



## Tutoring Committee Minutes

### March 5, 2020

**MEETING TYPE:**

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

**Date:** March 5, 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; Farrell, Katy; Gutierrez-Aguero, Mireya; Madan, Nimoli; Maher, Chantal; Maunu, Leanne; Towfiq, Fariheh; Van Dyke, Leigh Ann

**Voting Members Absent:** Cassoni, Mary; Horn, Jessica; Nguyen, Duy;

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

**Guests Present:** Chakkanakuzhi, Mathews; Kelber, Barbara; Roe, Nichol; Velazquez, Kimberly

| Agenda Item   |
|---|
| <ol style="list-style-type: none"><li>1. Announcements:<ol style="list-style-type: none"><li>1.1. Introductions</li><li>1.2. Any announcements?<ol style="list-style-type: none"><li>1.2.1. Southern California Writing Center Association (SCWCA) Conference – Jeannette<ol style="list-style-type: none"><li>1.2.1.1.1. Interesting sessions in all. Group tutoring model discussed. Various writing centers do work in this format. Difference in approach. Facilitate critical thinking.</li><li>1.2.1.1.2. Another session was to focus on equity in the center via inclusive tutoring practices.</li><li>1.2.1.1.3. Keynote speaker addressed universal design for learning as a way to normalize accessibility and diversity. See <a href="#">Attach. A 3-5-2020</a></li></ol></li><li>1.2.2. California Acceleration Conference (CAP) – Leanne and Nimoli<ol style="list-style-type: none"><li>1.2.2.1. Leanne, Nimoli, and Barb went to this conference, which focused on AB705.</li><li>1.2.2.2. Presenters also talked about Guided Pathways and embedded tutoring.</li><li>1.2.2.3. Nimoli attended a session on ESL at Solano College employing TA's .<ol style="list-style-type: none"><li>1.2.2.3.1. They bring the tutors to their classes as a TA and pay them \$21 an hour. They are doing this for acceleration purposes.</li></ol></li><li>1.2.2.4. Tracy mentioned how Citrus College is decentralizing tutoring in order to bring tutoring to the various locations students are located so they can progress faster as mandated by AB 705.</li></ol></li></ol></li></ol></li></ol> |

2. Action Items

- 2.1. Approve December 5 Minutes
  - 2.1.1. Motioned by Chantal
  - 2.1.2. Second by Nimoli
  - 2.1.3. Motion carried
    - 2.1.3.1. No abstentions or corrections
- 2.2. Approve February 6 Minutes
  - 2.2.1. Motioned by Fabienne
  - 2.2.2. Second by Chantal
  - 2.2.3. Motion carried
    - 2.2.3.1.1. Abstentions: Nimoli
    - 2.2.3.2. No corrections

3. Discussion Items

- 3.1. Reminder: Tutoring Committee Chair for Fall 2020 through Spring 2021 academic year will need to be chosen at May meeting.
  - 3.1.1.1. Needs to be a faculty member
  - 3.1.1.2. If anyone is interested, please talk to Leanne. The commitment would only be for one year.
  - 3.1.1.3. Co-sharing is an option for this too.
- 3.2. Protocols for sick students
  - 3.2.1. Leanne handed out the California Department of Public Health 2019 Novel Coronavirus Guidance for Colleges and University. See [Attach. B 3-5-2020](#)
  - 3.2.2. Fabienne said a pandemic emergency preparedness protocol could roll out if needed.
  - 3.2.3. Patrick Savaiano is the point of contact for any health concerns at the college.
  - 3.2.4. Fari says that facilities can install hand sanitizers.
  - 3.2.5. Students cannot be turned away or asked to leave if they appear sick.
- 3.3. PAT 2.0 update
  - 3.3.1. Leanne believes we are still on track for Tom Coates to be out here to visit all the centers in SM re: PAT 2.0 center needs.
  - 3.3.2. He will work on rolling out a standardized PAT system by the time summer starts.
- 3.4. Update from Tutor Classification work group
  - 3.4.1. Aaron, Ruth, Nimoli, Fari, and Diego met three times in the Fall.
  - 3.4.2. Came up with ideas about sublevels; i.e., Intern IIA & B, etc. and flexibility of pay. The answers from HR was “no” on both of these fronts. The tutors can’t stay longer after they cap out and we can’t use sub-levels.
  - 3.4.3. HR confirmed that Live Scan is covered for all student workers.
  - 3.4.4. FWS students only need one unit for summer.
  - 3.4.5. Students have to pay out of pocket for TB tests.
  - 3.4.6. Best to have conversations with tutors to let them know how long they are going to be able to stay on with the department.
  - 3.4.7. Monique from HR said that if there’s an Intern III, then they can take a voluntary demotion to Intern II so they can stay on another two years, provided the Intern III was never classified as an Intern II before.
- 3.5. Update from Promoting Tutoring work group
  - 3.5.1. No update as the group hasn’t met yet. Leanne, Ruth, Mireya, and Debra will meet soon.

- 3.6. Follow-up on tutoring report presented to Governing Board on 2/11/20.
  - 3.6.1. Shayla says that \$3.8 million is being spent on Tutoring at the college.
  - 3.6.2. Even though all the centers were grouped together, not all of these centers do 100% worth of tutoring, so these numbers, per Leanne, may not reflect actual tutoring costs.
  - 3.6.3. The labs (Reading, World Languages, DRC, CSIT, etc.) have a lab component, so they shouldn't be considered in the tutoring calculations as they fall under instruction.
  - 3.6.4. These labs only starting adding some tutoring when there were BSI funds.
- 3.7. Discussion and more brainstorming about re-structuring of tutoring services on campus.
  - 3.7.1. Fabienne says the big picture is that there is some redundancy: some centers generate revenue, and some don't.
  - 3.7.2. Fabienne wants the centers to provide her a list of pros and cons
  - 3.7.3. Handouts were passed with Fabienne's and Leanne's scenarios/options for Co-location. See [Attach. C 3-5-2020](#)
  - 3.7.4. Idea of having tutors be able to tutor multiple subjects.
  - 3.7.5. Nicole mentioned certain shared centers could also function as labs with appropriate equipment/resources (headphones, software, etc.).
  - 3.7.6. Fabienne mentions leaving Veterans and DRC outside of this consolidation discussion as they have a unique population and funding.
  - 3.7.7. Basic calculation for apportionment:
    - 3.7.7.1. Every 525 hours of tutoring equals 1FTES (around \$3,500)
  - 3.7.8. Barb recommends that we don't lose sight of AB705 and how it ties to the new student-centered funding formula.
    - 3.7.8.1. In order to get students through writing and math, tutoring plays a crucial role in student success, so let's not lose this goal and keep it in mind when we consolidate.
  - 3.7.9. Homework: Have Lang & Lit Division create Pros/Cons for consolidation and send to Leanne by this Tuesday for her to share with Dean Fab at their meeting on Tuesday.

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