



Tutor Committee Minutes September 13, 2018

MEETING TYPE:

X

Staff
Product/Project
Special

Date: September 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; Cassoni, Mary; Chen, Lee; Farrell, Katy; Gutierrez-Aguero, Mireya; Hudson, Aaron; Maher, Chantal; Martinez, Mario; Maunu, Leanne; Pinckney, James; Sivert, Shayla; Towfiq, Fariheh; Van Dyke, Leigh Ann; Waite, Lori

Members Absent: Avila, Debra

Guests: Anfinson, Cindy; Garceau, Jeannette; Lecca, Diego; LeDesma, Joe; Lee, Annie; Matson, John; Quintana, Nick; Thomas, Greg; Torres, Edwin; Vasquez, Joe

Agenda Item

1. Announcements:
 - a. Tutor appreciation week (October 1st – 5th). Each center should celebrate the contributions our tutors provide our students. Snacks, cards of appreciation, tutor appreciation tree are common.
 - b. Professional development events
 - i. Katy will send out the reminder of the 3CSN summit on Sept. 28. will be held at the San Diego Continuing Ed Office off Aero Drive.
 - c. [AB 705 group](#)
 - i. We have to get students to transfer level within a year.
 - ii. Tutoring is going to be called upon when making these changes for AB 705 and guided pathways.
 - iii. Emphasis on Math, English, and ESL
 - iv. English 10 is gone away with
 - v. Multiple measures are in place (looking at H.S. transcripts, etc.)
 - vi. Tutor group will be called upon to provide support.
 - vii. Katy is there at meetings representing tutoring on Fridays.
 - viii. Embedded tutoring came up a lot with regards to AB 705.
 - ix. Non-credit tutoring courses as well.
 - x. Funding for tutoring.
 - xi. Additional training for tutors.
 - d. Integrated BSI, 3SP, Equity (SEA)
 - i. Friday morning meetings for equity are called SEA (Student Equity and Achievement).

<ul style="list-style-type: none"> 1. Strengthening student success 2. Some money is left for PD but most is left for 3SP 3. When BSI meets, we will look at moneys to be used for PD. 4. Ruth will help with looking for money for PD. e. N CTED 905 revision update <ul style="list-style-type: none"> i. Mathew, Fari, and Ruth worked on this. This is tutor training. ii. Fari's starts tomorrow and occurs on Fridays. iii. Ruth's is a mixture of video and face-to-face iv. Have everyone involved in the first 3 sessions (Veterans, DRC, etc.) and then break out for subsequent sessions. 	
<ul style="list-style-type: none"> 2. Action Items <ul style="list-style-type: none"> a. Approve May Minutes <ul style="list-style-type: none"> i. Motioned by Fari ii. Second by Mario iii. Motion carried with abstentions from: <ul style="list-style-type: none"> 1. Cindi, John, Leanne, Lori, Mary, & Ruth 	
<ul style="list-style-type: none"> 3. Discussion Items <ul style="list-style-type: none"> a. Starfish early alert <ul style="list-style-type: none"> i. There's a website for Starfish <ul style="list-style-type: none"> 1. Early Alert <ul style="list-style-type: none"> a. Pilot has started with math department, and will soon be available campus wide. b. Tutoring Referrals are from instructor to student. c. We have counseling referrals. d. Only one live right now is athletics counseling e. Self-referral by students is not live yet. f. This fall we have a small pilot group that is going to be experimenting this feature. ii. Faculty can issue the following types of alerts: <ul style="list-style-type: none"> 1. Referral to tutoring 2. Class progress notice (student not making academic progress in class, "see me"). 3. Attendance reminder (student not attending, "see me"). 4. Kudos on overall good job 5. Kudos on improvement in the class iii. 3 parts of Starfish <ul style="list-style-type: none"> a. Early Alert b. Degree planner c. Connect: It's like PAT or SARS. Currently allows log in but no log out d. Suggestion: Place starfish sign on PAT computers reminding students to fill out cards. e. If everything goes well, starfish will be on single sign on for students to view b. Committee Goals for 2018-19 <ul style="list-style-type: none"> i. Consider creating workgroups for the items listed below <ul style="list-style-type: none"> 1. Funding 2. Centralize/streamline tutor center systems 	

- 3. Cindy recommends adding guided pathways
- c. Other topics for discussion at subsequent meetings:
 - i. Online Tutoring
 - 1. Reports
 - 2. Rules of engagement
 - 3. Hybrid and evening classes
 - ii. Tutor Collaboration
 - iii. Tutoring committee membership
 - iv. Tutor employment levels
 - v. Tutor evaluations
 - vi. Guided Pathways

Next Meeting
Thursday, October 11, 2018 at 2:30 pm
in AA-140