Tutor Committee Minutes May 4, 2017

MEETING TYPE:	X	**Staff**	**Date:**	May 4, 2017
		Product/Project	**Start Time:**	2:30 p.m.
		Special	**End Time:**	3:30 p.m.
			Location:	H-306

Facilitator: Erin Feld
Recorder: Mario Martinez
Members Present: Chen, Lee; Feld, Erin C.; Glassman, Joel; Gutierrez-Aguero, Mireya; Manneh, Beatrice; Martinez, Mario; Sivert, Shayla; Thompson, Craig; Towfiq, Fariheh; VanDyke, Leigh Ann
Members Absent: Avila, Debra; Barnaba, Ruth; Green, Rand; Horn, Jessica; Waite, Lori
Guests: Anfinson, Cindy; Briggs, Sterling; Coulombe, Jacques; Farrell, Katy; Lee, Yuan-Lin; Williamson, Emily

Agenda Item

1. Information
   - Online tutoring (Erin)
     - 144 total sessions / 3,669 minutes; most coming from Live Tutorial and Paper Center
       - Paper center had 66 visits (this includes papers in other subjects besides English).
       - 86 sessions from English Tutor
     - Should student visits be limited?
     - Block grant-covers online tutoring costs
     - Shayla will work on Canvas master list of courses
   - National Tutoring Week - October 2 - 6, 2017
     - Tutor appreciation week. Recognize tutors with treats and how to showcase this at each tutoring center. Will discuss more at next meeting in September.
   - ASG
     - Emily Williamson was present.
     - In the Fall, the committee can consider have a student ASG rep on the committee.
       - We can update governance structure if needed.
   - Embedded tutoring workshop (Fariheh)
     - Fariheh talked about this workshop that took place on 4/28.
       - There were 24 attendees (10 instructors/14 tutors)
     - Dialogue and discussion on using embedded tutoring.
       - Goal to attain and promote best practices
       - Work on tutor / faculty relationship
       - Discussed inviting CSUSM and San Marcos high schools to any further embedded tutoring workshops.
     - Larry Lawson working on 4-part embedded tutoring series
       - Topics include various embedded tutoring workshops
     - Alvin Community College expressed interest in Palomar's embedded tutoring program.

- Fariheh gave kudos to Mireya on success of STEM Conference that reached out to middle schoolers and their parents. There was collaboration from many other Palomar departments including MLC, STAR, etc.

2. All Tutors Blog
    o Jacques Coulombe is taking the lead on this.
        - He will add tabs for the other tutoring centers, DRC, and Veterans Center Resources.
        - Fariheh is considering having tutors post their reflective essays on this platform.
        - The blog will be password protected
        - Tutors can post tutor-related announcements
        - There will be a resources page that will include video tutorials that can be a part of tutor training / CRLA
        - There will be a discussion board for tutors to discuss best practices, schedule needs, helpful tips, and any websites and resources they find useful with regards to tutoring.

3. Fall goals
    o Improve communication / collaboration between faculty and tutors.
        - Katie mentioned the possibility of a standardized tutoring session confirmation receipt.
        - Leverage Starfish. This platform should help with identifying student retention, provide early alerts, and communication across departments.
    o Our committee should continue to assess how tutoring continues to be in line with accreditation and strategic plan
    o Continue the visibility of the Tutoring Committee across campus.
        - Our website has helped improve this need. It is available under the "Committees" webpage, and A-Z index.
    o Committee will consider having HR come and talk about the details regarding pay increases/tiers, pay forms, ACA, and sick leave.

4. Approve April Minutes
    o Motion to approve April 6th minutes
        - Motioned by Craig
        - Second by Leigh Ann
        - Correction by Mireya
            - Correction to item #6 final bullet point "Motion carried with correction and abstentions from Mireya Beatrice, Debra, and Lori"

Next Meeting
Thursday, September 7, 2017 at 2:30 pm