



Tutor Committee Minutes March 2, 2017

MEETING TYPE:

X

Staff

Product/Project

Special

Date: March 2, 2017

Start Time: 2:30 p.m.

End Time: 3:30 p.m.

Location: H-306

Members: Barnaba, Ruth; Chen, Lee; Feld, Erin C.; Glassman, Joel; Gutierrez-Agüero, Mireya; Martinez, Mario; Towfiq, Fariheh; Van Dyke, Leigh Ann
Guests: Anfinson, Cynthia; Coulombe, Jacques; Farrell, Katy; Lee, Annie
Absent: Avila, Debra; Horn, Jessica; Manneh, Beatrice; Green, Rand; Thompson, Craig

Agenda Item

1. Information

- Introductions
 - Faculty Resource Coordinator
 - STEM
 - CSIT (still looking for their faculty representative)
 - Reading
- April – electing new chair
 - Senate said it does have to be faculty
- CRLA certification renewal
 - Ruth working on renewal
 - Going for level 1
 - Will cost around \$200
 - We could request from Faculty Senate
 - Brought to Shayla to see about getting institutionalized
- Online tutoring
 - Waited until after the “W” date to let student know about online tutoring.
 - 9 live tutorial sessions, 1 Paper Center, 3 Q&A Center for a total of 13 sessions and 179 minutes.
 - A majority from CSIT tutor, English tutor, and Math tutor (non-math classes),
 - Meeting with Research and Planning to see if there are updates that need to be made to survey
 - Add online tutoring on the tutoring services flyer

2. CRLA Training (Fari)

- NCTED 605 Basic Tutor Training
- 2:30 pm – 5:30 pm this Friday and next
- 11 tutors will attend
- Aspects of successful tutoring, learning disabilities, and handouts provided
- Patty and Fari will talk
- Learning styles, study skills, how to cope with test anxiety, tutoring methods for ESL, and tutoring center computer orientation.
- Will make sure to talk with the coordinators on how to use the center.
- Cindi and Fari have handouts from On Course: Taking responsibility with scenarios/case studies
- Emotion intelligence and skits role plays, bafa bafa simulation game.

<ul style="list-style-type: none"> • Clery Training w/ Karen Boguta-Reeve. Tutors highly encouraged to attend. • Some students having trouble registering. Students come earlier (30 min) to help with this. • For first time, Dean Kathryn Kailikole gave Fari \$300 for food • 2:30 – 5:30 on 3/17 for math tutors for STEM; discipline specific and other departments to present. Faculty are going to present on the techniques and expectations for the tutors. This is not part of the official two-part CRLA training. • Faculty embedded tutor workshop • Peer led study • Name changed from supplemental instruction to peer-led • Later on another workshop with -CSUSM cooperation • Tutors and instructors that are embedded from CSUSM are attending this workshop
<p>3. Tutor downtime discussion</p> <ul style="list-style-type: none"> • Tutors are discouraged from using Twitter, Facebook, • MLC have tutors cut scratch paper, filing, other tasks around center • STEM have tutors work on internship opportunities • TLC ESC have them work on handouts, PowerPoints, presentations, help tidy up center
<p>4. Embedded tutoring workgroup</p> <ul style="list-style-type: none"> • Fari and Mireya are planning a workshop for embedded tutoring • Break outs with tutors and their faculty member • 2 – 5 pm in the MLC for tutors and faculty • Then for Fall, they can create a mini conference for best practices for the different departments and have workshop on best practices based on department for needs for embedded tutoring. • Could see about workshop during plenary. • At this point no workgroup needed • Mid April for embedded tutoring conference – Fari to let us know when the date it finalized
<p>5. Committee Web Site</p> <ul style="list-style-type: none"> • Create website • Put up agenda and minutes for now and decide on details later
<p>6. Approve December and February Minutes</p> <ul style="list-style-type: none"> • Moved to next month because there wasn't a quorum

Next Meeting
Thursday, May 4, 2017 at 2:30 pm