



Tutoring Committee Minutes

MEETING TYPE:

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| <input checked="" type="checkbox"/> | Staff |
| <input type="checkbox"/> | Product/Project |
| <input type="checkbox"/> | Special |

Date: May 9, 2019
Start Time: 2:30 p.m.
End Time: 3:30 p.m.
Location: AA-140

Facilitator: Katy Farrell

Recorder: Mario Martinez

Voting Members Present: Barnaba, Ruth; Farrell, Katy; Gutierrez-Aguero, Mireya; Hudson, Aaron; Madan, Nimoli; Maunu, Leanne; Towfiq, Fariheh; Van Dyke, Leigh Ann; Villa Fernandez de Castro, Elena

Voting Members Absent: Avila, Debra; Cassoni, Mary; Horn, Jessica; Sivert, Shayla

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

Guests Present: Daubenspeck, Renee; Christine Winterle

Agenda Item

1. Announcements:
 - a. Guest from Veterans Center
 - i. Katy introduced new guests to the committee representing the Veterans Center: Lejearl Young and Renee Daubenspeck
2. Action Items
 - a. Approve April Minutes
 - i. Motioned by Leanne
 - ii. Second by Leigh Ann
 - iii. Motion carried
 - b. Agreed to changing our meeting date and time to match governing structure:
 - i. Meeting date: 1st Thursday of the month
 - ii. Meeting time: 2:30pm – 4:00pm
3. Discussion Items
 - a. Hourly Tutors – 2-year limit (Christine)
 - i. Christine discussed how Ed Code defines short-term employment.
 - ii. She mentioned that the memo this year will be similar to the one [last year](#) where tutors and staff were told they would be given another year of employment
 - iii. Short-term employees who received raises and new titles will continue for another two more years starting July 1st, 2019.

- iv. Short-term employees fill a need that is not considered an ongoing one.
- v. A classic example of a short-term would be for a special project.
- vi. However, Christine emphasized that ongoing needs should be fulfilled with permanent positions assigned to them.
- vii. She suggested that a better short-term employee model would be the utilization of a paid internship series that the employee gains the skills needed. The starting point would be as student as first level (intern level 1) and move up in the series every two years to get a higher level of certification (intern levels 2-3).
- viii. Eventually, once you get to level 4, the idea is that you have gained the experience to move on to gainful employment elsewhere.
- ix. Other options of having permanent, classified (either part-time or full-time) positions for a select few of tutors are discussions to have with our VPs.
- x. Paid internship model. Point of internship is that students are learning a job skill that will benefit the worker in finding full-time employment later.
- xi. With an internship model, employment levels are cyclical so the department will cycle through employees at different levels.
- xii. Minimal qualifications to graduate to next level do exist. Clearly defining the levels is key and it's ideal to state AA plus x amount of years as opposed to setting the bar at MA.
- xiii. HR needs to see steps that have been taking in order to provide the rationale for re-hiring the same short-terms.
- xiv. Blanket guarantees will not be honored going forward.
- xv. Ruth mentioned that the two-year requirement for short-term employees is arbitrary, as it may not be explicitly stated in Ed Code.
- xvi. Ruth mentioned the idea of lowering the number of units a student needs to be enrolled in order to be a peer tutor. Christine said she would look into that.
- xvii. The tutoring committee will re-visit the idea of hiring permanent tutor positions (either part-time or full-time). Katy asked that we create a workgroup for looking into this possibility. Many agreed to be a part of this workgroup.
- xviii. Tanya brought up idea of tutor sharing and having departments share the cost.
- xix. Jeannette and Mario mentioned the need for more funding for tutoring as AB705/ME *First* will most likely result in a higher demand for tutoring and academic support in order to meet our goals of student retention, persistence, and success.
- xx. The internship model will not meet the needs of our students for every department. A blend of permanent, short-term, and student tutors may work best.
- xxi. Tutoring should be considered not just a service but instructional.
- b. Tutoring Workgroup Update (Shayla)
 - i. Tabled until next meeting

Next Meeting
Thursday, September 5, 2019 at 2:30 pm

in AA-140