

## **LRC Staff Meeting**

**July 10, 2018**

Present: SKunisaki, FWhite, LGeorge, EYates

**Orientations** – Results from summer SAO orientations were discussed. Everyone agreed to use 90% as the target for correct answers on the assessment instrument. EY and FW will input their stats into the formulas for results. Suggestions for future orientations include:

- Give a general overview at the beginning of the session; then go into the details when the group arrives at each location
- Review the answers to the quiz at the end of the orientation. That way, the correct answers will stick and students are better able to correctly answer the prompts.
- Separate questions regarding ID card requirement because it is possible students just mark “true” for both questions.

**Vacations** – When staff members are on vacation, indicate on the board “not on campus.”

**Bessy’s Tutor Time** – EY will type in the info

**New Hires** – Interview and hire new staff on FWS as quickly as possible so we are fully staffed by the beginning of spring.