PALOMAR COLLEGE
Learning for Success

Tutor Committee Minutes
May 5, 2016

MEETING TYPE:

X	**Staff**	**Date:**	May 5, 2016
	Product/Project	**Start Time:**	2:00 p.m.
	Special	**End Time:**	3:00 p.m.
		Location:	H-212

Facilitator: Erin Feld
Time keeper: Erin Feld
Note taker: Jessica Ambrocio
Members in attendance: Ambrocio, Jessica; Avila, Debra; Chakkanakuzhi, Mathews; Chen, Lee; Feld, Erin C.; Glassman, Joel; Horn, Jessica, Lee, Yuan-Lin; Lowther, Carol; Martinez, Mario; Sivert, Shayla; Thompson, Craig; Van Dyke, Leigh Ann
Members absent: Barnaba, Ruth; Gomez, Gladys; Green, Rand; Towfiq, Fariheh
Guests: Murillo, Leticia

Agenda Item
1. On-line tutoring pilot update
a. IRP has sent out requests for On-line tutoring feedback
b. To date, 15 surveys have been returned. This is double the amount from last semester.
c. There have been a total of 28 visits to NetTutor
i. 21 live sessions
ii. 7 Q &A
d. Palomar College Online Tutoring
i. 18 Math Center visits
ii. 2 Writing Center visits
e. Summer plan
i. 1 Math class will use NetTutor during intersession
ii. Online Cam Pendleton classes will have access to NetTutor
iii. English will possibly have some online tutoring
iv. Erin is working with other faculty to see where Online Tutoring might be needed. This includes:
1. Accounting
2. Psyc/Soc (statistics)
3. Computer Science
f. Erin said even if the amount of visits is low, we need to keep in mind that only 12% of our students access tutoring on campus anyway.
2. Student Services Planning Council information – Jessica A.
a. The Student Services Planning Council is working on reviewing and updating Board and Administrative Policies.
b. This is something that we as tutoring center directors, specialists, and managers should consider because there is BPs that impacts how we run our tutoring centers.
c. At this point, Acting VP Brian Stockert also recommended that if we have any BP in our areas that we review and have feedback for the SSPC.
d. Jessica A. brought up, for example, policies about having children in our centers. How do we all manage that? Also, students vs non-students at the tutoring centers.
e. Others brought up, service animals in the tutoring centers and how we can be sure that these service pets are being used "properly".
f. Shayla did some research and found the following Board Policies for us: https://www.palomar.edu/GB/Policies%20-%20Board%20Policies%20-

  g. Shayla also mentioned that there Board Policies in place that we should be using to helps guide our own policies and procedures in the various tutoring centers.

  h. This is a link to the various Board and Administrative Policies at Palomar College:

    i. https://www.palomar.edu/GB/Web%20Pages/PoliciesAndProcedures.html

3. DRC Tutor Hiring – Leigh Ann

  a. Leigh Ann will be hiring an English and Math tutor for DRC.

  b. The job description had been posted for Math and will be posted for English soon.

  c. Might work with Annie, at the Math Center, for some potential Math tutors.

4. Military Ally Workshop – update – Jessica H.

  a. The workshop was a great success.

  b. There were 70 people in attendance this included:

    i. Palomar College Ambassadors

    ii. Faculty

    iii. Staff

    iv. Administrators

    v. Student employees

    vi. There was immediate interest in having this workshop again in the Fall.

    vii. Currently Jessica H. is trying to organize another workshop in October 2016.

5. ACTLA conference information

  a. Palomar College attendees included:

    i. Ruth Barnaba (STAR Tutoring Center)

    ii. Leticia Murillo (STAR Tutoring Center)

    iii. Erin Feld (Reading Department)

    iv. Mario Martinez (Escondido TLC)

    v. Jessica Ambrocio (STEM Center)

  b. Some conference feedback:

    i. Some of the workshops seemed geared more towards universities and not too applicable to community colleges

    ii. There was a good workshop on how tutoring center could use more seasoned tutors as mentors and trainers for new tutors.

    iii. Chris Brown from PCTV was also in attendance and he talked about adding video clips that tutors could use as references with students.

    iv. One presenter discussed how in his tutor training, he would talk with tutors about the policies, or his tutoring center "commandments", and at the end of training he would ask for the tutors to come up with two more. This helps tutors feel a real connection to the tutoring center through their contributions of how the center should run.

    v. The key note speaker was also really great. She talked about predictive analytics in education and also about student services and student service professionals being instrumental in a student's choice to persist and graduate from a college or university.

    vi. Erin passed out an annotated bibliography presented by Hunter Boylan that consists of articles regarding tutoring effectiveness.

6. Approve April minutes

  a. MSC (C. Thompson/ J. Glassman) Meeting minutes for April 2016 meeting were approved. No opposed, no abstentions.

Next Meeting
Thursday, September 1, 2016 at 2:30 pm – remember the time change due to the compressed calendar