Tutor Committee Minutes
September 7, 2017

MEETING TYPE:	X	Staff	Date:	September 7, 2017
		Product/Project	Start Time:	2:30 p.m.
		Special	End Time:	3:30 p.m.
			Location:	H-306

Facilitator: Katy Farrell
Recorder: Mario Martinez
Members Present: Avila, Debra; Barnaba, Ruth; Chen, Lee; Farrell, Katy; Glassman, Joel; Gutierrez-Aguero, Mireya; Martinez, Mario; Sivert, Shayla; Thompson, Craig; Towfiq, Fariheh; Van Dyke, Leigh Ann; Waite, Lori
Members Absent: Green, Rand; Horn, Jessica; Pedroza, Carlos
Guests: Anfinson, Cindy; Garceau, Jeannette; Lee, Yuan-Lin; Williamson, Emily

Agenda Item
1. Information and Updates

      a. Introductions
           i. Katy Farrell introduced herself as new chair
      b. Online tutoring report
           i. NetTutor moved over to Canvas from Blackboard this summer
           ii. Online tutoring is available for all students taking online courses or those taking at remote locations
           iii. Katie will contact online instructors letting them know that she sent out an announcement to students about online tutoring
           iv. NetTutor Reports:
                1. Summer 2017: Sessions: 38; Time: 866 minutes
                2. Fall 2017: Sessions: 34; Time: 956 minutes.
                    a. Great increase this fall in usage.
                3. A lot of English tutoring. Could be a mix lot of English and non-English courses that have writing assignments
                4. Time limit on individual sessions may be need to be imposed.
      c. National Tutoring Appreciation Week: October 2 – 6, 2017
           i. Reminder for tutoring centers to recognize tutors.
           ii. Debra creates a flyer for tutoring centers to post. She will also request the announcement to be put on the various college marques.
           iii. Tutoring centers shared ideas of how they show appreciation for their tutors. Examples include thank you cards, snacks, and candy.
           iv. Emily will ask ASG if there are any resources for helping with this.
           v. Debra will send a request to Diana Trujillo to post our Tutor Appreciation photos on FB.
      d. SSEC Embedded tutoring workshops
           i. Working on embedded tutoring workshops. Mireya and Fariheh did a workshop last spring.
           ii. Shayla advises we ask for funding through the Basic Skills

Partnership out of Grossmont College that can be allocated for embedded tutoring workshops.
- iii. Gina Sanders, Karen Mifflin and Gary Lawson coordinated best practices for embedded tutoring services last spring.
- iv. Prep work includes research on embedded tutoring. Focus is on training for teacher, tutor, and student and best practices from each one of these perspectives/experiences.
- e. All Tutors Blog
    - i. No new news at this point.
    - ii. Jacques will not be able to manage the blog
    - iii. Wait till next committee meeting to think about this item
        1. Fariheh will bring this up at the next tutor training to see if there's interest.
    - iv. Writing Center started a blog similar to this for the English tutors.
    - v. Cross-department dialogue with the tutoring centers is helpful.
    - vi. Blog could have a general forum with different subgroups for each tutoring center.
- f. Visit from 3CSN LAP Co-Coordinator
    - i. Mark Manasse, LAP co-coordinator, is interested in visiting us to see what kind of tutoring center programs we have in place and how LAP can assist us.
    - ii. He has a slew of topics he wants to discuss.
    - iii. Wants to visit 9/27 and visit the different centers.
    - iv. Shayla says that participants at the Promise Conference gave Palomar good feedback regarding the systems we have in place.
    - v. He most likely will pick our brains for professional development topics as well.

2. Tutor Training (added agenda item)
    - a. Fariheh reported that there will be 1 class with 3 sessions of tutor training; the last session is STEM focused. There is also an embedded tutoring workshop.

3. Annual Goals. The committee brainstormed possible goals for the academic year. A list of ideas is below. The committee will revisit this list at the next meeting and prioritize a final list of goals for the year.
    - a. Funding
        - i. Institutionalizing funding because a lot of funds are soft money
        - ii. Shared funding for promotional items, etc.
        - iii. Securing funding sources and time of allocation
        - iv. Come to consensus about funding, staffing
        - v. Equitable funding requests and distribution
    - b. How to expand tutoring services with current resources, and consistent and effectively
    - c. Address north and south center student needs and funding
    - d. Research request with IRP on current tutoring data (Michael Large)
        - i. Centralize our data needs
    - e. Accreditation: Identify parts of tutoring connected to accreditation. Use college code system.
    - f. Online Tutoring - setting usage guidelines
    - g. Adding levels to CRLA training
    - h. Centralize/streamline tutor center systems?
        - i. Explore College technology options. Starfish connect.

4. Approve May 4th, 2017 Minutes
    - a. Motioned by Craig
    - b. Second by Joel
    - c. Motion carried with abstentions from Debra, Ruth, and Lori

Next Meeting

Thursday, October 5, 2017 at 2:30 pm