



**Tutoring Committee Minutes  
September 5, 2019**

**MEETING TYPE:**

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

**Date:** Sept 5, 2019  
**Start Time:** 2:30 p.m.  
**End Time:** 4:00 p.m.  
**Location:** AA-140

**Facilitator:** Leanne Maunu

**Recorder:** Mario Martinez

**Voting Members Present:** Barnaba, Ruth; Cassoni, Mary; Farrell, Katy; Gutierrez-Aguero, Mireya; Hudson, Aaron; Madan, Nimoli; Maher, Chantal; Maunu, Leanne; Towfiq, Fariheh;

**Voting Members Absent:** Horn, Jessica; Van Dyke, Leigh Ann; Villa Fernandez de Castro, Elena

**Advisory Members Present:** DeFreitas, Amber; Garceau, Jeannette; Lecca, Diego; Ledesma, Joe; Marquez, Judith; Martinez, Mario; Matson, John; Quintana, Nicolas; Sangret, Tanya

**Guests Present:** Anfinson, Cindy

**Agenda Item**

1. Announcements:
  - a. Introductions
    - i. Discussed new end time of 4:00pm
  - b. Caring Campus flyer
    - i. Jeannette discussed the Caring Campus event on 8/23, where staff and students were encouraged to get to know the various tutoring centers. Refreshments were served at the Reading and Writing Centers.
    - ii. Students may partake in a scavenger hunt to find out more about the various centers.
    - iii. The overall goal of Caring Campus is to create a caring environment for students and let them know about the services and resources our centers can offer students.
    - iv. Jeannette and Tanya created a nice flyer using Palomar's new Discover Palomar logo, which illustrated all of the various tutoring centers
  - c. New Tutoring Services flyer
    - i. Mario discussed the various changes to the Tutoring Services Flyer.
    - ii. Ruth and Mario worked on updating the flyer. The front part states all the various tutoring centers' days, times, hours, location, and services provided.
    - iii. The backside of updated flyer has a map that displays the locations of the various tutoring centers on the SM campus. Ruth did a great job of making this flyer appealing.

- iv. Updates are done yearly in summer, and the updated version is distributed in the fall.
- v. Please contact Ruth regarding any updates needed to this flyer going forward.
- vi. It's a good idea to have Comet Copy make some nice color glossy prints for your department.
- vii. The flyer can be found on our [Tutoring Committee](#) website and the [Tutoring Services](#) website.
- viii. We encourage you to post on your individual center websites as well.
- d. Tutor Appreciation Week will be October 7-11, 2019
  - i. [National Tutoring Week Website](#)
  - ii. Various members discussed creating a tutor appreciation tree and having gifts of appreciation to disperse to tutors during this week.
  - iii. Here are some [visuals](#) of flyer, tree, treats, and cards that the TLC Escondido and STAR have done in the past.
- e. Any other announcements?
  - i. The STEM fair and mixer took place on 8/22. 175 students signed up with a final headcount of 200-250 students! The turnout was incredible and was a great success. The mixer allowed students to learn about career and academic opportunities in the STEM fields.
  - ii. Students also got to engage with various faculty and staff across STEM disciplines.

## 2. Action Items

- a. Approve May Minutes
  - i. Motioned by Fari
  - ii. Second by Aaron
  - iii. Motion carried
    - 1. No abstentions
    - 2. Correction: Christine Winterle as guest to minutes

## 3. Discussion Items

- a. Completion Academy (Ruth)
  - i. Ruth discussed Completion Academy.
  - ii. VP Kahn discussed that additional funding for one-on-one tutoring will not increase over the next couple of years.
  - iii. We need to look at SI, embedded tutoring, directed group study, and student (peer) tutor model to service more students for same dollar amount.
  - iv. Keep in mind the profile of our students as illustrated in the Palomar Pathways Student Fact Sheet ([Attach. A](#)).
  - v. Design our services around that student profile in terms of availability and flexibility.
  - vi. Leanne has requested a work group that will look more into embedded tutoring and supplemental instruction. She will send out an email next week to ask for volunteers.
- b. Tutor Classification Levels (work group formation)
  - i. A work group has been requested to look into tutor classification levels. The following people have volunteer to work on this:
    - 1. Aaron, Diego, Fari, Katy, Leanne, Nimoli, Ruth, & Tanya

- ii. Fari and Matthews have worked on Tutor levels and pay before as discussed in our [December 2018 Minutes](#). See [Attach. A](#) from that meeting.
  - iii. Include Gina and Amber in any workgroup developments for their input as well.
- c. 2019–2020 and 2020–2021 Tutor training and hiring schedule for the year (Fari)
  - i. Fari discussed the tutor training and hiring schedule for this AY 19-20 & 20-21 ([See Attach. B](#)).
  - ii. The 8/14 training went well with 28 tutors in attendance. June has around 35 participants.
  - iii. Signing up for the class and logging attendance is crucial due to Positive Attendance.
  - iv. Tutor training consists of 25 hours with 12 hours of discipline specific training.
  - v. Fari explained that BSI funds are used to pay participants for training but that the certification could be considered non-paid as it's a class that they are getting a certificate for. She suggested that each department discuss the notion of paid training.
  - vi. We will add tutor training schedule as an action item for our next committee meeting
- d. CRLA Certificate Form (Fari)
  - i. Fari suggested the CRLA Program Certificate Form be updated to include a line for the instructor's signature ([See Attach. C](#)).
- e. Budget updates
  - i. Leanne discussed how BSI funds now fall under SEA, and that we may all not be receiving as much money as we were told we would receive for this fiscal/academic year.
- f. Possibly extending tutoring summer hours/schedule.
  - i. We should share summer hours with each other so we are informed.
  - ii. Mireya says that STEM is open for the 8-week session.
  - iii. TLC Escondido is open for Math and Writing for the 8-week session.
  - iv. For Summer 2020, we would also like to create a summer version of the Tutoring Services flyer to accomplish that goal.
- g. Goals for upcoming year
  - i. Tabled until next meeting

**Next Meeting**  
**Thursday, October 3, 2019 at 2:30 pm**  
**in AA-140**