

PLANNING/OUTCOMES DOCUMENT

Name of person(s) completing form:	Curriculum/Department:		
Purpose/Mission Statement:			
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.			
Program Strengths:			
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. We broke our record of sign-ins again this year!			
Program Opportunities:			
Students appreciate the value of receiving assistance with their educational goals. As they experience even a small success, their self-esteem grows and they discover that they can accomplish anything that they set their minds to do. 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!			
Program Threats:			
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.			
Program Weaknesses:			
The Learning Assistance Center continues to struggle with a lack of space needed to accomplish its many services. Learning is noisy, but test taking requires quiet. Also, more computers and a testing space are needed.			
Plan of Action			
Math Consultants will use available online and hardcopy resources at least thirty minutes a week and will observe at least one writing tutoring session in the LAC a week.			
Barb Putman, Dean of Arts and Sciences, and the LAC Coordinator will meet at least twice during the year, with others who should be involved, to discuss ideas and possibilities.			

O.P.#	Values for Teaching	College Goals	2008-09 Department Outcomes/Goals	Success Criteria <small>(Method for measuring extent to which outcomes are achieved)</small>	Plan of Action <small>(Including resources needed)</small>
1	2 4 5 6 8 9	1 2 4 6	Math Consultants will improve their writing skills.	At least two Math Consultants will improve their writing skills, in coordination with the WAC program.	Math Consultants will use available online and hardcopy resources at least thirty minutes a week and will observe at least one writing tutoring session in the LAC a week.
2	3 4 9	1 3 6	Have conversations about LAC expansion (testing center).	A plan for a testing center will be developed.	Barb Putman, Dean of Arts and Sciences, and the LAC Coordinator will meet at least twice during the year, with others who should be involved, to discuss ideas and possibilities.

3	1	Encourage instructors to use IAC referrals more often.	The Macon and Sylva IAC's will combine efforts to encourage instructors to use IAC referral forms, which will in turn encourage students to use the IAC when needed.	Periodic emails will be sent to all instructors throughout both semesters, with IAC referral forms attached, to introduce and remind instructors to use these forms to enhance each student's learning experience. Learning Consultants will instigate IAC referrals on an as-needed basis.
2	2			
3				
4				
6				
8				
9				

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

Criteria Results for 2008-09	End of Year Analysis
Be sure to utilize most current data available	(Goals achieved, impact of equipment purchased, improvements to your program, contingencies, etc.) Describe how you used the results to improve your program