PALOMAR COLLEGE
Learning for Success

	Tutor Committee Minutes March 14, 2019

MEETING TYPE:	X	**Staff**	**Date:**	March 14, 2019
		Product/Project	**Start Time:**	2:30 p.m.
		Special	**End Time:**	3:30 p.m.
			Location:	AA-140

Facilitator: Katy Farrell
Recorder: Mario Martinez
Members Present: Avila, Debra; Barnaba, Ruth; Farrell, Katy; Hudson, Aaron; Madan, Nimoli; Maunu, Leanne; Sivert, Shayla; Towfiq, Fariheh; Van Dyke, Leigh Ann
Members Absent: Cassoni, Mary; Gutierrez-Aguero, Mireya; Maher, Chantal
Guests: Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Marquez, Judith; Martinez, Mario; Matson, John; Quintana, Nicolas; Runk, Lourdes

Agenda Item

1. Announcements:
    a. Professional development events update/funding
        i. There are funds for those that want to go to tutor expo
        ii. Interest in April and October conferences by February 28
        iii. Interest in February Writing Tutor Workshop/see Shayla
    b. Tutoring Committee Chair, 2019-2021 and April 11, 2019 meeting
        i. Katy would like for us to discuss next meeting to elect faculty for chair position
        ii. Katy will be absent for next meeting; Fariheh will run next meeting
    c. Tutoring governance structure
        i. Faculty senate approved governance structure.
        ii. Committee meeting time has been extended from 2:30pm – 4:00pm
        iii. Here's our tutoring committee website:
        https://www2.palomar.edu/pages/tutoringcommittee/

2. Action Items
    a. Approve February Minutes
        i. Motioned by Aaron
        ii. Second by Leanne
        iii. Motion carried with no abstentions

3. Discussion Items
    a. Online Tutoring
        i. Online tutoring for hybrid and evening classes will also go to Faculty Senate for information on 3/18/19
        ii. Rules of engagement

        iii.   Committee voted to recommend rules of engagement for NetTutor
1. Proposed workgroup: have representation from CSIT, Math, and Writing. Leanne from Writing, Mathews from Math, and Ruth from STAR so far
2. Will address the various concerns re: rules of engagement for NetTutor to follow; i.e. How much writing support should be given for tutoring, etc.
3. Will try to get together over the next couple weeks.
  b. Hourly Tutors
     i.   Memo from HR stating that short-term hourly would be terminated and would need to be rehired. The two-year clock would start at that point.
    ii.   Job descriptions were created by Math department and Shayla created some a while back as well.
   iii.   After a couple years, employees may gain experience and therefore qualify for new title/increase in pay.
   iv.   This is the responsibility of the disciplines to create the job descriptions.
    v.   Hourly employee tenure maxes out after 8 years.
   vi.   Look at when these promotions should take place. Every Fiscal year?
  vii.   Hiring for seasonal can be a more complicated hiring process
  c. [Tutoring Apportionment](#)
     i.   Most centers sent in Excel workbook for spring 2019 tutoring appointment data.
    ii.   Shayla has met with a consultant that is working on a platform that allows students to swipe their PIC card to log/log out
   iii.   The data collected will be similar to that which we include our current report.
   iv.   The idea is having the student sign in to the lab, and later, if they have tutoring, the tutor can click on the student signed into the lab and work with them. In this way we can distinguish between lab usage and supervised tutoring.
    v.   We will try to get an automated system by summer.
   vi.   Student puts their name, class schedule gets generated, services used in the center populates, etc.
  vii.   Right now, PeopleSoft is able to do all that SARS, Starfish, etc. does.
 viii.   Those supervising a tutoring center fulfill faculty line-of-sight if they have a master's degree in a subject that is tutored somewhere at the college.
  d. Tutoring Workgroup Update
     i.   Shayla and workgroup are working on getting tutoring centers set up for apportionment (see above), and further discussions as they relate to guided pathways and AB 705. Discussions similar as addressed in list meeting.

Next Meeting
Thursday, April 11, 2019 at 2:30 pm
in AA-140