



Tutor Committee Minutes December 7, 2017

MEETING TYPE:

X

Staff
Product/Project
Special

Date: December 7, 2017

Start Time: 2:30 p.m.

End Time: 3:30 p.m.

Location: H-306

Facilitator: Katy Farrell

Recorder: Mario Martinez

Members Present: Barnaba, Ruth; Chen, Lee; Farrell, Katy; Glassman, Joel; Martinez, Mario; Thompson, Craig; Towfiq, Fariheh

Members Absent: Avila, Debra; Cannon, Terrie; Gutierrez-Aguero, Mireya; Horn, Jessica; Pedroza, Carlos; Sivert, Shayla; Van Dyke, Leigh Ann; Waite, Lori

Guests: Anfinson, Cindy; Garceau, Jeannette; Hudson, Aaron; Lee, Annie; Williamson, Emily

Agenda Item

1. Information and Updates

2. PAT replacement needs:

- a. IS wants to know our priorities and know what we need out of the system so they can find the platform to fit those needs. The committee discussed tutoring needs and summarized them in this document, Below are highlights from the discussion:
- b. Sync with peoplesoft. For example, dropped students status is changed to dropped
- c. Tutoring - online registration, appointments
- d. Limit ability to register for multiple tutoring sessions (set parameters later)
- e. Track tutoring hours, testing, class, supplemental lab hours
- f. Address 705 needs
- g. Sign-in for tutors (CRLA certification)
- h. Track student activity in lab
- i. Maintain student progress reports, e.g. progress at tutoring sessions.
- j. Manually add login and logout time, or adjust times
- k. Easy report generation
- l. Easy login for students. Single screen, single step
- m. Training for new software and readily available support
- n. Possible programs - TutorTrac
- o. IS needs our feedback to move forward with replacing PAT. Please add your thoughts to the statements below.
- p. Possible programs - TutorTrac

3. Budget Issues:

The committee discussed budget concerns. Highlights are below:

- a. It would be nice to get access to financials PeopleSoft to keep track of budget.
- b. Pal Dept Pay Report in eServices.
- c. There has been a 25% reduction on the hourly staff from 2000 account. 7 million dollars need to be saved. This has been reduced by 1.3 million.
- d. Because we are expanding and have a lot of short term tutors, and because of 705, and embedded tutors, we should let Instruction know that

we can't afford to have the cut to our Department. The committee discussed drafting a statement in the spring.

4. [Annual Goals](#)

- a. Short-term goals/tasks were reviewed and added to the list.
- b. Cyndi says that we have data that shows our tutoring centers are successful and growing and we can present these numbers.
- c. ASG polls students around the student union. We could ask about polling students about tutoring services.

5. Online tutoring

a. [Monthly report](#)

b. [Online Tutoring Survey Report](#)

- i. We are up to 255 total sessions. Almost 6,000 minutes.
- ii. Average session minutes is about 23 minutes.
- iii. We can run a report and see the individual student usage.
- iv. A request was made to make more visual instructions for using NetTutor in Canvas.

c. NetTutor usage recommendations (response from NetTutor)

- i. The committee can recommend parameters and priorities around usage.
- ii. Before making recommendations, the committee would like to have an idea about the funding/budget for online tutoring.

d. Expansion of online tutoring services

- i. Did not have time to address this item.

6. Approve November Minutes

- i. Tabled until next meeting

Next Meeting

Thursday, February 1, 2018 at 2:30 pm