PALOMAR COLLEGE
Learning for Success

Tutor Committee Minutes
March 1, 2018

MEETING TYPE:	X	**Staff**	**Date:**	March 1, 2018
		Product/Project	**Start Time:**	2:30 p.m.
		Special	**End Time:**	3:30 p.m.
			Location:	H-306

Facilitator: Katy Farrell
Recorder: Jeannette Garceau
Members Present: Barnaba, Ruth; Chen, Lee; Farrell, Katy; Glassman, Joel; Van Dyke, Leigh Ann;Thompson, Craig; Towfiq, Fariheh
Members Absent: Avila, Debra**;** Cannon, Terrie;Gutierrez-Aguero, Mireya; Horn, Jessica; Martinez, Mario; Pedroza, Carlos; Sivert, Shayla; Waite, Lori
Guests: Coulombe, Jacques; Garceau, Jeannette; Hudson, Aaron; Lee, Annie

Agenda Item

1. Upcoming professional development events
    a. significant interest in Tutor Expo and ACTLA based on spreadsheet
    b. Katy will follow-up with Shayla on requests for funding for two events
2. Other information updates
    a. Discussed tutoring in north and south centers
        i. Ruth said hiring for tutor coordinator at both sites is in process
        ii. Craig asked about hiring tutors to staff centers

3. Online tutoring
    a. Monthly report and Spring 2018 updates
        i. compared usage for Spring 2017 and 2018
        ii. determined that highest usage translates into approx. 2 hr/per week.
    b. Expansion of online tutoring services
        i. cumbersome to selectively add access to specific courses.
        ii. better to add all online, hybrid, and/or remote site courses
        iii. possible to get better sense of mechanics for selectively adding? invite Richard and Najiib to next meeting to discuss
        iv. some support for extending access to ALL students
        v. concern: does/would online access impact face to face tutoring?
        vi. limited summer f2f is another factor
        vii. majority favor extending to hybrid, night and self-taught courses
    c. NetTutor usage recommendations
        i. clarified "rules of engagement": students currently only have access to online tutoring in subject area of eligible course
        ii. 2-3 hours per week for 16 weeks recommended by committee, with students having total # of hours per semester to self-manage
        iii. total time allotment would be per student and not per class
        iv. need for more data to make decisions; two views: give access to all and see how its used, or increase and assess incrementally

4. Approve February Minutes   a. no quorum; not approved

Next Meeting
Thursday, April 5, 2018 at 2:30 pm
in AA140