



Tutoring Committee Minutes October 3, 2019

MEETING TYPE:

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

Date: October 3, 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; Towfiq, Fariheh; Van Dyke, Leigh Ann

Voting Members Absent: Cassoni, Mary; Horn, Jessica

Advisory Members Present: Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Marquez, Judith; Martinez, Mario; Matson, John; Quintana, Nicolas; Runk, Lourdes; Sangret, Tanya

Guests Present: Anfinson, Cindy; Chakkanakuzhi, Mathews; Lewis, John; Magnuson, Kendyl; Nguyen, Duy

Agenda Item

1. Announcements:
 - a. Introductions
 - b. Reminder: Tutor Appreciation Week is October 7-11, 2019
 - c. Any other announcements?
 - i. STEM will be attending the SI regional conference. 11/15 – 11/16 at MSJC.
 - ii. 4 staff/faculty will be present.
 - iii. Great conference with many colleges who participate
 - iv. For mileage reimbursement, can reach out to Pearl Ly
2. Action Items
 - a. Approve September Minutes
 - i. Motioned by Katy
 - ii. Second by Nimoli
 - iii. Motion carried
 1. No abstentions
 2. Corrections by Fari:
 - a. Section 3.c.iv.: Tutor training includes 6 hours of class time face to face, 9 hours of outside training, 3 hours of discipline specific, and 25 hours of tutoring practice.
 - b. Section 3.c.v.: BSI funds were used initially but now utilizing general and student equity funds.
 - b. Approve 2020-2021 Tutor Hiring and Training Schedule

- i. Motioned by Fari
- ii. Second by Ruth
 - 1. Copies will be emailed out

3. Discussion Items

- a. Update on PAT 2.0 system – Kendyl Magnuson and John Lewis
 - i. Looked at internal & off-shelf solutions
 - ii. Using Starfish for degree planner and early alert
 - iii. Starfish did rule out Starfish Connect but it didn't meet the needs that we are looking for at this point.
 - iv. Due to apportionment rules, off-the-shelf solutions may not meet all our requirements.
 - 1. Example: Tutors being paid w/ categorical funds do not meet apportionment criteria.
 - v. Where PAT 1.0 was a programmer-based solution, PAT 2.0 is set up to be an end user-based solution.
 - vi. PAT 2.0 will be more granular allowing us to see if tutor meets apportionment, i.e. C/L, CT, & QT criteria.
 - vii. PAT 1.0 programming concerns would first go to John Lewis and then routed to IS
 - viii. PAT 1.0 has turned into a "Frankenstein".
 - ix. Goal is to have a standardized set of data collection.
 - x. We want standard data across all the centers.
 - xi. We are using a vendor VB consulting with creating this new platform.
 - xii. VB contract went down to contracts office yesterday.
 - xiii. They will come down to the centers and ask for suggestions before the platform is finalized.
 - xiv. Hash out data elements that we are planning on collecting.
 - xv. We want standardized questions that work for all centers; i.e. how is it set up, does it meet our needs, etc.
 - xvi. John and Kendyl are working with Tom Coates with VB Consulting.
 - xvii. Think about what kind of reports we need so when the site visit happens, we can have that report built for us.
 - xviii. PAT 2.0 is built from scratch, not from existing software.
 - xix. Basically, it is an extension of PeopleSoft.
 - xx. The whole idea is true integration.
 - xxi. The platform will allow for a level of automization based on what center you are working at.
 - xxii. Each center will need a terminal. It will work with current PAT sign-in stations that we currently have.
 - xxiii. Even a Chromebook or phone will work as sign-in stations.
 - xxiv. No hardware will be provided to the tutoring centers. Only software.
 - xxv. PAT 2.0 is not planned to be integrated with SARS.
 - xxvi. We want to have a product that we are satisfied with.
 - xxvii. Unlikely to be created by the start of Spring 2020.
 - xxviii. The product may be done by mid-Spring 2020.
 - xxix. The data in the current system won't go away. Won't be lost.
 - xxx. We can't program by committee. Tom Coates will sit down with individual centers and get our input.

- xxxi. Once Tom builds it, he will hand off the product to us and leave us the guides, and going forward our programmers will be able to update it, make changes, etc.
- xxxii. PAT 2.0 will be modular.
- xxxiii. Modules can be cloned and tweaked.
- xxxiv. Tom has all the code that he's written over the years that he can use to build our software.
- xxxv. Shooting for a Summer 2020 launch.
- xxxvi. Will be looking for testers before full rollout.
- xxxvii. Nothing works perfectly the first time.
- xxxviii. Work out schedule for site visits with Tom.
- xxxix. Apportionment rules have been discussed and Kendyl said make sure to keep collecting data and we will see what can be used.
- xl. PAT 2.0 will be easier to add a new center.
- b. Update on NetTutor
 - i. Katy and Leanne met with Richard Loucks, Pearl Ly, Najib Manea, and Jack Kahn to discuss expanding tutoring for hybrid and evening, but there's no funding.
 - ii. Free platform through NetTutor called WWW was purchased by CCC, but we would still have to pay our tutors to use this platform.
 - iii. Also, online tutoring using our tutors could only be used when our centers are open, so it's not feasible.
 - iv. NetTutor is \$25 an hour. We are paying around \$12k a year.
 - v. Will look into NetTutor usage.
 - vi. We need to look at the big picture of how we are doing tutoring.
 - vii. Looking into opening an evening program with more night courses and how does tutoring play a role in that.
 - viii. Jack wants us to start from the beginning and look at how we are running tutoring to see if there's repetition, and run it more efficiently.
- c. Workgroup on Supplemental Instruction/Embedded Tutoring is on hold.
 - i. Jack wanted to meet with Katy and Leanne on putting hold on SI. Jack did want to move forward on an embedded tutoring workshop.
- d. Embedded Tutoring PD workshop this fall.
 - i. Wednesday, 10/23, from 2:00-3:30 in LRC-314 -- For Spring 2020 embedded tutoring
 - ii. Math, Sciences, and ESL have more embedded tutoring right now than in English. Looking for more knowledge about embedded tutoring across more disciplines.
 - iii. Pearl has wanted embedded workshop for a select amount of disciplines.
 - iv. The PD workshop is not paid. Targeted for faculty.
 - v. Gina Sanders has good PPT on embedded tutoring.
 - vi. Looking at having an embedded tutor for an hour week in certain courses.
 - vii. Nick Quintana mentioned idea of rent-a-tutor concept where you can request a tutor for certain dates and times.
- e. Update from Tutor Classification Work Group
 - i. Some tutors are already on max levels. Fari recommended at the workgroup meeting that we could use ISA I and ISA II levels;

- ii. Ruth mentioned creating intermediate steps for pay.
 - iii. Fari mentioned that tutors that start at peer level and progress through Level 4 most will mostly likely move on to bigger and better after completing this internship model.
 - iv. Other departments already have tutors that start out on higher levels where them phasing out is problematic.
 - v. The message from HR is that the model should be internship model.
 - vi. For ESL and Writing, this is trickier as they have tutors that are hired with a higher skillset and more education and experience.
- f. Membership of TLC San Marcos Manager
 - i. Debra mentioned how she doesn't do tutoring in TLC SM and she is no longer managing tutoring in Escondido.
 - ii. Considering being an advisory member.
 - iii. Will add as an action item for December agenda.
- g. Completion Academy goals
 - i. Katy and Leanne are meeting with Jack to talk about Completion Academy goals.
 - ii. Ruth brought some information regarding Guided Pathways.
 - iii. Focus was on scheduling.
 - iv. Lots of things up in the air with regards to meta majors, pathways, and considering centralizing tutoring.
- h. Goals for upcoming academic year
 - i. Progress with tutor classification levels
 - 1. Concerns with losing tutors
 - 2. Creation of an internship program to extend employment.
 - ii. Work with that PAT 2.0 programmers.
 - 1. NBASC 902 follow up with non-tutor tracking usage of our centers.
 - iii. Work with STARFISH Early Alert people.
 - 1. Will they be deploying STARFISH Connect? It should automatically generate a message to faculty who refer their students to tutoring.
 - 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.
 - v. Limits on number of appointments that students can make, students going to multiple centers, etc.
 - 1. Maybe PAT 2.0 can help us track this
 - vi. Embedded tutoring
 - vii. Supplemental Instruction
 - viii. AB-705 changes/impact on tutoring
 - ix. Metacognition/empowering students how to learn

Next Meeting
Thursday, November 7, 2019 from 2:30 – 4:00 P.M. in LRC 438