



## Tutor Committee Minutes March 3, 2016

**MEETING TYPE:**

X

**Staff**

**Product/Project**

**Special**

**Date:**

March 3, 2016

**Start Time:**

2:00 p.m.

**End Time:**

3:00 p.m.

**Location:**

H-306

**Facilitator:** Erin Feld

**Time keeper:** Erin Feld

**Note taker:** Jessica Ambrocio

**Members in attendance:** Ambrocio, Jessica; Avila, Debra; Barnaba, Ruth; Chakkanakuzhi, Mathews; Chen, Lee; Feld, Erin C.; Green, Rand; Horn, Jessica, Lee, Yuan-Lin; Lowther, Carol; Martinez, Mario; Sivert, Shayla; Thompson, Craig; Towfiq, Fariheh; Van Dyke, Leigh Ann

**Members absent:** Glassman, Joel; Gomez, Gladys

### Agenda Item

1. Tutor time sheets for Payroll
  - a. Fari explained that there is a new way that payroll would like us all to submit timesheets.
  - b. Student and Temp employees can now receive sick time.
  - c. We (those turning in timesheets) have to keep track of the sick hours that every tutor has.
  - d. If we have tutors in multiple programs we must now turn in one timesheet for every tutor.
  - e. We have to provide total number of hours per program on the timesheet.
  - f. Shayla has sent an email to Cindy Battaglia, in payroll, with specific questions from the group. Check your email for the response from Cindy.
2. Tutoring Services web site:
  - a. Debra provided a new lay out of the Tutoring Services page.
  - b. Jessica A. discussed Dr. Kailikole's (Dean of MNHS) suggestions.
    - i. Add a tab that tells students how to make the most of a tutoring session. This should be the first tab
    - ii. The second tab should be "Benefits of Tutoring"
    - iii. The "Student Resources" tab can be removed and replaced with something along the lines of "Study Strategies".
    - iv. She also suggested that we do a focus group with students so that we get their direct input on what our website should include and what is the most helpful for them.
  - c. It was also suggested that we add something about the online tutoring pilot.
  - d. Workgroup of Debra, Ruth, Mario, and Leigh Ann was formed to work on ideas and bring back to the group.
3. On-line tutoring pilot update
  - a. Reviewed survey from fall online pilot.
  - b. #1 – change to ESL Tutoring Center, add accounting, see if we can a box to "other" to have students tell us the "other."
  - c. Discussion of if they think tutoring helped their grade with decision to hold for now.
  - d. Discussion of if they think the tutoring improved their skills with the decision to hold for now.
  - e. Discussion of asking if they thought the tutor was qualified if they used NetTutor with the decision to hold for now.
  - f. Change 12, 13, and 14 to just Beneficial and Easy to Use
  - g. #15 – see if we can add a modifier not to ask math since they have 24/7 access.
4. Approve February minutes – to be done in April

**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**  
**April 7, 2016**