



Tutor Committee Minutes November 8, 2018

MEETING TYPE:

X

Staff
Product/Project
Special

Date: November 8, 2018
Start Time: 2:30 p.m.
End Time: 3:30 p.m.
Location: AA-140

Facilitator: Katy Farrell

Recorder: Shayla Sivert

Members Present: Barnaba, Ruth; Hudson, Aaron; Avila, Debra; Chen, Lee; Farrell, Katy; Gutierrez-Aguero, Mireya; Martinez, Mario; Maunu, Leanne; Sivert, Shayla; Towfiq, Fariheh;

Members Absent: Mario Martinez; Pinckney, James; Waite, Lori; Cassoni, Mary; Maher, Chantal; Van Dyke, Leigh Ann

Guests: Chakkanakuzhi, Mathews; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Quintana, Nick; Thomas, Greg; John Matson; Judith Marquez

Agenda Item

1. Announcements

- a. Tutoring Expo -- We have notified Mark Manasse that we will take a pass on being considered for this coming spring.
- b. Online Tutoring Collaboration Space Workgroup -- Leanne Maunu -- different modules for different spaces (Greg, Jeannette, Diego, Leanne)
 - i. Is this something that would make sense for STEM? -- Mireya would like to meet with them.
 - ii. Plan to use Canvas to create collaboration space.
- c. Promotion of tutoring at the centers
 - i. Diego's reported on the Fallbrook - NEC, TLC Open House. They are trying to encourage more attendance. Based on surveys, only 3 students were unaware of the tutoring at the NEC
 1. Debra -- Mario sends a flyer to faculty at the beginning of each semester re: student use and potential faculty use;
 2. Greg suggested that we wait until a couple of weeks into the semester to promote tutoring.
- d. Workgroup Progress -- Shayla, Leanne, Cindy, Melissa Griggs, Greg -- Anna should be sending out workgroups asap.

2. Approval of October 2018 Minutes. Motion by Fari Towfiq, seconded by Leanne

Maunu. Minutes approved. Abstained by Aaron Hudson and Fari Towfiq.

3. Tutoring Committee Membership -- [Tutoring committee membership](#);
 - a. Committee discussed making changes to its membership due to new tutoring services and facilities. There was support for adding TLC Coordinators; support for GEARUp and ETS reps; request to change CSIT to staff position; interest in holding monthly meetings from 230-4; point made that since this is a faculty committee, it should be more faculty-driven/faculty-heavy.
 - b. Concerns expressed about inconsistencies among voting rights of Tutoring Center Coordinators.
 - c. Change Tutorial Specialist for STEM to Tutoring Center Coordinator
 - d. Concerns re: different types of issues:
 - i. decisions made here are not final
 - ii. implementation vs. guidance
 - iii. policy should be faculty-driven with feedback/input from others
 1. policies (faculty?) vs. operations (all?)
 - iv. have to make sure we have quorum
 - e. For the next meeting, bring proposals; share with Katy -- we'll bring this all back at next meeting for a vote.
 - f. ASG representative. Should they be a voting member?
4. Tutor employment levels (Fari)
 - a. New HR administration wants 2 years for STH, not 3; Fari asked HR -- one year to come up with a plan -- #5 -- professional expert (Math); Monique will review and get back to us after Thanksgiving. Each supervisor should look at job descriptions/titles -- reduce MQs for Intern I? If tutors know the MQs and know that they have 2 years to get to the next level, they become responsible for that -- ultimately want to get to Professional Expert, at which point they could stay forever (Monique is searching that for us...)
 - b. Discussion around minimum wage...\$1/1 year increment...how will HR do that?
 - c. Mathews will send old one.
5. Tutor training schedule -- for the next meeting

Next Meeting
Thursday, December 13, 2018 at 2:30 pm
in AA-140

Future Agenda: Tutor Training Agenda