



## Tutor Committee Minutes April 5, 2018

MEETING TYPE:

X

Staff  
Product/Project  
Special

Date: April 5, 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; Glassman, Joel; Martinez, Mario; Maher, Chantal; Sivert, Shayla; Thompson, Craig; Towfiq, Fariheh; Van Dyke, Leigh Ann; Waite, Lori; Pinckney, James

**Members Absent:** Avila, Debra; Gutierrez-Aguero, Mireya

**Guests:** Garceau, Jeannette; Lee, Annie

### Agenda Item

#### 1. Information and Updates

##### a. Approve February and March Minutes

##### i. Approve February minutes

1. Motioned by Fariheh
2. Second by Craig
3. Motion carried with abstentions from:
  - a. Aaron
  - b. Joel
  - c. Ruth
  - d. Fariheh

##### ii. Approve March minutes

1. Motioned by Fariheh
2. Second by Craig
3. Motion carried with abstentions from:
  - a. Aaron

#### 2. Discussion Items

##### a. Tutoring services at NEC and SEC

- i. Ruth will be overseeing the North and South center tutoring.
- ii. They will operate like the TLC ESC; may rely on online tutoring at the beginning.
- iii. May have tutors onboarded by May.
- iv. Funds for tutoring budget is undecided.
- v. Will need to hire more tutors. Will need lead time.
- vi. ESL tutoring won't start right away. English and math first.
- vii. Hire tutors around July so they can start in August.
- viii. Writing tutors: 2 at each center (4) total.
- ix. For English, they may be able to start in summer with current staff.
- x. Funds will be a combo of BSI and equity

##### b. Short-term employee hours: can work up to 40 a week; 8 hours a day; 175 days a year

##### c. CRLA Certificate

- i. Certificates are generated from Fari. If students complete Ruth's training, they come from Ruth.
- ii. The signature on the certificate comes from center director or coordinator.
- iii. There are some students and staff who want to take CRLA training who aren't necessarily tutoring at Palomar.
- iv. Candidates need to complete 25 hours of non-paid tutoring before earning the certificate. This needs to be confirmed by the discipline.
- v. Ruth also has independent tutor training.
- vi. Katy, Shayla, Ruth and Fair will continue this discussion at a future CRLA training meeting and report back to the Tutoring Committee.
- d. Online tutoring
  - i. Committee discussed expanding online tutoring for other courses.
  - ii. Committee decided to request a mock NetTutor tutoring session for the next committee meeting. The session will be recorded so other interested faculty can watch at a later time.
  - iii. Katy will arrange a mock session.
- e. Tutorial on Apportionment for Tutoring
  - i. We can get apportionment for tutoring students enrolled in the supervised tutoring course, through registration procedures established pursuant to section 58108, after referral by a counselor or an instructor on the basis of an identified learning need.

---

**Next Meeting**  
**Thursday, May 3, 2018 at 2:30 pm**  
**in H-306**