



Tutor Committee Minutes April 11, 2019

MEETING TYPE:

X	Staff
	Product/Project
	Special

Date: April 11, 2019
Start Time: 2:30 p.m.
End Time: 3:30 p.m.
Location: AA-140

Facilitator: Nimoli Madan

Recorder: Mario Martinez

Voting Members Present: Avila, Debra; Barnaba, Ruth; Gutierrez-Aguero, Mireya; Hudson, Aaron; Madan, Nimoli; Maunu, Leanne; Van Dyke, Leigh Ann; Elena Villa Fernández de Castro

Voting Members Absent: Cassoni, Mary; Farrell, Katy; Horn, Jessica; Sivert, Shayla; Towfiq, Fariheh

Advisory Members Present: Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Marquez, Judith; Martinez, Mario; Matson, John; Quintana, Nicolas; Sangret, Tanya

Guests Present:

Agenda Item
1. Announcements: <ul style="list-style-type: none"> a. Tutor of the Year Award, ESL <ul style="list-style-type: none"> i. ESL Tutor, Andrea Sánchez, received the annual TutorExpo award for being an excellent tutor and for promoting equity. b. Guest from Veteran's Center <ul style="list-style-type: none"> i. Not present. Re-schedule/postpone until next meeting
2. Action Items <ul style="list-style-type: none"> a. Approve March Minutes <ul style="list-style-type: none"> i. Motioned by Aaron ii. Second by Leigh Ann iii. Motion carried with no corrections and abstentions from: <ul style="list-style-type: none"> 1. Mireya b. Tutoring Committee Chair election, 2019-2021 <ul style="list-style-type: none"> i. Leanne Maunu volunteered to be our next committee chair ii. Motioned by Nimoli iii. Second by Ruth iv. Motion carried with no abstentions
3. Discussion Items <ul style="list-style-type: none"> a. Online Tutoring <ul style="list-style-type: none"> i. Tutoring Committee Motion to Expand Online Tutoring, Senate report <ul style="list-style-type: none"> 1. Senate approved motion to recommend expanding availability of online tutoring to all students in hybrid and evening classes.

- ii. [Rules of engagement](#) (Leanne and Nimoli)
 - 1. Reviewed the rules of engagement: NetTutor doesn't just give answers to students. It's student-centered learning.
 - 2. For live writing support, paragraphs need to be copied/pasted into the forum.
 - 3. NetTutor guides students rather than just corrects their papers.
 - 4. We opted for both higher and lower level writing feedback concerns.
 - 5. No help on take-home tests.
 - 6. Tutors should not fix all mistakes. Direct students to correct subsequent errors on their own.
- b. Hourly Tutors - [2 year limit](#)
 - i. Nimoli said that we have to give HR a very good, detailed explanation if we want to continue with the same tutor at the same rate.
 - ii. They recommend that we start an internship program and have tutors progress to different levels, with each level being two years.
 - iii. HR is not fond of seasonal workers due to the complexity of the paperwork and the nature of seasonal work.
 - iv. Math and ESL have an intern structure in place. Range is \$12 - \$20.
 - v. After the 8th year, the tutor has to move on.
 - vi. Each level last for two years.
 - vii. Aaron suggests the need for a more permanent tutor staff. Classified, 45%?
 - viii. STAR has 3 permanent tutor positions but the two that left were never filled and funding was removed.
 - ix. HR at Palomar is basing what short-term means based on the state's definition/criteria.
- c. [Tutoring Apportionment](#) (Shayla)
 - i. Ruth and group discussed this topic in lieu of Shayla.
 - ii. Ruth mentioned that the tutoring center coordinators and ISA IIIs who hold a Masters and who are the faculty line-of-site for their respective centers should be considered for a reclassification/ higher pay grade due to the added responsibility that apportionment compliance requires.
- d. [Tutoring workgroup update](#) (Shayla)
 - i. Leanne and Melissa discussed this topic in lieu of Shayla.
 - ii. The workgroup meets twice a month.
 - iii. They developed a questionnaire about AB705 concerning tutoring for students.
 - iv. They reached out and did interviews. Seems we are in line with other colleges.
 - v. Looking for those who would be interested in school visits to observe their tutoring centers.
 - vi. Melissa spoke with the coordinators of Cuyamaca and Bakersfield. Cuyamaca isn't doing apportionment yet but Bakersfield is for their writing center.
 - vii. Cindy reached out to MiraCosta. Their funds are tied to property tax funding. Not doing apportionment.
 - viii. Leanne reached out to Riverside. They have grants for funding but not doing apportionment. They also have a strong SI program. Their tutors

are all peer tutors. Once or twice a semester they have campus-wide tutor trainings.

- ix. Mireya went to an SI regional training at Riverside. She was very impressed because these trainings were being offered by the tutors and the SI leaders from the various colleges present.
- x. She recommends that we could get our tutors to go to this regional SI training. It's free to attend. It's a two-day event (Fri-Sat).
- xi. Possibly ask to host the training at Palomar?
- xii. Benefits all students but more so first generation, underrepresented students.
- xiii. Palomar STEM has a small SI program but STEM plans to strengthen it.
- xiv. STEM with be onboarding their newly hired Tutoring Center Coordinator tomorrow.

4. Future agenda items:

- a. Revisit two-year limits for tutor employment.

Next Meeting
Thursday, May 9, 2019 at 2:30 pm
in AA-140