

El Camino College
Learning Resources Center Staff Meeting
Wednesday, December 11, 2013

Present: L. Hall, S. Kunisaki, J. Luna, R. Stewart-Wilson

- I. **Schedule for Tutors, Student and Casual Employees** - S. Kunisaki thanked everyone for their time getting the schedules in place for all LRC student and casual employees. A majority of tutor and worker schedules are complete with only a few minor additions and changes to be made. The 25-hour rule sheet will be distributed to all part-time employees for their signature.
- II. **Student Achievement Outcomes** – The LRC is scheduled to assess their Student Achievement Outcomes in Fall 2014. In the meantime, we will seek guidance from our Unit’s SAO chairperson, Claudia Striepe. We will need to learn how to use the software to record our SAO, and review the current SAO for updates.
- III. **Plato Training** – Our next Plato training is schedule for January 15 from 1:00 – 4:00. By December 19, L. Hall will submit the topics she and other users would like covered in the training session. Once we know if most questions are from administrative, student, or staff support areas, we will know who the appropriate attendees will be.
- IV. **Projects for the Break** – Casual employees will work during the break to complete a few projects such as Plato instruction/training guides for student and casual support staff, collecting data on usage of materials in the Learning Center, etc. If there are other projects that can be done during the break, please let SK know.