



Tutor Committee Minutes October 11, 2018

MEETING TYPE:

X

Staff
Product/Project
Special

Date: October 11, 2018
Start Time: 2:30 p.m.
End Time: 3:30 p.m.
Location: AA-140

Facilitator: Katy Farrell

Recorder: Mario Martinez

Members Present: Avila, Debra; Cassoni, Mary; Chen, Lee; Farrell, Katy; Gutierrez-Aguero, Mireya; Maher, Chantal; Martinez, Mario; Maunu, Leanne; Sivert, Shayla; Towfiq, Fariheh; Van Dyke, Leigh Ann

Members Absent: Barnaba, Ruth; Hudson, Aaron; Pinckney, James; Waite, Lori

Guests: Anfinson, Cindy; Chakkanakuzhi, Mathews; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Lee, Annie; Matson, John; Quintana, Nick; Thomas, Greg; Torres, Edwin

Agenda Item

1. Announcements:

a. Links re: Tutoring Students with Disabilities (Shayla)

- i. Tutoring and Learning Centers: <https://www.washington.edu/doit/equal-access-universal-design-tutoring-and-learning-centers>
- ii. Tutoring Students with Disabilities – Some Tips for Tutors: <https://canadacollege.edu/disabilityresourcecenter/Tutor.php>
- iii. Tutor training in the future will address needs of DRC students; i.e., behavioral issues, learning disabilities, etc.
- iv. Consider adding DRC information to tutoring websites for tutors to reference

b. Request re: TutoringExpo (Shayla)

- i. Mark Manasse from Mesa asked if we could host the annual tutor expo.
- ii. Need volunteers for sign-in duties.
- iii. Shayla will ask him for more information.
- iv. VP Kahn says that we have a huge push to hire faculty and that is a time consuming process.
- v. Attention may be pulled away from Guided Pathways.
- vi. Would be nice to showcase Palomar, but we have a large workload
- vii. Manasse wanted to hold the event over Spring break, but now moved to first week of April.

- viii. Anticipated attendance: 100-200
- ix. Palomar is hosting a STEM conference around the same time.
- x. Nick & Jeannette are interested in possible leadership with Mark

2. Action Items

- a. Approve May Minutes
 - i. Motioned by Chantal
 - ii. Second by Leanne
 - iii. Motion carried with abstentions from:
 - 1. Debra

3. Discussion Items

- a. Palomar College Tutoring Vision Workgroup formation (Shayla)
 - i. Shayla is look for a workgroup of 5 members to address current and future tutoring needs. With initiatives such as AB705, students will need more tutoring; however, the College does not have additional funding to support additional tutoring. Many soft funds are being spent on tutoring and it's not sustainable. Shayla would like a workgroup to research and propose ideas for addressing the College tutoring needs. We have to think smarter and more strategically regarding tutoring. Contact Shayla if 5 people are interested in forming this work group with Shayla.
- b. Tutoring committee membership
 - i. With expansion of tutoring to the North and South Centers and in other areas of the college, it's time to revisit the membership of the Tutoring Committee.
 - ii. Katy will send an email to ask the committee members to provide input regarding membership and this will return as an action item at our next committee meeting.
- c. Tutoring processes
 - i. SARS (Shayla)
 - ii. Tutor collaboration (Leanne Maunu)
 - 1. Leanne would like to form a work group to:
 - a. Discuss use of Canvas as space for all tutors to engage and share information.
 - 2. Please contact Leanne if you would like to be part of this workgroup.
 - iii. Change to CTED COR review (Shayla)
 - 1. The COR requires 16 hours of tutoring training and 20 hours of practical training.
 - 2. CRLA certification. Include ETS and GEAR UP tutors.
 - 3. Fari offers the course face-to-face. Online training is also available through Ruth for those that need certification throughout the semester.

<div data-bbox="412 205 1414 394"> <div data-bbox="537 205 1414 279">4. Discussions regarding tutor tracking with SARS, PAT, etc. This is an ongoing discussion</div> <div data-bbox="412 279 938 317">iv. Tutor evaluations (Leanne Maunu)</div> <div data-bbox="537 317 1414 394">1. Leanne suggested a work group to discuss a standardized tutor evaluation process across Palomar areas offering tutoring.</div> </div>
<div data-bbox="250 426 1068 653"> <div data-bbox="250 426 574 464">4. Future agenda items:</div> <div data-bbox="347 464 1068 653"> <div data-bbox="347 464 792 501">a. Tutor employment levels (Fari)</div> <div data-bbox="347 501 1068 653"> <div data-bbox="347 501 594 539">b. Online Tutoring</div> <div data-bbox="444 539 1068 653"> <div data-bbox="444 539 594 577">i. Reports</div> <div data-bbox="444 577 1068 615">ii. Rules of engagement (coming to consensus)</div> <div data-bbox="444 615 846 653">iii. Hybrid and evening classes</div> </div> </div> </div> </div>

Next Meeting
Thursday, November 8, 2018 at 2:30
pm in AA-140