



Tutor Committee Minutes February 14, 2019

MEETING TYPE:

X

Staff
Product/Project
Special

Date: February 14, 2019
Start Time: 2:30 p.m.
End Time: 3:30 p.m.
Location: AA-140

Facilitator: Katy Farrell

Recorder: Jeannette Garceau

Members Present: Avila, Debra; Barnaba, Ruth; Farrell, Katy; Gutierrez-Aguero, Mireya; Hudson, Aaron; Madan, Nimoli; Maunu, Leanne; Sivert, Shayla; Towfiq, Fariheh; Van Dyke, Leigh Ann

Members Absent: Cassoni, Mary; Maher, Chantal; Martinez, Mario; Pinckney, James; Waite, Lori

Guests: Anfinson, Cindy; Chakkanakuzhi, Mathews; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Marquez, Judith

Agenda Item
<p>1. Announcements:</p> <ul style="list-style-type: none"> a. Professional development events <ul style="list-style-type: none"> i. Ruth asked that people add their names to the google spreadsheet by the end of Feb if interested in attending conferences ii. Shayla said she should know before spring break if there is money available. iii. Registration fee for ACTLA goes up April 1.
<p>2. Action Items</p> <ul style="list-style-type: none"> a. Approval of December 2018 Minutes <ul style="list-style-type: none"> i. Motioned by Fari ii. Second by Leanne iii. Minutes approved b. Tutor Committee membership: Fari moved to accept proposed new structure that consists of voting members and advisory members, pending faculty senate approval. Second by Leanne. Motion carried. c. Online tutoring for hybrid and evening classes <ul style="list-style-type: none"> i. Shayla moved to recommend expanding availability to students in hybrid and evening classes, Fari seconded. ii. Discussion: Cindi asked if there has been a survey of students and faculty to determine necessity; Katy told story of Phi Theta Kappa project idea to create video tutorials for students who can't access

- tutoring services in the evening to illustrate student need/desire for online tutoring.
- iii. Katy called for Vote: 7 yes, Leanne opposed, Nimoli abstained.

3. Discussion Items

a. Starfish--Cindy and Nancy Browne of Counseling powerpoint update

- i. 3 parts of Starfish
1. Early Alert
 2. Degree Planner
 - a. Allows students to map out degree path.
 - b. Currently being tested by Counseling.
 3. Connect
 - a. Like PATs for tracking or SARS for scheduling.
 - b. Currently allows log in but no log out; working with Chancellor's office to address this.
- ii. Starfish Vocab
1. Progress Survey: there is a 3 week window (Feb 11-Mar 1) during which faculty have easy access to view and provide progress updates to students; possible second window later in the semester
 2. Individual Kudos/Referrals: after progress survey, still possible to provide feedback but it can be harder to locate outside of the 3 week window.
 3. Closing the Loop: way for referring faculty to confirm that student followed up on referral; not currently automated.
 4. Search "Starfish" on Palomar Website to see the wording of messages (referrals or kudo) that students receive.
 5. specific messages possible for certain groups of students, ie:athletes, vets; possible to tailor for other groups such as DRC
- iii. Starfish Fall Issues
1. Faculty phone #s are still showing in institutional profile, won't release student dashboards until personal data is cleared
 2. Dual status students who are also workers don't show up on teacher roster because they can only have one profile and Starfish defaults to higher level of employee status; currently seeking solution.
 3. Starfish referral cards--new, bigger cards to be handed out.

b. Tutoring off campus--Shayla

- i. tutors can't solicit or promote their off-campus tutoring services while working at Palomar; reference regulation regarding personal use of public resources beyond incidental and minimal
- ii. Aaron said that CSIT help facilitate tutor/student working together outside of center; Ruth said that STAR has provided referrals for people calling in looking for tutoring services
- iii. Jeannette shared that issue has come up for tutors seeking boundaries, response to students who seek additional tutor time; WC tutors discussed policy of not working off-campus with students they are currently with as Palomar tutors

- iv. Leanne asked for language from HR to be made available
- c. Tutoring Workgroup--Shayla, Leanne, Cindy, Melissa, Greg Thomas
 - i. Cindy and Leanne are developing questions for other schools that are engaged in Guided Pathways; will follow up with site visits
 - ii. Melissa working on a template with questions to collect data from each center
- d. Tutoring Apportionment--Shayla
 - i. shifting set of criteria at state level; issue of student self-referral still working through committees
 - ii. tutors do need to be "students" but don't have to be Palomar students (could be CSUSM, other schools); registering for tutor training class will serve for "student" designation.
 - iii. apportionment can now be collected for tutoring in the following skill areas: Communication/Literacy, Quantitative Skills, Critical Thinking; question remains about whether any student seeking help with these skills counts, or whether students need to have initial low placement

Next Meeting
Thursday, March 14, 2019 at 2:30 pm
in AA-140