

Learning Commons Staff Meeting August 30th, 2017

● Robin Saxe- Introduction

- C3 College Community Program (Located in room IT 141 in Ed Tech)
- Help students in need outside of the classroom and academics
 - Bus passes
 - Immediate housing (temporary/long term)
 - Food banks
- Eventually, we will be opening the food pantry and clothing area on campus
 - In the mean time she can help with outside referrals
- Walk-ins are welcomed. Steffani can help schedule appointments as well.
 - Prefers hour long appointments
- There will soon be a part time C3 worker, their office will be in IT 142 in Ed Tech

● Katelyn Ouderkirk- Office of Accessibility Resources (OAR)

- There are three employees for OAR on Utica Campus and 1 employee on Rome
- Introduced us to Ashley, work study student
- **Note-taking**- Students request notes from teachers. OAR can hire someone to take notes and hand them out anonymously.
 - **Sonocent**
 - Recording app (phone version and desktop version)
 - Phone app is free (to upgrade you have to pay)
 - School has a trial version for fall semester (a limited license given)
 - Suggest students to see if there is interest
 - Available on Windows or Mac
 - Tamara Mariotti- has to approve students to use it
 - Rachel Golden has 2 minute video how Sonocent works and will email it to everyone
 - Don't need permission but it is encouraged out of respect to ask professor to record notes
 - On desktop version you can import PowerPoints and audio is synced with the specific slides
 - Instructor can use as well if they wanted
 - Examples of how to use it (buttons on the right side)
 - pink-important button
 - green-assignment button

- Filtering makes it clean (no background or disruptions)
- You can synch hands free from cell phone in class to your computer at Home

● Ibrahim

- Sandy Cummings wants us to be more connected with students
 - Decided on short workshops for Student Congress.
 - 5 different dates and it'll be held in IT225. The meetings start at 3:00. The workshops would be 15 minutes long. We would present some information for 10 minutes and the last 5 minutes would be to promote the area.
 - Looking to present the dates of 10/5, 10/19, 10/26, 11/3 and 12/7
 - Examples of a workshop:
 - Have Coach go and talk about Starfish. Student Congress are our leaders of the students. These Student Congress members would then spread news around campus and encourage Starfish.
 - More ideas: Preparing for Math and Science, have one workshop about virtual librarian, have workshop about research for final papers.
 - Have to have agenda ready for these meetings by Friday September 1st so Sandy can give this information to Student Congress.
 - Object is for us to go and brag about our place to Student Congress
 - Ibrahim brainstormed these:
 - 10/5- Starfish
 - 10/19- Coaching
 - 10/26- Virtual Librarian
 - 11/3- How to study Math and Science
 - 12/7- Research Paper + citations
 - Still deciding if we will have student worker or tutor call and give appointment reminders in the morning
 - Adjunct orientation being held on Thursday, August 31st from 4-7 in ACC 116.
 - HR & Mark Montgomery are running it

● Rachel

- Concerned about presenting Starfish to Student Congress
 - Questioning the effectiveness of Starfish when Coaches are not really at that point yet for students to get into Starfish.
 - Students might think for example they are going to get all flags or all kudos

- At some point Coaches will suggest presenting login, email, preference... but still not at that point where a workshop training for this is ready.

- **Ibrahim**

- Effective studying and note-taking presentation then instead of straight Starfish on 10/5
- Or presenting Time Management or something of that nature.

- **Justin**

- We are asking Student Congress to advocate for us
- Suggested moving certain workshops dates around
 - Move Research Paper and Citations to October

- **Ibrahim**

- On Tuesday, September 5th there is Orientation for dorm students. Will be in IT lobby from 2-2:30. Will hand out pens and brochures for it.
 - Bre will work it
- ED 100 classes are doing tours for the Learning Commons or they are having someone go to the class and speak & then they are coming to IT 129 to see the building.
 - Jenn Rubino has asked for someone from the Learning Commons to come and speak to her ED 100 classes. Dates of 9/25 and 9/26 from 4:40-5:35
 - 9/25-Rachel will present
 - 9/26- Justin will present
- A chance the grant might get reduced because of hours
 - **Signing in and out of lab!**
 - Student assistant reminders
 - Everyone in the Commons do their part to remind students to sign in and out
 - Virtually impossible but let's try to monitor every single door as much as we can
- Printers
 - Have student worker walk every ten minutes and check the printers
- Food should be cleaned and tossed in the garbage **DAILY**
- White tops and white boards need to be kept clean
- Have student workers clean up the stockroom from time to time.
 - C3 will be moving the clothes out of the cabinet soon
 - Kristen and Bre will clean up books in the stock room
 - Toss out the ones we don't need anymore
- Facebook page
 - Steffani is in charge of it
 - If you see something or want to post something, post pictures and descriptions.
 - If students see friends in the Learning Commons they might want to come in.
 - Will post events coming up that Learning Commons are in
 - Once a week maybe post a brief bio
 - Justin and Rosa bios

- Post fall hours
 - Not too much writing
- Marketing
 - Jocelyn created a bookmark for the Learning Commons
 - Maimun will make appointment cards for Completion Coaches and for everyone else
- Fall Hours:
 - September 6th begins
 - Tutoring starts at 8:00 am and lab opens up at 7 am Monday-Friday
 - Monday-Thursday open till 8:00pm
 - Fridays open till 7:00pm
 - Saturday open 10:00am-2:00pm (tentatively)/ **Sundays closed**
 - If library closes early we will expand Saturday hours
- Email your fall hours to Steffani
 - Time you come in, lunch and when you're leaving for the night
- Need to look into wheel chair access door(s) and also the issue of the incline at the one door where people keep tripping