

### **Main Committee Responsibilities of Chair**

- Reserve room for the year with Anna
- Send meeting calendar request to the whole committee each semester
- Send email to see if anyone has agenda items (if there is room for more agenda items)
- Create agenda
- Get minutes from minute-taker, review, edit, save and send to committee with agenda for meeting each month
- Once minutes are approved, put bullets on Comet Information Exchange (CIE)
- May meet with members or be involved in emails as people come up with questions or issues tutoring related
- Reports to Senate (may periodically go to report or could see if someone else on Senate from the committee could if needed)
- Print sign-in sheet for the meeting
- Sign up for ACTLA and CRLA emails and pass on ones of interest to committee
- Monthly meeting with Shayla
- Governance Structure changes

### **Online Tutoring Responsibilities of Chair**

- Send two announcements to the online tutoring Organizations per semester to confirm
- Communicate with Shayla, VPI, Senate, faculty, or students as needed for online tutoring related items/questions
- Communicate with NetTutor and Najib and Richard on things on the technical side as needed

### **Things to be Covered by Committee**

- Tutor appreciation week - National Tutoring Week - October 2 - 6, 2017
- Hiring
- Training
- Promote dialogue, understanding, and response among the disciplines with tutoring needs.
- Research, implement, and refine tutor selection and training.
- Make recommendations to the Basic Skills Committee regarding tutoring procedures and needs at Palomar College.
- Update and maintain Tutoring Services website

### **Things Others Do Related to Tutoring**

- CRLA certification renewal – Ruth Barnaba
- Tutoring Services web site – Debra Avila
- Tutoring Services flyers and sandwich boards – Debra Avila
- Tutor Committee web site – Mario Martinez
- Tutor Training – Fari Towfiq
- Embedded Tutor training - Fari
- Emails to deans to distribute to chairs about online tutoring access – Shayla
- Online tutoring budget and billing – Suzanne Sebring
- Video – Debra
- Class Schedules – Debra
- Tutor Blog for Tutors – Fari and Jake?