



Tutor Committee Minutes April 7, 2016

MEETING TYPE:

X

Staff

Product/Project

Special

Date: April 7, 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: Erin Feld

Members in attendance: Avila, Debra; Chen, Lee; Feld, Erin C.; Glassman, Joel; Gomez, Gladys; Horn, Jessica, Lee, Yuan-Lin; Lowther, Carol; Martinez, Mario; Sivert, Shayla; Thompson, Craig; Van Dyke, Leigh Ann

Members absent: Ambrocio, Jessica; Barnaba, Ruth; Chakkanakuzhi, Mathews; Green, Rand; Towfiq, Fariheh

Guests: Coulombe, Jacques; Snyder, Marti

Agenda Item	Time
1. Tutoring Services web site update <ul style="list-style-type: none"> a. Debra showed and reviewed the changes b. Benefits – Carol suggested making that sound more like it is for students instead of staff (retention, for example, explain the benefit instead) c. Student Success Tips – link to counseling on this – have open in a separate tab to take students there directly so they don't have to click a few times to get to it. d. Discussion on Mission Statement – just a blurb to tell students these services are available to them instead. e. Could discuss a mission statement in the future 	20 min
2. On-line tutoring pilot update <ul style="list-style-type: none"> a. 18 math visits our tutors b. 1 Q&A math our tutors c. 6 math NetTutor d. 1 English our tutors e. 5 psych/ soc stats NetTutor f. 0 Accounting Net Tutor g. 13 CSIT NetTutor h. 25 visits to NetTutor total – 5 repeat students, 6 once = 11 unique users i. 18 live tutoring NetTutor j. 7 Q&A area NetTutor k. 539 total minutes used with NetTutor 	10 min
3. Time change for fall with new schedule/calendar <ul style="list-style-type: none"> a. Compressed calendar means classes will end at 2:10, so it was agreed to start at 2:30 and end at 3:30 pm in the fall. 	5 min
4. Health Fee for Tutors Update <ul style="list-style-type: none"> a. Student Services has been able to waive the fee before. b. Shayla working with Kendyl and Brian on getting this fee waived. c. Wanting a consistent policy and staying with it - concern expressed from Lee. 	10 min

d. Be in touch with Shayla if you have problems.	
5. Military Ally Workshop <ul style="list-style-type: none"> a. Jessica Horn reported they want to get people more familiar with the military culture through this workshop. b. PD credit available. c. Get logo pin and sticker for attending that lets the veterans know you have gone through the training. d. Asked if you could attend just part of it – Jessica said you could leave a little early but not attend just part of it. e. Have just under 40 registered. f. Region 10 reps doing training together. Will offer other sessions in the region in the fall – TBA. g. Question if we pay hourly if they attend – centers are paying if they attend – they just need to explain that they attended on the time sheet. 	6 min
6. Tutor Expo <ul style="list-style-type: none"> a. Four tutors, Lee, and Larry Lawson went and did two presentations b. Handouts on other events from the expo distributed c. If interested, reply to Shayla with the title of BSILI to see about attending that event. Erin will email the info. d. Lee to send PowerPoint about teachers and tutors being equitable. 	6 min
7. Approve February minutes <ul style="list-style-type: none"> a. Motion – Craig b. Second – Lee c. Approved 8. Approve March minutes <ul style="list-style-type: none"> a. Motion – Craig b. Second – Lee c. Abstained - Joel d. Approved 	3 min

Next Meeting
May 5, 2016 – room to be announced