



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Katy Farrell, Tutoring Committee Chair				Date: 3/11/19			
Proposed Name of Requested Group: Tutoring Committee							
<input type="checkbox"/>	Council	X	Committee	<input type="checkbox"/>	Subcommittee	<input type="checkbox"/>	Task Force
Action Requested:		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Change
<p>Role: The Tutoring Committee will improve and promote tutoring services offered at Palomar College.</p> <p>Duties:</p> <ul style="list-style-type: none"> Promote dialogue, understanding, and response among the disciplines with tutoring needs. Research, implement, and refine tutor selection and training. Make recommendations to College committees regarding tutoring procedures and needs at Palomar College. Update and maintain Tutoring Services website <p>Products</p> <ul style="list-style-type: none"> Integrated tutor training across the San Marcos campus and off-campus sites Annual renewal of CRLA (College Reading and Learning Association) certification Progress and needs reports to the Faculty Senate A college-wide report on the usage and effects of tutoring Effective marketing materials for students, faculty and staff to promote the use of tutoring 							
Reporting Relationship: Faculty Senate							
Meeting Schedule: 1st Tuesday of the Month, 2:30 – 4:00pm							

Chair: Chair is a Faculty member elected by the Committee

Voting Members:

Faculty/supervisor or designee from the following areas:

- Athletics
- Business
- CSIT
- DRC
- English
- ESL
- Math
- Reading
- STAR (includes FBC and RBC TLCs)
- STEM
- TLC (includes SM and ESC TLCs)
- Veterans
- World Languages

Dean of Languages & Literature

Advisory (non-voting) members:

One representative from each of the following tutoring service areas to be appointed by the faculty/supervisor of the respective area:

- Business
- CSIT
- ESC TLC
- ESL
- FBC TLC
- Grant Funded Programs (EOPS, ETS, Gear-Up, Trio)
- Math Center
- RBC TLC
- Reading
- STEM
- Veterans
- World Languages
- Writing Center

ASG Student Rerepresentative

Reviewed by Strategic Planning Council:

First Reading

Approved

Approved by PAC: 10/2/01