3 things students need to know about your area2. Spring check in for all areas; key dates, events, initiatives