Tutor Committee Minutes
December 1, 2016

PALOMAR COLLEGE
Learning for Success

MEETING TYPE:	X	Staff	Date:	December 1, 2016
		Product/Project	Start Time:	2:30 p.m.
		Special	End Time:	3:30 p.m.
			Location:	H-306

Facilitator: Erin Feld
Note Taker: Jessica Perez-Corona
Members Present: Barnaba, Ruth; Chen, Lee; Feld, Erin C.; Glassman, Joel; Manneh, Beatrice; Martinez, Mario; Perez-Corona, Jessica; Thompson, Craig; Towfiq, Fariheh; Van Dyke, Leigh Ann
Members Absent: Avila, Debra; Green, Rand; ; Horn, Jessica, Lee, Yuan-Lin; Sivert, Shayla
Guests: Cindy Anfinson

Agenda Item

1. On-line tutoring update
    a. Currently students have accessed 99 sessions of online tutoring
    b. The 99 sessions translate to 47 unique students.
    c. Moving forward in Spring 2017, English will use NetTutor for their online tutoring services.
    d. Additionally, Academic technology has developed a way to enter students into organizations on Blackboard so they don't have to be entered manually one by one.
    e. We are still waiting on NetTutor for survey results.

2. Update on tutoring video
    a. Ruth, Jessica, and Craig met with Bill to further discuss this project.
    b. We need to decide what direction we want this project to go in
    c. After discussion, the Committee decided that we want to do both a 60-90 second promo and a longer one as well.
    d. Message of 60-90 second promo would be, "how to" prepare for a successful tutoring session
    e. Longer promo video would be to promote all of the tutoring centers on campus.
    f. The tutoring video group will meet again to begin working on script and storyboard for video.

3. SSEC vs Faculty Senate
    a. This Committee began as a BSI workgroup that evolved over time.
    b. It was advised that it should be formalized into a Committee and be under the Faculty Senate.
    c. There has been discussion about potentially moving this committee to be under SSEC since many of the centers are receiving funding from that source.
    d. Pros/ cons about being under one or the other:
        i. Moving under SSEC because there aren't the same discussions/conversation as in Faculty Senate that pertain to this group.
        ii. If we did go under SSEC there might be a push back from students in terms of who can access services based on the requirements for funding from SSEC.
        iii. If we moved under SSEC, could we still have the same support from Instruction?
    e. After more discussion it seems like the Committee would rather not move to be under SSEC.
    f. There is also a conversation happening about where will online tutoring fall under?

4. Announcements
    a. Jessica Perez-Corona is leaving Palomar College. She will be going to MiraCosta College to become the Writing Center Supplemental Instruction Coordinator
    b. Erin will be stepping down as Chair of this committee at the end of this academic year.

5. Update cycle
    a. Idea to have tutoring center directors/ coordinators report about activities or other news from their respective centers
    b. Committee members thought it might be better if Chair asked ahead of meeting if anyone had any items to add to the agenda.

6. Approve October and November minutes
    a. October Minutes
        i. Motioned by Craig
        ii. Second by Joel
        iii. Approved with no abstentions or nays
    b. November Minutes
        i. Motion by Joel
        ii. Second by Craig
        iii. Erin to verify attendance
        iv. Motion carried with abstentions from:
            1. Erin Feld
            2. Ruth Barnaba
            3. Mario Martinez

Next Meeting
Thursday, February 2, 2017 at 2:30 pm