

**PLANNING/OUTCOMES DOCUMENT**

<b>Name of person(s) completing form:</b>		Toni Knott		<b>Curriculum/Department:</b>		Learning Assistance Center	
<b>Purpose/Mission Statement:</b>				<b>Vision Statement: (3-5 years)</b>			
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 achieve its mission and will strive to involve faculty more in its goals and services. The Writing Across the Curriculum (WAC) Quality Enhancement Plan will help to accomplish this aim. We also will continue to focus on involvement of Learning Consultants in “outside of the LAC” activities, such as presenting workshops (including WAC workshops, which they will continue to help to develop) and updating and enhancing the LAC web page.			
<b>Program Strengths:</b>				<b>Program Weaknesses:</b>			
The Learning Assistance Center (LAC) staff has reason to feel proud of its ongoing success with assisting students to achieve their academic, as well as career and life, goals. The LAC’s increasing popularity with students indicates that we are succeeding in our mission.				The Learning Assistance Center continues to struggle with a lack of space needed to accomplish its many services. Also, more computers, testing space, and staff are needed.			
<b>Program Opportunities:</b>				<b>Program Threats:</b>			
Students indicate the value of receiving assistance with their educational goals. As they experience even a small success, their self-esteem grows and they discover that “the sky’s the limit.” Instructors tell students that seeking LAC assistance for an assignment has proven to raise the student’s assignment grade by “at least half a letter grade, oftentimes more.” This indicates that learning is taking place!				The lack of space available for expansion limits the number of students who can be helped each day. It also creates noise problems, for students being tutored are sharing the same space as students who are taking exams. It is hoped that the space issue will be resolved in the future, when the college expands.			
Goal #	Values for Teaching	College Goals	2006-2007 Department Outcomes/Goals	Success Criteria (Method for measuring extent to which outcomes are achieved)	Plan of Action (including resources needed)		
1	2 3 4 5 7 9	1 2	Students who seek writing support for assignments in writing across the curriculum (WAC) program classes will demonstrate improved performance in college level writing.	80% of students who seek LAC assistance at least twice for initiative B of the QEP/WAC program will demonstrate a statistically significant improvement from the pre to the post writing assessment.	LAC Coordinator will work with students, faculty, and learning consultants on systems and training related to the WAC Quality Enhancement Plan. Learning Consultants will provide writing assistance and communicate with instructors regarding student progress.		
2	4 6 7 8 9	1 2 4	Learning Consultants will increase their involvement in developing and presenting LAC/WAC workshops .	Each of ten (10) Learning Consultants will develop or present at least one workshop each during each semester.	Learning Consultants (LCs) will be strongly encouraged to develop and present LAC/WAC workshops. Added incentive has been provided by the Dean of Arts and Sciences, for LCs now are being paid for both tasks.		

3	4 5	2 3	We will continue to explore the feasibility of using an electronic sign-in program that also will facilitate recording of statistics for earning FTE's for the college.	Meet at least once each semester with LC Matthew Hundley (who provides advanced computer, along with writing, assistance in the LAC) and once during the year with Barb Putman, Dean, to discuss details.	Minutes of meetings will be kept. By the end of spring semester 2007, an electronic program (not necessarily the sign-in program) will be in place to facilitate Learning Consultants' recording of FTE statistics.
4	4 8 9	1 2 3	Faculty members will become more involved in maintaining LAC learning resources by offering valuable feedback.	Each semester three (3) faculty members will provide feedback regarding their subject collections in the LAC.	Email correspondence and records of conversations will be kept.
5	4 5 7	1 3 7	Learning Consultants will become involved in updating and maintaining the LAC web page.	Each of three (3) Learning Consultants will make at least one suggestion for improving the LAC web page. At least three (3) Learning Consultants will help to update information currently featured on the web page.	Emails sent to Sandra Bunn, webmaster, to update information currently featured on the web page or to add new information to the web page.

<b>Budget Item Description: (Budget items requested from college funds)</b>	<b>Current Year Budget:</b>	<b>Ongoing Operational Budget:</b>	<b>Expansion Budget:</b>
Supplies-	\$11,090		
Equipment-			
Travel-	\$ 400		
Program Accreditation-			
Other-			
<b>TOTALS</b>	\$11,490		

<b>Criteria Results for 2006-07</b> <b>Be sure to utilize most current data available</b>	<b>End of Year Analysis</b> (Goals achieved, impact of equipment purchased, Improvements to your program, contingencies, etc.) <b>Describe how you used the results to improve your program</b>
Goal #1 Because of a delay due to organizational changes, supporting statistics will be available later during 2007-08.	

<p>Goal #2 In hindsight, it was unrealistic to expect that each Learning Consultant would have the time, or the inclination, to develop or present a workshop. However, a fair degree of success was gained: Four Consultants developed seven WAC workshops during 2006-07. Four Consultants presented workshops during Fall Semester 2006, and three Consultants presented a total of seven workshops during Spring Semester 2007. The same Consultants who developed workshops also presented workshops, with the exception of one who presented only. One of these Consultants is now WAC coordinator and is coordinating workshops. Two Consultants have offered to help her present during 2007-08, and we hope that more will become involved. The LAC coordinator will continue to offer workshops, as well.</p>	
<p>Goal #3 Since this was the first year that we kept track of referred visits (WAC and LAC) to the LAC, the LAC coordinator spent much of the year working with the auditor, the registrar, the dean, and, during Fall Semester 2006, an intern, and during Spring Semester 2007, an evening Learning Consultant to develop a process and keep records. Thus, we did not pursue electronic sign-in during this year. Also, our auditor has changed, and the new one might have a different "take." Thus, the coordinator hopes to "cement" a process during 2007-08 and explore electronic sign-in at a later time.</p>	
<p>Goal #4 I am happy to report that this goal was accomplished. At least three faculty members each semester contributed suggestions and/or books to the LAC's resource library. This goal will be ongoing, for it works hand in hand with the WAC program, which also encourages increased communication between the LAC Coordinator, Learning Consultants, and faculty members, which helps our students.</p>	

Goal #5 This goal also was accomplished! All thirteen Learning Consultants helped to update learning links at the LAC web page. We now will focus on updating other areas of our web page and will keep the learning links up to date as well.

### **Mid-point Review**

Progress Notes: