Tutor Committee Minutes
February 4, 2016

MEETING TYPE:

X	Staff	**Date:**	February 4, 2016
	Product/Project	**Start Time:**	2:00 p.m.
	Special	**End Time:**	3:00 p.m.
		Location:	H-306

Facilitator: Erin Feld
Time Keeper: Erin Feld
Note Taker: Jessica Ambrocio
Attendees: Ambrocio, Jessica; Avila, Debra; Barnaba, Ruth; Chen, Lee; Feld, Erin C.; Glassman, Joel; Lee, Yuan-Lin; Lowther, Carol; Martinez, Mario; Sivert, Shayla; Thompson, Craig; Van Dyke, Leigh Ann
Absent: Chakkanakuzhi, Mathews; Pedroza, Carlos; Green, Rand; Towfiq, Fariheh;

Agenda Item

1. On-line tutoring pilot update (including expansion)
    a. Math Center is now offering online tutoring during all open hours. So far they have had 2 students access the online tutoring service.
    b. English Writing Center is also continuing online tutoring services. 1 student has accessed the service this semester.

Dean Shayla Sivert provided a summary of this committee's activities around online tutoring services from last semester.

1) In response to accreditation team recommendation, Palomar College piloted an online tutoring program beginning Fall 2015.
2) Online tutoring was offered for Camp Pendleton classes, online Math classes, and online English classes.
3) Online tutoring was offered only during the hours that the centers were open.
4) At the end of the Fall semester, there was a survey emailed to all students in online courses at Camp Pendleton, online Math classes, and online English classes who could have accessed the online resources.
5) It was determined that there weren't enough students that accessed the online tutoring services to have sufficient data for the Accreditation report.
6) As of now, there have been 5 surveys returned from the Fall semester. Erin is waiting for the information from IRP.

Where we are now:
- Beginning February 16, Palomar College students will be able to access additional online tutoring support from NetTutor via their BlackBoard.
- There will be Math, Accounting, and Computer Science. English will continue to provide Online tutoring via the Writing Center.
- Net Tutor will provide online tutoring services during the times that the Math and STAR tutoring centers are closed.
- There have been 100 hours purchased for Palomar College students to use. Funding for this is coming from STEM and the Student Success Initiative.
- This could become an institutionalized service depending on the results of this expanded pilot.
- Students can access the NetTutor service when they enter their BlackBoard accounts.

2. Governance Structure
    a. Jessica Horn from Veterans' Services came to introduce herself and the tutoring services that are offered to students who are Veteran's at Palomar College.
    b. Many Veteran students have been enrolling at Palomar College; however it was found that many of them were getting on academic probation.
    c. Some Veteran students who did access tutoring felt like there was no connection between the tutor and themselves.
    d. Due to this need the Veteran's Resource Center decided to fund tutoring for their Veteran students.
    e. Erin asked for a motion to have a representative from Veteran's Services be included into the committee's membership
        i. Motion made by: Joel Glassman
        ii. Second by: Lee Chen
        iii. Motion passed by consensus
3. Shayla – Requesting Funding from BSI
    a. A request from has been developed and is available online: http://www2.palomar.edu/pages/bsi-hsi/basic-skills-funding-request/
    b. Basic Skills Requests will have funding guidelines. These guidelines are available along with the funding request.
    c. These funds can be used to provide program and support services that align with Basic Skills Action Plan.
    d. Please be specific in your requests and provide as many details as possible.
    e. Print your request before you submit it.
4. DRC training update, CRLA – DRC and Clery training
    a. Clery Training is mandatory for tutors.
    b. We need to inform tutors of this training and have them sign up for it.
    c. Talk to Fari about incorporating this training into future CRLA trainings.
    d. There will be a PD training coming up on February 19 that tutors can attend as well.
5. Tutoring Services web site: update
    a. Debra Avila informed that committee that there is a prototype that we can provide feedback on.
    b. Committee members are being asked to provide feedback on the
        i. Layout
        ii. Icons
        iii. Menu bar on the side
    c. Debra will send us snapshots of what the website looks like and we can provide feedback.
    d. Please review the Menu Bar and suggest what should or should not be there.
6. Approve December minutes
    a. There was an error in December minutes under 5G. It should read that ESL Tutoring Center has submitted two proposals.
    b. Erin asked for a motion approve minutes with the correction
        i. Motion made by: Joel Glassman
        ii. Second by: Lee Chen
        iii. Motion passed by consensus

Tutor Training class (# 33079) will be on Fridays, Feb. 19 and 26 from 2:00 p.m. to 5:00 p.m. at the Math Center (MC-1).

ACTLA conference:
https://www.eiseverywhere.com/ereg/index.php?eventid=143079&

Tutor Expo: March 10-11: https://www.eventbrite.com/e/tutor-expo-16-san-diego-tickets-18166771302

Next Meeting
March 3, 2016