



Tutor Committee Agenda September 1, 2016

MEETING TYPE:

X

Staff

Product/Project

Special

Date:

September 1, 2016

Start Time:

2:30 p.m.

End Time:

3:30 p.m.

Location:

H-306

Ambrocio, Jessica; Avila, Debra; Barnaba, Ruth; Chen, Lee; Feld, Erin C.; Glassman, Joel; Horn, Jessica, Lee, Yuan-Lin; Manneh, Beatrice; Martinez, Mario; Sivert, Shayla; Thompson, Craig; Towfiq, Fariheh; Van Dyke, Leigh Ann; Coulombe, Jacques
Absent: Green, Rand

Agenda Item

1. Note taker for minutes
 - a. Jessica Ambrocio to remain as note taker.
2. Strategies to effectively communicate about online tutoring to staff, faculty, and students
 - a. Banners made
 - b. Web site
 - c. Flyers
 - d. Sandwich boards
 - e. Portal – somewhere students have to see before they can get to something major like email with a message about online tutoring
 - f. Palomar newsletter has been in talks – could get information in there.
 - g. Contact Dan Dryden about getting information in Classified Speaks. Getting word out to part-time staff.
 - h. Consolidation of information – CIE is a start.
 - i. Speakers to go talk about online tutoring to groups like Classified Speaks.
 - j. Nancy Moreno – training for student ambassadors – could let them know about online tutoring to help with outreach.
 - k. Master organization chart – see where grants fall on a web site and then you can click and see information about it.
 - l. PCTV video – make it part of presentations and to distribute for awareness. On the agenda for next month. Math has a video starting with them.
 - m. Summer after assessment – link with Counseling and Assessment to let students know what our services are.
 - n. Training staff on how to use.
 - o. Post about it on social media platforms.
 - p. Can computers in campus labs display a message with information before students log onto the computer as the screen saver or on the screen as wallpaper when they log on?
 - q. PowerPoint by Mario was used for WOW; could use it elsewhere and put more about online tutoring.
 - r. Need a higher percentage of full-time faculty.
 - s. Email Erin if you have more ideas.
3. On-line tutoring pilot update
 - a. Math – 1 intersession class, regular session was online, Camp Pendleton, and self-taught – 2 Q&A with our tutors.

<ul style="list-style-type: none"> b. 1 intersession Cinema for writing. c. 1 – 6 week Critical Reading for writing. d. NetTutor summer – 28 sessions for 595 minutes. <ul style="list-style-type: none"> • 12 live tutorial • 15 Paper center • 1 Q&A e. Accreditation writing team concerned not offering enough. f. Dan decided all online and off site (not Escondido) classes will get online tutoring. <ul style="list-style-type: none"> • Math students will stay as is – some tutoring through their tutors and the other hours picked up by NetTutor. Increase in hours picked up by NetTutor from last semester. • English will offer their students online tutoring by appointment through their tutors during all Writing Center hours. • Students who need math tutoring in a non-math class will have 24/7 access to NetTutor. • Students in a non-English class who could use writing tutoring will be able to use online Writing Center tutors by appointment during center hours and NetTutor for after those hours. • Students in subjects with subject-specific tutoring offered by NetTutor will have access to that tutoring during the hours NetTutor offers for that subject. g. CSIT will continue to be allowed to use NetTutor for all classes not just online classes. h. Online tutoring should start the week of September 5. i. Students will see the Organization on their Blackboard homepage. Students will be emailed the information through those Organizations. j. Chairs will also be notified when tutoring goes live. 	4. Maintaining web site and changes <ul style="list-style-type: none"> a. Debra to maintain.
5. DRC – latest policy changes <ul style="list-style-type: none"> a. Many forms are available on the DRC web site. b. Students now may be able to self-report if all other means have been exhausted. Verification may not be needed or required. c. Counselors are allowed to make professional judgments. d. ADHD must have a report. That cannot be self-reported. DRC can assess this for accommodations only. e. Direct students to DRC for specific questions. f. More updates next meeting. 	6. Tutor Appreciation Week is October 3-7, 2016 <ul style="list-style-type: none"> a. Erin will email since we ran out of time.
7. Approve May minutes <ul style="list-style-type: none"> a. Postponed to October due to time. 	

Next Meeting
Thursday, October 6, 2016 at 2:30 pm