



Tutor Committee Minutes

February 2, 2017

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: February 2, 2017
	<input type="checkbox"/>	Product/Project	Start Time: 2:30 p.m.
	<input type="checkbox"/>	Special	End Time: 3:30 p.m.
			Location: H-306

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

Agenda Item
1. Find new note taker <ul style="list-style-type: none"> • Mario agreed to be new note taker
2. December notes help/request <ul style="list-style-type: none"> • Email Erin notes from December to approve and put on Comet Information Exchange
3. On-line tutoring update <ul style="list-style-type: none"> • auto fill enrollment not happening until we switch to Canvas in summer • Math starts next week • English is transitioning to just using Net Tutor for online tutoring • Title for online English tutoring through Net Tutor? – Don't know at this point. • In summer the plan is to move all tutoring over to Canvas. • Making sure hours are updated with information from NetTutor.
4. New chair needed for fall <ul style="list-style-type: none"> • Erin will be stepping down as chair at end of semester. • We talked last time about staying under Senate, so chair needs to be a faculty member. • Chair time commitment is about an hour and a half a month for meeting (one hour), emails, etc. Main responsibilities: read minutes, put approved minutes on Comet Information Exchange, send emails out about agenda items, send agendas and minutes, some online tutoring work possible, report to Senate as needed. • Erin going to Senate on Monday to see what happens if no faculty member wants to chair committee.
5. Requests for funds (Shayla) <ul style="list-style-type: none"> • Last 3 account strings for BSI: <ul style="list-style-type: none"> + 1612304 – ran out + 1612302 – June 30, 2017 + 1612303 – Should have this on account string for English • Anna Hilton and Christine Amely are working on these strings.

- Make sure to be aware of what strings to use.
- We are budgeted for -302 and -303 for budgeted for '17 – '18 fiscal year.
- If we get another allocation, we will open up funding request process again.
- Everything's accounted for this year if you requested it last year.
- You can request money through AEBG (Adult Education Block Grant). Speak to Barb Blanchard (contact)
+Covers some things for non-credit and basic skills
- HSI through Kathy K. (STEM)
- Student Equity Funds (positively affecting disproportionately impacted students)
- SSSP (assessment, outreach, follow-up, advising)
- The people that want to go to a conference, etc. could all request the money through one of the above funding sources.
- Our committee is not one with a budget at this point.
- With embedded tutoring, set up a number of hours and see how it would affect certain students to request the funds from the areas previously mentioned.
- April/May opening up funding request for account string -303 if money is freed up.
- Basic Skills and/or non-credit for funding for conferences.

6. Disability Certification Form (Leigh Ann)

- Big change – observation
- Short of a doctor sending in paperwork, DRC can fill out own forms to show proof of disability
- DRC can take history of disability.
- Record of getting social security income
- IEP (anyone screened through K-12). They can be taken as a diagnosis for disability.
- Observable disability
- It's an interactive process
- The diagnosis of autism: It's observable. High amounts of autistic cases being observed lately.
- Possibly have tutors do brief training on how to deal with autistic students
- Utilize short directives
- Shayla mentioned book called *NeuroTribes*– author – Steve Silberman – Shayla says good book
- For disruptive situations, it can be an issue, so get Sherri Titus involved if needed.
- tutoring session with those with autism may need to last 20 minutes due to attention span

7. Term “tutor” (Craig)

- They think there's a stigma to the word “tutor.”
- Everyone at the conference that Craig went to used a different term besides tutors: i.e, coaches, facilitators, consultants, etc.
- Craig met with his writing tutors and some thought there was a stigma with that word.
- Moving away from the idea that a tutor is going to just correct your work.
- Back in the day, going to a tutor was a sign that you were deficient and in need of remediation.
- Having tutors change the names it would have to be uniform so it's not confusing and fragmented for students.
- The tutoring video can help re-brand the idea of tutoring = motivating.

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