![Palomar College - Learning for Success]

	Tutor Committee Minutes May 3, 2018

MEETING TYPE:

X	**Staff**
	Product/Project
	Special

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

Facilitator: Katy Farrell
Recorder: Mario Martinez
Members Present: Avila, Debra; Chen, Lee; Farrell, Katy; Glassman, Joel; Gutierrez-Aguero, Mireya; Hudson, Aaron; Martinez, Mario; Maher, Chantal; Thompson, Craig; Van Dyke, Leigh Ann
Members Absent: Barnaba, Ruth; Pinckney, James; Sivert, Shayla; Towfiq, Fariheh; Waite, Lori
Guests: Garceau, Jeannette; Ikenushi, Masako; Maunu, Leanne; Sheahan, Kathleen

Agenda Item

1. NetTutor
    a. NetTutor demonstration with NetTutor representative, Todd Hopkins, was cancelled due to technical issues.
    b. Total Palomar student sessions went from 210 to 370. Minute usage more than doubled.
    c. Asynchronous services are becoming more popular.
    d. Increased usage in English, math, and business.
    e. Reviewed sample of proofed paper with markups provided by NetTutor. Tutor comments to students included sections on: thesis statement, essay structure, topic development, grammar/mechanics, research, and citations

1. CRLA Certificate
    a. Complete 25 hours of supervised tutoring. Ruth and Fariheh worked out how to corroborate these hours. Tutoring outside of math, Ruth will supervise.
    b. CRLA level 2 training can be certified at CSUSM and then individuals can fulfill the 25 hours here.
 2. Apportionment for Tutoring
    a. Committee reviewed current criteria that needs to be in place in order to receive apportionment for tutoring.
 3. Online Tutoring Usage
    a. Reviewed monthly/annual report
    b. In Canvas, students taking online courses will automatically see the online tutoring course that will link them to NetTutor.
    c. Committee discussed issues regarding drop-off paper service

Action Items
 1. Approve April Minutes
    a. Motioned by Craig, Second by Chantal
    b. Motion carried with abstentions from: Mireya, Debra

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