Tutoring Committee Minutes
November 7, 2019

PALOMAR COLLEGE
Learning for Success

MEETING TYPE:

X	Staff
	Product/Project
	Special

Date: November 7, 2019
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: LRC-438

Facilitator: Leanne Maunu
Recorder: Jeannette Garceau
Voting Members Present: Avila, Debra**;** Barnaba, Ruth;Farrell, Katy; Gutierrez-Aguero, Mireya; Hudson, Aaron; Madan, Nimoli; Maunu, Leanne; Nguyen, Duy; Towfiq, Fariheh; Van Dyke, Leigh Ann
Voting Members Absent: Cassoni, Mary; Horn, Jessica; Maher, Chantal
Advisory Members Present: Campos, Anais; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Marquez, Judith; Matson, John; Quintana, Nicolas; Sangret, Tanya
Guests Present: Anfinson, Cindy; Chakkanakuzhi, Mathews

Agenda Item
1. Announcements: a. Introductions b. Starting in Spring 2020, TLCs and libraries at Escondido, Fallbrook, and Rancho Bernardo will be closed on Fridays. Ruth suggested this will be permanent, at least for next two years due to budget issues. c. 2020 ACTLA Conference 4/23 – 4/25 in Berkley; budget restrictions mean probably no funds for travel, but case can be made for travel connected to AB 705; 2021 ACTLA Conference will be in Los Angeles, which would reduce cost of travel. d. SI Regional Conference 11/15 – 11/16 at MSJC. Free for tutors to attend; mileage covered per Dean Pearl Ly.

2. Action Items
 a. Approve October 3 Minutes
     i. Motioned by Fari.
     ii. Second by Nimoli.
     iii. Motion carried.
 b. AB 705 Subcommittee position for Tutor Committee representative
     i. Katy Farrell has volunteered to serve
     ii. Motion to approve by Fari.
     iii. Second by Leigh Ann.
     iv. Motion carried.

3. Discussion Items
    a. Update on PAT 2.0 system
        i. Leanne asked Kendyl Magnuson to attend our meeting today, but he had nothing new to report and so he declined; their resources are currently taken up by the PeopleSoft update.
    b. Impact of Hiring Freeze
        i. Memo indicating hiring freeze includes short-term employees.
        ii. No word yet from Dean Pearl Ly about how this will impact tutoring.
        iii. Mireya said STEM Center recently submitted paperwork for two student workers, but those are paid out of grant money.
        iv. Fari suggested that the Dean would not forward Action Forms for new hires; Mireya emphasized that anyone hired out of grant money should be fine.
        v. Leanne noted there is no place on Action Form for justification of new hires; she recently attached a note that provided rationale for travel fund request; Cindy suggested this sort of documenting rationale be included with any Action Form.
        vi. Leanne said it is likely that there will be no new hiring taking place.
    c. Embedded Tutoring PD workshop.
        i. 10/23 workshop had several English faculty in attendance; there were also several tutors with embedded tutoring experience, along with members of Embedded Tutoring Workgroup.
        ii. Ruth said she hoped more faculty would attend as embedded tutoring is a direction VP Kahn wants tutoring to go.
        iii. Nimoli said that Math and ESL have offered their own workshops, which is likely reason for limited representation of faculty in those disciplines at this workshop; Fari suggested coordinating future workshops.
        iv. Tanya asked if there is a time-line for increasing embedded tutoring; Leanne said that ESL, CSIS, and Math already have robust programs, but significant increase in other areas is currently limited by funds.
        v. Focus of workshop was to answer faculty questions on embedded tutoring.
        vi. Goal of embedded tutoring is to get tutor in the classroom, but workshop also emphasized that the active learning classroom model is best for embedded tutoring—don't want to have tutor sitting in class with faculty lecturing.
        vii. Gina's PP presentation provided nice framework that the workgroup added to.
        viii. Group will look to schedule another workshop in early spring.
    d. Update from Tutor Classification Work Group
        i. Ruth had suggested possible salary ranges within current levels; Leanne said she had reached out to Tania Silva in HR about this and is waiting to hear back.
        ii. Discussion of unpaid student internships through Cooperative Work Program; Leanne had reached out to Jason Jarvinen, who provided information on model in which students are not paid but get credits for internship.
        iii. Leanne had asked Jason Jarvinen if students would have to pay for the Livescan and TB tests; the department usually pays for the

LiveScan (which ranges in cost from $20-35), and the student pays for the TB test.

iv. John asked if students would have pay for their units.

v. Mireya said she was not aware of any STEM tutors getting credit through CE 150, but emphasized that ALL STEM tutors are paid.

vi. Ruth cautioned that apportionment can't be collected for tutoring provided by students who are also earning credits for their work as tutors; Fari echoed concern about being very careful when it comes to apportionment, and for those centers who do collect apportionment this model is probably not a good fit.

vii. Cindy cited on-line information about CE: 60 volunteer hours equal 1 unit of credit; Cindy also shared summer experience in Robotics class that required four pieces of paperwork for each volunteer.

viii. Aaron added that he gets regular requests from students seeking to volunteer in CSIS lab, but it is more hassle than benefit to have to manage paperwork, etc.

ix. We discussed inviting Jason Jarvinen to a future meeting to discuss the unpaid intern CE model and to answer questions, but decided to have each center contact him individually since our requirements are all so different from one another.

x. Tanya read from apportionment requirements that indicate that tutor training is limited to two semesters; Fari clarified that the current set-up for CRLA training is that tutors attend the general training one time and can be enrolled for discipline specific training more than once.

xi. Apportionment regulation is that eligible tutoring is performed by tutors who are students; is our method to have returning non-student tutors sign up for discipline-specific part of the training course two times?

e. Membership of TLC San Marcos Manager

i. Debra had previously mentioned that there is no tutoring in TLC SM and she is no longer managing tutoring in Escondido.

ii. Nimoli said that if SM TLC is not providing tutoring then Debra's role as voting member may no longer be appropriate.

iii. Debra said she doesn't want to take votes away; she would be happy to attend as guest.

iv. Leanne referenced the advisory role created last year, which would be more official than guest but not a voting role.

v. Will add vote for Debra/TLC Director role to change to advisory member as an action item for December agenda.

f. Supplemental Instruction Workshop

i. Cindy shared information about SI faculty awareness training workshop scheduled for Friday, January 24, by U of Missouri Kansas City SI trainers.

ii. Funding is coming from Guided Pathways initiative and the STEM grant.

iii. From UMKC website: SI is facilitated by SI peer leaders, and helps students with strategies for "how" to learn in high risk courses.

iv. SI has been around since late '70s; data shows it works in most courses except Math.

v. Faculty/Staff awareness of SI is focus for this workshop.

      vi. Tutor training is scheduled by Fari for the same day, but the SI workshop is not aimed at tutors, so there will be no conflict.

      vii. Leanne said workgroup would continue/form to look at implementation.

g. CRLA-certified on-line tutor training
    i. Nimoli shared information from CRLA conference
      1. For CRLA certification, 6 hours need to be face-to-face, but 4 hours can be on-line
      2. There were vendors offering video training for tutoring in challenging courses, especially in STEM coursework.
      3. Vendor Tutor Essentials offering six months free access for schools to pilot; if anyone is interested in participating, they would need to meet with company rep once a month to provide feedback.
      4. STACKS is on-line resource for textbooks.
      5. Other themes at conference included idea of tutor as "coach" who also offers study/time management strategies; trend toward mentors as well as tutors, but Nimoli was interested in how tutor could be both.

h. Discussion of CTE technical education grant to develop Canvas modules to help in co-req classes. They will cover topics such as the affective domain, study skills, etc.
    i. Cindy discussed the modules that are already in development for the math co-req class.
    ii. They will be available in Canvas faculty support shell as "plug and play" modules that would make it easier for PT faculty especially to include.
    iii. Leigh Ann said she has tons of information on study skills that she could make available to the group.
    iv. Dean Pearl Ly reached out to English to help develop modules for English 100 co-req ENGL 49.
    v. Fari mentioned that students in a math class are required to go through these study skills modules.

i. Goals for upcoming academic year
    i. Progress with tutor classification levels
      1. Concerns with losing tutors.
    ii. Work with that PAT 2.0 programmers.
      1. NBASC 902 follow up with non-tutor tracking usage of our centers.
    iii. STARFISH Early Alert.
      1. Cindy reported that Kineta Rios (Bus Asst?) is early alert main point of contact.
      2. Nancy Browne and Cindy meeting to start putting up student resources
      3. Starfish Connect still up in the air; Early lert should be moving faster now that there is a dedicated person.
    iv. Funding/budgeting for tutoring centers.
      1. Title V grant paid for food for tutor training.

       2. The grant expires in Spring 2021, so there won't be any food for training.

       3. Cindy suggested that foundation could help support food for training

  v. Limits on number of appointments that students can make, students going to multiple centers, etc.

       1. Maybe revisit this in December

  vi. Embedded tutoring

  vii. Supplemental Instruction

  viii. AB 705 changes/impact on tutoring.

       1. Diego shared that scheduling academy had discussed AB 705 and Basic Skills—impact on tutoring?

       2. Leanne had mentioned "Rent-a-Tutor" idea at the Embedded Tutoring PD workshop; possible for faculty to request tutors occasionally, one-time only or on a limited basis.

       3. Fari said that Math works with instructor so tutor doesn't have to be full-time in the classroom – so they can do a combination of time in class and time in Math Center; also, some tutors work with several classes and are available to students in all classes during office hours at Match Center.

       4. Mireya said they have done this in the summer to maximize student time, sending tutors to classes when available.

       5. Cindy mentioned that Research and Institutional Planning site has data to show how tutoring impacts student success; we should come up with campaign to show tutoring works backed up by data

          a. Maybe we could do a newsletter aimed at staff, faculty, and administration to bring awareness of tutoring success

          b. Possibly form a work group to start in the Spring; Cindy will be on sabbatical, but Ruth and Mireya are interested.

  ix. Metacognition/empowering students how to learn

Next Meeting
Thursday, December 5, 2019 from 2:30 – 4:00 P.M. in LRC 438