



Tutor Committee Minutes December 13, 2018

MEETING TYPE:

X

Staff
Product/Project
Special

Date: December 13, 2018
Start Time: 2:30 p.m.
End Time: 3:30 p.m.
Location: AA-140

Facilitator: Katy Farrell

Recorder: Mario Martinez

Members Present: Barnaba, Ruth; Hudson, Aaron; Chen, Lee; Farrell, Katy; Gutierrez-Aguero, Mireya; Maher, Chantal; Martinez, Mario; Maunu, Leanne; Sivert, Shayla; Towfiq, Fariheh; Van Dyke, Leigh Ann

Members Absent: Avila, Debra; Cassoni, Mary; Pinckney, James; Waite, Lori

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

Agenda Item

1. Announcements

- a. Tutoring Expo, Friday, April 5th and Saturday, April 6th at San Diego City College.
- b. Tutor employment level descriptions (See [Attach. A](#))
 - i. We can use the Math Department's descriptions and pay scale as an example for other other tutoring centers and their employment levels.
 - ii. Every two years, employees have to be terminated.
 - iii. By making the tutors a different employment level they can be rehired.
 - iv. July 2019 will start another new two years.

2. Action Items

- a. Approve November Minutes
 - i. Motioned by Mario
 - ii. Second by Fari
 - iii. Motion carried with no abstentions
- b. [Tutoring committee membership](#)
 - i. There needs to be some changes to membership.
 - ii. Our committee is a faculty senate committee.
 - iii. Current proposal: Voting and Advisory (see table on next page):
 - iv. Bring back for a vote on this governance structure
 - v. Guests: relevant grant coordinators

VOTING (Supervisor or Faculty Designee, Chair, & Dean)	ADVISORY (Tutoring Center Coordinator, Tutoring Lead Staff, and Student Representative):
Athletics	Business
Business	CSIT
DRC	ESL
English	Grant Funded Programs (EOPS, ETS, Gear Up, and TRIO).
ESL	Math
Math	NEC
Reading	Reading
STAR (NEC & SEC TLCs)	SEC
STEM	STEM
TLC (SM & ESC)	Veterans
Veterans	World Languages
World Languages	Writing Center

3. Discussion Items

- a. Tutor training schedule for the 2019-2020 academic year (Fari)
 - i. Mathews created the Tutor Training schedule (See [Attach. B](#))
 - ii. During the holidays, Fari will email tutoring training dates
- b. Online Tutoring (Katy)
 - i. [Reports](#)
 1. Math and writing still the most popular subjects for online tutoring.
 2. Consider telling research and planning about surveying students about their opinion about online tutoring.
 - ii. [Rules of engagement](#)
 1. Rules of engagement questionnaire explains what tutors can do and not do.
 2. We should look at the rules of engagement and tweak if necessary so we can share with various faculty if needed.
 3. Currently math is the only department with rules of engagement
 4. Would be ideal to have uniform Rules of Engagement for our online tutoring.
 - iii. Hybrid and evening classes
 1. We will bring back as an action item to see if we would like to have hybrid and evening classes added to online tutoring.
- c. Tutoring workgroup update
 - i. Melissa, Greg, Annie, Cyndi, and Shayla have worked on the makeup of the various tutoring center centers (staffing, resources, funding, etc.)
 - ii. Soliciting from other colleges about guided pathways
 - iii. The California Acceleration project. AB 705 relates to this.
 - iv. Quantitative reasons & critical thinking eligible for apportionment.

4. Future agenda items

- a. Action Items
 - i. Vote on new governance structure
- b. Discussion Items
 - i. Discuss the option for online tutoring for hybrid and evening classes

Next Meeting
Thursday, February 14, 2019 at 2:30pm
In AA-140