



Tutor Committee Minutes February 1, 2018

MEETING TYPE:

X

Staff
Product/Project
Special

Date: February 1, 2018
Start Time: 2:30 p.m.
End Time: 3:30 p.m.
Location: H-306

Facilitator: Katy Farrell

Recorder: Mario Martinez

Members Present: Chen, Lee; Farrell, Katy; Gutierrez-Aguero, Mireya; Horn, Jessica; Martinez, Mario; Sivert, Shayla; Van Dyke, Leigh Ann; Waite, Lori

Members Absent: Barnaba, Ruth ; Avila, Debra; Cannon, Terrie; Glassman, Joel; Pedroza, Carlos; Thompson, Craig; Towfiq, Fariheh

Guests: Anfinson, Cindy; Coulombe, Jacques; Garceau, Jeannette; Hudson, Aaron; Lee, Annie; Moise, Connie

Agenda Item

1. Starfish implementation and [PAT replacement needs](#), guest Connie Moise
 - a. We are in the requirements gathering phase for a PAT replacement.
 - b. Currently, departments are using PAT, SARS, or paper for attendance reporting.
 - c. Connie would like a vendor that integrates with PeopleSoft.
 - d. Our needs require long list of reports and query access to data but from a security perspective we may want to limit access to queries for data.
 - e. Currently we do not offer all students an actual ID card. Implementing a student ID card would be beneficial for improving data collection efforts.
 - f. Connie is nearing the end of the project requirements collection phase.
 - g. In the Strategic Technology Master Plan, it's encouraged to use third party vendor supported products. This is best for building and maintaining systems.
 - h. Connie is taking our points to merge with her project summary proposal.
 - i. She will let us review her project summary and get our feedback.
 - i. Starfish updates:
 - i. Better way to have direct engagement with students. Instructor can flip a flag to refer a student to tutoring, counseling, etc.
 - ii. Starfish is integrated with PeopleSoft.
 - iii. Starfish will have guided pathways built into the background.
 - iv. This spring the MNHCS division is working with Starfish Early Alert where faculty can refer students for stem tutoring.
 - v. Escondido math students can go to the TLC Escondido.
 - vi. In the future, we can have students raise their hand for counseling, tutoring, food security, etc.
2. Summer Schedule 2018
 - a. Confirm that everyone's changes to the Tutoring Services page of the summer schedule is correct.
3. Upcoming professional development events
 - a. [Tutor Expo, 2018](#), April 13-14, Santiago Canyon College

<ul style="list-style-type: none"> <ul style="list-style-type: none"> b. ACTLA, April 26-28 in San Diego c. Katy will create a google spreadsheet to gather interest in attending these events. There's some funding. 4. Tutoring accounting and apportionment <ul style="list-style-type: none"> a. Jack Kahn called meeting from all tutoring center coordinators about receiving apportionment funding for faculty working in tutoring centers. Please complete the spreadsheet from Jack Kahn. 5. Tutoring has a role in the Guided Pathways conversation. <ul style="list-style-type: none"> a. Phase one is this spring. b. The Tutoring Committee would like someone present on Guided Pathways this April 2018. 6. SSS Tutoring Map <ul style="list-style-type: none"> a. SSS has an interest in creating an interactive map of all our tutoring centers. 7. Online tutoring <ul style="list-style-type: none"> a. Monthly report and Spring 2018 updates <ul style="list-style-type: none"> i. Katy will see if NetTutor can provide access for students to run a report to give to their course instructors. b. Expansion of online tutoring services <ul style="list-style-type: none"> i. New online classes of Spanish, Italian, and music history are now subjects that students can get tutoring for in NetTutor. c. NetTutor usage recommendations <ul style="list-style-type: none"> i. Tabled for next month 	<ul style="list-style-type: none"> 8. Approve November and December Minutes <ul style="list-style-type: none"> a. November <ul style="list-style-type: none"> i. Motioned by Lee ii. Second by Leigh Ann iii. Motion carried with abstentions from: <ul style="list-style-type: none"> 1. Aaron, Lori, Mireya, and Shayla b. December <ul style="list-style-type: none"> i. Motioned by Lee ii. Second by Mario iii. Motion carried with abstention from: <ul style="list-style-type: none"> 1. Aaron, Leigh Ann, Jessica, Mireya, and Shayla
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Next Meeting
Thursday, March 1, 2018 at 2:30 pm