

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing this form:	Toni Knott	Curriculum/Department:	Learning Assistance Center
Purpose/Mission Statement		Vision Statement, 3-5 years	
The mission of the Learning Assistance Center is to foster the development of critical skills in all academic studies and to help create attitudes that will promote lifelong success.		The Learning Assistance Center will continue to succeed with its mission and will strive to involve faculty more in its goals and services. We also will focus on further training for and involvement of Learning Consultants with “outside the LAC” activities, such as presenting workshops, tutoring online, and enhancing and updating the LAC web page.	
Departmental Strengths		Departmental Weaknesses	
The Learning Assistance Center (LAC) is proud of its ongoing success with helping students to “stand on their own feet” with regard to their educational goals, as well as career and life goals. The ongoing popularity of the LAC indicates that the “word is out” regarding the assistance that each student can receive here.		The Learning Assistance Center continues to deal with space problems as its popularity grows. More computers are needed and more staff would be helpful during the busiest times: midterm and at the end of the semester. Another weakness is the need to train staff on an ongoing basis and to involve faculty more in the tutoring process. We are addressing those issues this year.	
Departmental Opportunities		Departmental Threats	
Students quickly discover the value of receiving assistance with any and all of their educational goals. As they experience success, their self-esteem grows, and they spread the “good word” to other students.		The lack of space for further expansion and growth limits the number of students that can be helped on a daily basis. It is hoped that this issue might be resolved in the future, as the college expands.	
College Goals	2004-2005 Department Outcomes/Goals	Success Criteria (e.g. outcomes, enrollment increases)	Plan of Action (including resources needed)
1 2 4	Faculty members will become more involved with LAC workshops. Learning Consultants will present workshops and LAC tours.	Fifteen (15) faculty members will sponsor, present, and/or attend LAC workshops each semester. Seven (7) Learning Consultants will present at least one workshop and/or LAC tour each semester.	Faculty members will be encouraged, via emails, to become more involved with LAC workshops. Learning Consultants will be encouraged, via Blackboard, to present workshops and tours. Training and resources will be provided.
1 2 3	The LAC will continue individualized assistance, also focusing on online tutoring for students taking online courses. Meet with SCC computer staff regarding the feasibility of an electronic sign-in software program that also would facilitate faculty referrals.	Average six (6) online tutoring experiences this year. Meet at least once with computer staff member(s) regarding electronic sign-in and referral program.	Electronic records will be kept for online-tutoring experiences. Minutes of meetings with computer staff will be kept.

<p>1 3 4 6</p>	<p>Faculty members will become involved in developing and maintaining LAC learning resources through offering valuable feedback.</p> <p>Learning Consultants will help to develop more study guides.</p>	<p>Two (2) faculty members per semester will provide feedback regarding their subject collections.</p> <p>Two (2) Learning Consultants will update or develop at least one (1) study guide each semester.</p>	<p>Email correspondence will be kept, as well as records of physical faculty visits.</p> <p>Updated or new study guides.</p>
<p>1 3 4 6</p>	<p>Foster further communication among LAC Learning Consultants by providing more training and encouraging more participation at the Blackboard site.</p> <p>Encourage more Learning Consultant involvement with LAC website.</p> <p>Coordinator will meet once a semester one on one with Learning Consultants, and Consultants will meet once a semester as a group for training and exchanging information.</p>	<p>Each Learning Consultant will join one discussion or view one course document by the end of the year.</p> <p>Two (2) Learning Consultants will make suggestions for updating and/or improving the LAC website by the end of the year.</p> <p>All Learning Consultants will meet one on one with LAC Coordinator at the beginning of each semester. At least half (approximately six) of Learning Consultants will participate in the LAC meeting/training session each semester.</p>	<p>Blackboard course statistics.</p> <p>Emails sent to Sandra Bunn to update or add new information to the LAC website.</p> <p>Hardcopy records of one-on-one meetings. Sign-in sheets for LAC meetings/training sessions.</p>

<p align="center">Criteria Results</p> <p align="center">Be sure to utilize most current data available</p>	<p align="center">End of Year Analysis</p> <p align="center">(Goals achieved, impact of equipment purchased, improvements to program or service, contingencies, etc.). Describe how you used the results to improve your program/department.</p>

Budget Item Description (Budget items requested from college funds)	Current Year Budget:	Ongoing Operational Budget:	Expansion Budget:
Supplies-	\$ 5,140.00	\$ 5,140.00	
Equipment-			
Travel-	\$ 400.00	\$ 400.00	
Program Accreditation-			
Other-			
TOTALS			

Mid-point Review

Progress Notes: