



## Tutoring Committee Minutes February 6, 2020

### MEETING TYPE:

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

**Date:** February 6, 2020  
**Start Time:** 2:30 p.m.  
**End Time:** 4:00 p.m.  
**Location:** LRC-438

**Facilitator:** Leanne Maunu

**Recorder:** Mario Martinez

**Voting Members Present:** Barnaba, Ruth; Chauderlot, Fabienne; Gutierrez-Aguero, Mireya; Horn, Jessica; Maunu, Leanne; Van Dyke, Leigh Ann

**Voting Members Absent:** Cassoni, Mary; Farrell, Katy; Madan, Nimoli; Maher, Chantal; Nguyen, Duy; Towfiq, Fariheh

**Advisory Members Present:** Avila, Debra; Campos, Anaís; DeFreitas, Amber; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Marquez, Judith; Martinez, Mario; Matson, John; Quintana, Nicolas; Runk, Lourdes

**Guests Present:** Chakkanakuzhi, Mathews; Crocker, Katherine; Velazquez, Kimberly; Judea Warner

### Agenda Item

1. Announcements:
  - 1.1. Introductions
  - 1.2. Any other announcements?
    - 1.2.1. TLC SM posted all skillshops for the semester. There are dozens that are published on their website and soon will distribute Spring 20202 flyer.
    - 1.2.2. Leanne will step back as chair of committee since she will be the new Dept. Chair of English. Looking for a replacement.
      - 1.2.2.1. Must be faculty position.
2. Action Items
  - 2.1. Approve December 5 Minutes
    - 2.1.1. No quorum; tabled until next meeting
3. Discussion Items
  - 3.1. Update on PAT 2.0
    - 3.1.1. Will be rolled out for fast track 2
    - 3.1.2. Leanne meeting with Kendyl and consultant tomorrow.
      - 3.1.2.1. Will look at timelines and meet with the centers to see about our needs, planning, etc.
      - 3.1.2.2. Plans to have a full rollout by summer.
      - 3.1.2.3. Shayla will be at that meeting as well.
  - 3.2. Changes to our governance structure were sent to Faculty Senate in December

- 3.2.1. Paperwork to remove TLC SM manager to governance structure and meeting time update.
- 3.3. Update on SI workshop (January 24) – Amber DeFreitas
  - 3.3.1. Kim Velasquez said University of Missouri-Kansas City won't be able to come out to do SI workshop.
  - 3.3.2. 1 hour webinar training was proposed.
  - 3.3.3. There was talk about guided pathways ready to fund SI.
  - 3.3.4. Reluctant to put out an SI training since funding isn't there.
  - 3.3.5. Talks needed to see if SI will be institutionalized provided there's funding from Guided Pathways, etc.
  - 3.3.6. Training can be brought back at a later time.
- 3.4. Workgroup for Regional Career Ed Tutoring – Ruth Barnaba
  - 3.4.1. Margie Fritch asked if someone could represent our committee at a regional career group meeting. Ruth is the contact for this.
  - 3.4.2. Ruth said they are discussing on a date to meet.
  - 3.4.3. Plans to work out Career Ed Tutoring for all community colleges in the county.
  - 3.4.4. Meetings will be once a month once they hammer out the details.
- 3.5. Spring 2020 Tutoring Services flyer is ready for distribution
  - 3.5.1. The flyer has been emailed out with updates for the semester.
- 3.6. Update on advisory members' meeting that took place over winter break
  - 3.6.1. Discussed issues that have largely been address under point 3.8.
- 3.7. Promoting Tutoring work group formation (currently Debra, Ruth, and Leanne):
  - 3.7.1. Last semester Cindy Anfinson proposed this work group to promote tutoring. Cindy mentioned the theme can be Promote Tutoring.
  - 3.7.2. Leanne will get back to setting a date for the meeting.
- 3.8. Administration's vision for tutoring and work group formation
  - 3.8.1. The meeting was the Friday before the start of winter break.
  - 3.8.2. The meeting was an hour. Ruth, Leanne, and Mireya were present.
  - 3.8.3. Various leads were to represent various departments. Pearl and Justin wanted us to visit various colleges.
  - 3.8.4. Plan was to visit other tutoring centers and colleges over the winter break.
  - 3.8.5. The college's tutoring centers were closed.
  - 3.8.6. Now with the leadership of Fabienne and Shayla we can initiate this again.
  - 3.8.7. Pearl and Justin said there are fewer resources now.
  - 3.8.8. Talks were about co-locating.
  - 3.8.9. See if it makes sense to co-locate.
  - 3.8.10. This could result in pooling resources, staff, budget etc.
  - 3.8.11. Fabienne has been tasked with reviving this workgroup:
    - 3.8.11.1. Discuss visiting Mesa, Southwestern, and Saddleback.
    - 3.8.11.2. Model at Mesa is very good
    - 3.8.11.3. Fabienne will ask for list of members for this workgroup and she will make plans to visit this in April.
    - 3.8.11.4. Centralizing can results in less duplication, more staff support, less confusion to students, there will need to be some give and take.
    - 3.8.11.5. Will have to look at the pros and cons and write up a report.
    - 3.8.11.6. Dean is aware of budget cuts.
    - 3.8.11.7. We need to be strategic and show some savings.
    - 3.8.11.8. Need to plan this out in order to present our proposal to executive leadership.

- 3.8.11.9. Maybe go to Mesa and Southwestern in one day.
- 3.8.11.10. Could have two groups go out to these community colleges and have common set of questions to ask and report back.
- 3.8.11.11. Leanne mentions the goals/visions we created.
- 3.8.11.12. The more we can propose things that can show savings, the more we are likely going to be able to guide what we want to do.
- 3.8.11.13. If we are looking at a new model, we run the risk of someone saying we have to cut 30%.
- 3.8.11.14. Decentralized tutoring can present problems and there are various rules for each center. For students this can be confusing. There's pros and cons.
- 3.8.11.15. Fabienne recommends we propose something sound.
- 3.8.11.16. Workgroup has asked for a timeline. Wanted to start the changes by next fiscal.
- 3.8.11.17. Asking if other classified staff will be a part of the conversation.
- 3.8.11.18. Fabienne says that we will need to look at the granular level of this consolidation.
- 3.8.11.19. STEM and Math are working towards this.
- 3.8.11.20. Fabienne said that we need to do an X-ray of each center and sit with front-line staff.
- 3.8.11.21. Advisory members of the Tutoring Committee have asked how will their voices contribute to this conversation.
- 3.8.11.22. Fabienne has requested that we have a separate get-together where the advisory members inform the dean with our input and priorities, our concerns.
- 3.8.11.23. Mireya says that we should meet sooner than next month to provide feedback.
- 3.8.11.24. Leanne mentioned to Dr. Kahn about not wanting layoffs.
- 3.8.11.25. Melissa mentioned that if the co-location occurred that there is transparency.
- 3.8.11.26. The tutoring centers are not just tutoring centers.
  - 3.8.11.26.1. Examples World Languages is a lab along with the Reading Center.
- 3.8.11.27. Jack mentioned how he doesn't want it to feel like a top down approach.
- 3.8.11.28. Faculty reassigned time maybe up in the air.
- 3.8.11.29. Jack mentioned he would just like the tutoring centers to remain flat and not lose money.
- 3.8.11.30. Shayla is pushing towards the centers gaining apportionment.
- 3.8.11.31. Fabienne will work on getting a meeting on the books next week.
- 3.8.11.32. Accreditation wants more evidence and not just discussions.
- 3.8.11.33. Accrediting team wants just one report so to have centralization is best in that regard.
- 3.8.11.34. We should be in charge of the narrative with this topic.
- 3.8.11.35. Fabienne agrees on a work group that writes up our needs and she can present to the 9-person workgroup led by Pearl (and now Fabienne) and Justin.
- 3.8.11.36. Fabienne recognizes that student success is in great part due to tutoring, counseling, and financial aid.

### 3.9. Check in with goals

- 3.9.1. Tabled until next meeting. See [Attach. A](#)
- 3.9.1.1. Talk about the two-year hiring.
- 3.9.1.2. Email sent to HR. Right now, our tutors have two years at each level but max out at eight years.
- 3.9.1.3. Discussed creating sublevels and pay rates.
- 3.9.1.4. Have not heard back from HR regarding the status of this request.
- 3.9.2. Goal about co-location to focus on a plan to present to the executive committee rather than a plan presented to us.
- 3.9.3. We should consider having our plan by March as negotiations would require CCE and PFF.
- 3.9.4. Learn how to do more with less.
- 3.9.5. Keep it student-centered and focus on the college's vision, mission, and values that support student retention and success.
- 3.9.6. Kate mentions how we should be on same page on how we communicate the uniform message of tutoring.

**Next Meeting:**  
**Thursday, March 5, 2020, from 2:30–4:00 P.M. in LRC-438**