



Tutor Committee Minutes April 6, 2017

MEETING TYPE:

X

Staff
Product/Project
Special

Date: April 6, 2017

Start Time: 2:30 p.m.

End Time: 3:30 p.m.

Location: MD 155C

Facilitator: Erin Feld

Note Taker: Mario Martinez

Members Present: Avila, Debra; Barnaba, Ruth; Chen, Lee; Feld, Erin C.; Glassman, Joel; Gutierrez-Aguero, Mireya; Manneh, Beatrice; Martinez, Mario; Towfiq, Fariheh; VanDyke, Leigh Ann; Waite, Lori

Members Absent: Green, Rand; Horn, Jessica; Sivert, Shayla; Thompson, Craig

Guests: Anfinson, Cindy; Lee, Yuan-Lin

Agenda Item

1. Information
 - Online tutoring
 - 1786 minutes
 - 6 Q and A sessions
 - 7 unique students.
 - English has 9 sessions
 - Possible limit sessions that students can have
 - CSIT has 8 sessions
 - Fast track II started so we will have an updated roster next Thursday
 - Reminder to students that online tutoring exists
 - Going to be in Canvas starting summer
 - Embedded tutoring workshop (Fari)
 - 4/28 from 2:30 – 4:00 pm
 - Workshop regarding embedded tutoring at MLC is going to be presented by faculty member Prof. Sanders
 - Open invite to all interested faculty and tutors.
 - The focus will be on math
 - Karen Mifflin and Fari will help with the PowerPoint
 - Goal is to have different faculty present
 - Have Math, ESL, and English do similar workshops in the future
 - All departments are currently doing their own tutor training and MLC does the general tutor training.
 - STEM and Math recently did joint tutor training with more than 40 tutors present. They invited different faculty. Leigh Ann VanDyke and Patty Ricks presented on how to tutor DRC student population.
 - Faculty Senate via Travis announced that our committee was working to appoint a committee chair. He also mentioned that online tutoring would fall under STAR. Erin clarified this was only about online tutoring and let Travis know that. Also Faculty Senate reiterated that our committee would continue under faculty/instruction.
2. Action – elect committee chair
 - Erin talked about the various responsibilities of the chair as well as other

tasks and projects that are being carried out by other members on the committee (See Attach. A).

- Debra asked to add to list the class the Tutoring Services page that needs to be reviewed for each semester class schedule as well Tutoring Services video
- Fariheh will continue to be embedded tutoring coordinator
- Committee chair nominations
 - 9 faculty eligible for nomination
 - Fariheh nominated Katy Farrell
- Committee chair election
 - Unanimous decision by all voting members on electing Katy as new Tutoring Committee chair

3. All Tutors Blog – still active – use and interest?

- Kelly Helming informed Erin they changed themes
- Do we still want to use the blog? Strong support from Fariheh
- Tutors could use the blog during their downtime
- The blog has pages for English, ESL, Math, Reading, and STEM
- Fariheh will let tutors know about the blog during tutor training
- Make blog password protected for tutors and staff
- Jacques can be in charge of the blog
- Tutors could put up information that they find helpful with regards to
 - Tutor training
 - Tips and discussions
 - DRC handouts
 - Job descriptions
- The blog is not center specific.
- Have blog be accessed from the Tutoring Services webpage or the committee website?
- Move blog to Canvas Commons?
- Will discuss this topic again at a later date.

4. Web site – look at link Mario emailed 3/8:

<http://www2.palomar.edu/pages/tutoringcommittee/>

- Confirm titles in case we have to update governance structure
- Change made to Lori's title: Faculty Resource Coordinator
- Fix Leigh Ann's last name
 - Mario will update website with this today

5. SSEC Embedded Tutoring Workgroup (Cindy)

- The SSEC has a variety of workgroups formed; one of them is the Retention Workgroup. This group is charged with looking at the success indicators in the Student Equity Plan that relate to retention and propose/implement strategies and plans to achieve those success indicators.
- One of the success indicators is ESL/Basic Skills Completion.
- For this success indicator, one of the proposed strategies is to create a four-workshop series to promote the effective use of embedded tutors in the classroom.
- Go over the Embedded Tutoring: Better Together document. Created by Lawrence Lawson (ESL).
- As the co-chair of the SSEC Retention Workgroup (along with Nancy Moreno), we decided that I would meet with Fari (who is involved with the Math /STEM embedded tutoring workshop this spring), and then with Shayla and Erin.
- What has been done:
 - The SSEC Retention Workgroup has been invited to the Math/STEM spring workshop.
 - Shayla is working with Larry on potentially funding some of the

proposed activities.

- I am reporting back and forth to all those involved so we can move forward with this project.

- Questions? Comments?

6. Approve December, February, March Minutes

- Motion to approve December 1st minutes
 - Motioned by Joel
 - Second by Beatrice
 - Correction by Beatrice
 - Remove Gladys and put Beatrice's name under members present
 - Motion carried with correction and abstentions from Lori and Mireya
- Motion to approve February 2nd minutes
 - Motioned by Joel
 - Second by Beatrice
 - Correction by Leigh Ann
 - Correction under item number 6 in minutes
 - Strike part about 5 years of age regarding DRC taking history of a disability
 - Motion carried with corrections and abstention from Lori
- Motion to approve March 2nd minutes
 - Motioned by Joel
 - Second by Ruth
 - Correction by Erin
 - Correction to say minutes instead of agenda
 - Motion carried with correction and abstentions from Mireya, Debra, and Lori

Next Meeting

Thursday, May 4, 2017 at 2:30 pm