![Palomar College — Learning for Success]

Tutoring Committee Minutes
December 5, 2019

MEETING TYPE:

X	Staff
	Product/Project
	Special

Date: December 5, 2019
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: LRC-438

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

Agenda Item

1. Announcements:
   a. Introductions
   b. Dean Pearl Ly will meet with us at 4:00 today if you can stay.
      i. Leanne Maunu will send out an email later today to tell us what Dean Ly discusses.
   c. Any other announcements?
      i. Jennifer, Kim Velasquez, Amber, De Frietas, and Mireya Gutierrez-Aguero attended the SI regional conference.
         1. It will be great to send tutors and SI tutors to this later on.
         2. Keynote speaker talked about book *Becoming Who You Want to Be*.
         3. CSU Dominguez Hills gave a presentation led by SI mentors.
         4. Their model is one classified staff oversees it with 6 SI mentors overseeing about 50 – 60 SI leaders.
         5. Palomar can do more with regards to SI. The SI coordinator and SI Supervisor support 15 programs annually.
         6. Amber presented at this event.
         7. Grades improve for those who attend SI sessions. 3-5 sessions is the data point that shows improvement.

2. Action Items
   a. Approve November 7 Minutes
      i. Motioned by Chantal Maher
      ii. Second by Katy Farrell

   iii. Motion carried
     1. No abstentions
     2. Corrections by :
       a. Voting members present Duy Nguyen. Aaron Hudson will be moved to advisory status.
  b. Vote on membership of TLC San Marcos Manager as an Advisory member.
   i. Motioned by Katy Farrell
   ii. Second by Nimoli Madan
     1. Notes: Having Debra Avila as advisory gives us some representation of Palomar Promise students.

3. Discussion Items
  a. Advisory group meeting over winter break
   i. Jeannette Garceau thinks it would be nice for the advisory to meet and discuss the recent updates proposed for tutoring.
   ii. It would be good opportunity to network and meet and greet.
   iii. Jeannette will send out an email invite.
  b. January 24 tutor training will still take place – Fari Towfiq
   i. Leanne said on behalf of Fari (who was absent) that the training is still going to take place.
  c. Chancellor's memo re: self-referral for tutoring and apportionment
   i. Cindy Anfinson is trying to get her Dean to add self-referral to add drop-down to have students self-refer.
   ii. It could be as simple as a student to add their learning need when they sign up for the N BASC 904 Supervised Tutoring Course.
   iii. Tanya asked if students want a self-referral or an N BASC 904 implies signing up for tutoring.
   iv. Learning needs should be for critical thinking, literacy, and quantitative.
   v. Talk to programmers to ensure they include this language when building the program.
  d. SI workshop (January 24) update – Amber DeFreitas
   i. The SI workshop is in the PD portal.
     1. It's going to cover the impact SI has on course success and the role the SI coordinator plays.
     2. Goals of learning strategies.
     3. It will take place on the main campus on Friday, 1/24, from 9am – 1pm.
   ii. UMKC started the SI Program. They might be a presenter rep.
   iii. SI tends to occur in harder courses needing the supplemental help.
   iv. Facilitators are Amber, Mireya, and Kim.
   v. Open to faculty and staff who are interested in learning more about SI.
   vi. 40k price for SI model to be implemented per center a semester.
   vii. Good to learn the SI Methods and see if at least some of them can be implemented in our centers.
  e. STARFISH update – Cindy Anfinson
   i. Cindy met with starfish program and they created the My Success Network in Starfish.
   ii. Tiles have been created that show all the tutoring centers.

                 iii.   Starfish should go live next fall.
- f. PAT 2.0 update
  - i. Dean Ly will have more info regarding this update.
- g. Administration's discussion of centralizing tutoring
  - i. The MLC and STEM may be consolidating and are having discussions about it.
  - ii. Pearl and Jack are in talks about consolidating the centers. Leanne said that we don't quite know what this looks like, but that she will keep us posted.
  - iii. Decisions regarding changes to tutoring seems to be a top-down approach, but we should consider the tutoring coordinators who have direct line of sight.
  - iv. Coordinators should be at the December 13th meeting.
  - v. We should list out our goals and say what we want.
  - vi. We looked at Jack's goals as a group.
  - vii. Cindy proposes that we should let them know how we should structure this; i.e., create a work group that will meet during the Spring to hammer out the details of the restructuring.
  - viii. Break-out groups
    1. We broke up into small groups to discuss our Tutoring Committee Vision/Principles.
       a. [See attachment A](#)
    2. Leanne took notes on the committee's ideas and will present to Pearl at their next meeting .
- h. Discuss short-term employees and budget cuts – solutions/creative scheduling/etc.
  - i. Ongoing discussion and tabled for next meeting.

Next Meeting:
Thursday, February 6, 2020, from 2:30–4:00 P.M. in LRC-438

Dean Pearl Ly updates:
1. The Chancellor's Office has asked all colleges to integrate SSSP, BSI, non-credit, etc. – they all have to go into one account.
2. SEA is combo of BSI, Equity, SSSP, non-credit SSSP
3. There is $600k funds in the SEA account that are still untouched, but much of that had been "really overallocated" and the funding needs to be re-worked.
4. The College hasn't been in compliance with how the BSI funds were being used.
5. Dean Ly will honor the SEA allocations that Shayla Sivert allocated for us through June 2020, but she may need to take back some of the BSI funds that had been allocated to some of the centers.
   a. The old BSI funds need to be used to pay back AB-705 funding, etc.
6. Release time, staff costs, and other areas will also have to come out of the equity funds.
7. The 4-6 general funds are unrestricted general funds.
8. General Funds will vary for each center.
9. The 2 accounts are for the short-term and student workers.
10. PAT 2.0 has been funded, and is still set to be piloted by Fast Track 2 during the Spring 2020 semester.