

## **TUTORING COMMITTEE GOVERNANCE STRUCTURE**

### **ROLE**

The Tutoring Committee will improve and promote tutoring services offered at Palomar College.

### **DUTIES**

- Promote dialogue, understanding, and response among the disciplines with tutoring needs.
- Research, implement, and refine tutor selection and training.
- Make recommendations to the Basic Skills Committee regarding tutoring procedures and needs at Palomar College.
- Update and maintain Tutoring Services website

### **PRODUCTS**

- Integrated tutor training across the San Marcos campus and off-campus sites
- Annual renewal of CRLA (College Reading and Learning Association) certification
- Progress and needs reports to the Faculty Senate
- A college-wide report on the usage and effects of tutoring
- Effective marketing materials for students, faculty and staff to promote the use of tutoring

**REPORTING RELATIONSHIP:** Faculty Senate

**MEETING TIME:** 1<sup>st</sup> Thursday of the month, 2:30 – 4:00 pm.

### **MEMBERS:**

**Chair:** Chair is a Faculty member elected by the Committee

### **Voting Members:**

Faculty/supervisor or designee from the following areas:

- Athletics
- Business
- CSIT
- DRC
- English
- ESL
- Languages & Literature Division (Dean)
- Math
- Reading
- STAR (includes FBC and RBC TLCs)
- STEM
- Veterans
- World Languages

### **Advisory (non-voting) Members:**

One representative from each of the following tutoring service areas to be appointed by the faculty/supervisor of the respective area:

- ASG Student Representative
- Business
- CSIT
- ESC TLC
- ESL

- FBC TLC
- Grant Funded Programs (EOPS, ETS, Gear-Up, Trio)
- Math Center
- RBC TLC
- Reading
- STEM
- TLC San Marcos
- Veterans
- World Languages
- Writing Center