



Tutoring Committee Minutes April 2, 2020

MEETING TYPE:

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

Date: April 2, 2020

Start Time: 2:30 p.m.

End Time: 4:00 p.m.

Location: <https://cccconfer.zoom.us/j/624529227>

Facilitator: Leanne Maunu

Recorder: Mario Martinez

Voting Members Present: Barnaba, Ruth; Chauderlot, Fabienne; Farrell, Katy; Gutierrez-Aguero, Mireya; Horn, Jessica; Madan, Nimoli; Maher, Chantal; Maunu, Leanne; Nguyen, Duy; Towfiq, Fariheh; Van Dyke, Leigh Ann

Voting Members Absent: Cassoni, Mary

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

Guests Present: Lew, Calvin; Murillo, Leticia; Roe, Nichol

Agenda Item

1. Announcements:
 - 1.1. Introductions
 - 1.2. Any announcements?
 - 1.2.1. Melissa is going to do embedded tutoring online.
 - 1.2.1.1. She is also going to be reading articles assigned by ESL instructors.
 - 1.2.1.2. Nimoli met today with those who will be tutoring ESL online.
 - 1.2.1.3. Melissa is will have a weekly Zoom meeting with those that are tutoring ESL and provide updates from the ESL Department and professors.
2. Action Items
 - 2.1. Approve March 5 minutes motioned by Fari
 - 2.1.1. Second by Chantal
 - 2.1.2. Motion carried
 - 2.1.2.1. No abstentions or corrections
3. Discussion Items
 - 3.1. Reminder – new Chair will need to be elected at our May meeting
 - 3.1.1. Needs to be a voting member.
 - 3.1.2. The Chair will finish Leanne's term for the 2020-2021 academic year.
 - 3.1.3. Leanne is working on updating the governance structure. Will show Aaron as non-voting member. Duy Nguyen is the voting member for CSIT.
 - 3.1.4. Short-term, hourly employees will not be able to tutor online at this point.

- 3.1.5. Nichol said some specific tutors that are tied to the STEM grant are able to tutor, but at this point there is no overall approval for regular short-term hourly employees.
- 3.2. PAT 2.0
 - 3.2.1. Most of our centers had the opportunity to meet in person with Tom Coates (consultant).
 - 3.2.2. Leanne hasn't emailed Kendyl yet for update since we don't have need for PAT at this point as we are working remotely. She will reach out at a later date.
 - 3.2.3. Leanne said the demo of the new PAT 2.0 system looks very nice.
- 3.3. Move to online tutoring – Katy
 - 3.3.1. Pisces overview-Katy did a great job at moving us online for tutoring.
 - 3.3.1.1. Pisces is in place for Friday, 4/3.
 - 3.3.1.2. Katy and Najib helped set up the Tutoring online course in Canvas.
 - 3.3.1.3. Students have been notified about online tutoring. Messages went out via email and Canvas.
 - 3.3.1.4. Set-up is coming along. Najib and Net Tutor.
 - 3.3.1.5. Katy has showed us the reports in Pisces.
 - 3.3.1.6. Reporting system for Pisces. We will have a tab next to the NetTutor tab that says Pisces that will show data from our tutors.
 - 3.3.1.7. Set dates for the reports you want run.
 - 3.3.1.8. Shows number of sessions and a spreadsheet with various usage reports (subject area, etc.).
 - 3.3.2. NetTutor overview -- We currently don't have time limits for students who get tutored by NetTutor.
 - 3.3.2.1. We pre-pay them about \$6k and then they ask us for funds when balance gets low, and Shayla adds more.
 - 3.3.2.2. Fab mentioned that we need to be careful that we are making sure we are allocating hours to a vast number of subject and students. And we need to check data and monitor to see what subject and what population is consuming this resource.
 - 3.3.2.3. Looking into the free resources from NetTutor as explained from the CCC.
 - 3.3.2.4. Chantal talked about the limitations for World Languages from NetTutor. The Spanish tutor was available late at night, or Italian was only reviewing papers, no live sessions.
 - 3.3.2.5. Katy will address this with them.
 - 3.3.2.6. Writing and Math are 24/7. Other subjects are considered a bonus and may not be as robust.
 - 3.3.2.7. Now that we are all online, we need to have NetTutor revise the hours that they are operational.
 - 3.3.2.8. Now every student at Palomar has access to it.
 - 3.3.2.9. NetTutor has their live tutoring schedule online.
 - 3.3.2.10. Need to look at what subjects are in high demand and try to cover those disciplines internally.
 - 3.3.2.11. We may experience an increase in volume for tutoring, and Fab feels that NetTutor may not be able to keep up with demand.
 - 3.3.2.12. Look at the hours and subjects that are in high demand.
 - 3.3.2.13. In STEM a lot of the tutoring was being done by short-term employees for embedded tutoring and SI.
 - 3.3.2.14. On Monday, Mireya noticed that Richard from STAR is the only

- person doing STEM subjects.
- 3.3.2.15. Mireya said that Amber is working on getting other CLS to jump in and tutor.
 - 3.3.2.16. Jessica mentioned they have one STEM tutor who came to Veterans to help with tutoring.
 - 3.3.2.17. Nichol will check to see if collecting student IDs is ok. Will ask to see if Teams or SharePoint is ok.
 - 3.3.2.18. We will ask about the safety of student information.
 - 3.3.2.19. For those tutoring, we need to ask students if you can record the tutoring session first and if the student feels a recording would be beneficial.
 - 3.3.2.20. With Pisces the sessions are recorded by default.
 - 3.3.2.21. Will see if Pisces can have recording as an option.
 - 3.3.2.22. Software for Pisces is being implemented tomorrow.
 - 3.3.2.23. Training for tutors on it to follow.
 - 3.3.2.24. Students are able to go into their Pisces locker and review any previously recorded tutoring sessions.
- 3.4. Peer tutor guidelines – Fabienne
- 3.4.1. Fab is creating a simple list of what needs to be in the centers in order to capture apportionment.
 - 3.4.2. We will continue to look into this.
- 3.5. Tutoring re-structuring/co-locating
- 3.5.1. Fab, Nichol, and Shayla had a meeting regarding this yesterday – about what would be the most logical centers to combine.
 - 3.5.2. Different configurations exist.
 - 3.5.2.1. English, ESL, and Reading. Would make sense to combine those three centers.
 - 3.5.2.2. World Languages is a lab, so it's a little different.
 - 3.5.2.3. STAR
- 3.6. Online Tutor Tracking
- 3.6.1.1. In our Teams folder, we have a tutoring session tracking form and tutoring session confirmation receipt.
 - 3.6.1.2. For now, track students who we tutor via Zoom.
 - 3.6.1.3. As mentioned above, once Pisces is implemented, we can pull reports and track student usage.
 - 3.6.1.4. We cannot collect students' ID numbers.

Next Meeting:
Thursday, May 7, 2020, from 2:30–4:00 P.M. on Zoom