PALOMAR COLLEGE
Learning for Success

Tutoring Committee Minutes **May 7, 2020**

MEETING TYPE:

X	Staff
	Product/Project
	Special

Date: May 7, 2020
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: Zoom

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; Matson, John; Quintana, Nicolas; Runk, Lourdes; Sangrit, Tanya
Guests Present: Chakkanakuzhi, Mathews; Jenkins, Jerry; Roe, Nichol; Spencer, Cindi; Velazquez, Kimberly

Agenda Item

1. Announcements:
   1.1. Introductions
      1.1.1. None
   1.2. Any announcements?
      1.2.1. Chantal Maher is retiring. Almost 20 years of full-time service.
      1.2.2. Cindi Spencer is also retiring.
      1.2.3. Jerry Jenkins will be replacing Leanne on this committee in the fall.
      1.2.4. Beatrice Manneh will be replacing Chantal on this committee in the fall.

2. Action Items
   2.1. Approve April 2 minutes
      2.1.1. Motioned by Fari
      2.1.2. Second by Leigh Ann
      2.1.3. Motion carried
         2.1.3.1. No abstentions or corrections
3. Elect new committee chair for 2020-2021 AY – Nimoli Madan is open to being nominated
      3.1.1. Motioned by Fari
      3.1.2. Nominations from the floor: Fari nominates Nimoli
      3.1.3. Nimoli accepts the nomination
      3.1.4. Nimoli is unanimously elected as the new chair

4. Discussion Items
   4.1. PAT 2.0
      4.1.1. Leanne hasn't heard back from Kendyll M. or John Lewis from an email she sent them last week about any updates with PAT 2.0; since as we are still working remotely, things are most likely on pause
   4.2. June CRLA tutor training has been canceled – Fari
      4.2.1. At this point we don't know about August training yet. She will monitor everything in the summer. If it needs to be cancelled, she will let us know.
      4.2.2. Tentative August training (online): August 19th. the Wed. before plenary.
      4.2.3. If we are able to hire tutors for fall, then the training will go ahead online.
      4.2.4. All tutors that go through training get CRLA certified. Campus-wide groups for tutoring are 19 – 49. 9 hours face-to-face; 9 hours online. Specific tutor training 3 hours.
      4.2.5. This is a tutor training class and they get a certificate. They don't have to be a student from Palomar.
      4.2.6. Some departments that send professional tutors pay them for the training.
      4.2.7. The class is free. The only thing they have to pay is the $19 health fee.
      4.2.8. We should consider whether they should be paid the 6 hours of tutor training. Dean Fab is worried about paying peer tutors for this when there is high turnover. We should revisit this topic at our September meeting as money is tight.
      4.2.9. Aaron, Fari, Leanne, and Ruth say that they have paid their tutors to complete the training in the past.
   4.3. Update on issues pertaining to online tutoring (which will take place through Summer 2020)
      4.3.1. Lourdes asked if classified staff needs to be CRLA-trained. Ruth said no. Those designated as tutors (peer or professional) need to be trained. Also, the coordinators the experience and in most cases the training from a while ago. Most have tutored and taught for years before becoming coordinators for their respective centers.
      4.3.2. College is making a lot of restrictions, so Dean Fab mentioned that we can't rely on short-term hourly employees for tutoring. We will need to transition to peer tutoring, but even this will be in a very limited capacity.
      4.3.3. Melissa asked if we could have discipline-specific training over the summer and perhaps have some "online tutoring best practices" training. The discipline-specific training would be very helpful since we have tutors who are tutoring multiple subjects.
      4.3.4. Dean Fab says we will know tomorrow about whether classified will continue to tutor through the fall. Most likely, those that are doing online tutoring will continue as we can't hire any new staff.
      4.3.5. Dean Fab wants to know the number of unique students not just number of sessions, so we can see the impact tutoring has on our student population.
      4.3.6. Mario noted that 499 students have signed up for the Online Tutoring course in Canvas. He also mentioned how the spreadsheet in our Teams:Tutoring Committee has filters so we can sort for the unique students.
      4.3.7. Leanne has been reminding students about tutoring. She said that sending out reminders is key to get more traffic, and asked everyone to remind their departments to remind their students about tutoring.
      4.3.8. Melissa mentioned that the ESL has done this too. Also, ESL Instructors have come and held workshops, regarding embedded tutoring, working with

academic ESL students. It's a great opportunity for tutors to hear from the instructors themselves and what they're looking for in their classes.

4.4. Summer schedules – we had wanted to share our open hours across centers, but all tutoring will be housed in Canvas since the summer session (and hence tutoring) will be online.

    4.4.1.   Mireya mentioned that they've posted Tutoring Services link on social media, STEM Center website, and emailed the MSE Division.

    4.4.2.   STAR has broadcast online tutoring through the General Information emails and the 3PD Portal.

4.5. Apportionment and online tutoring

    4.5.1.   We could get apportionment if we had student tutors, but at this point we aren't using any student tutors during this remote environment.

    4.5.2.   Tanya said that the CCC/ACTLA workshop on apportionment said that students are entitled to as many hours of tutoring equal to the amount of lecture hours they attend.

    4.5.3.   Supervisor needs to be able to pop in and out of any tutoring sessions that are taking place.

    4.5.4.   We can set up co-hosts for each tutor's Zoom room to allow for supervisors to pop in to supervise.

    4.5.5.   STEM has three tutors helping with labs and seven tutors helping out with SI sessions.

4.6. Working with Deaf students and using Calendly

    4.6.1.   A good idea to coordinate tutoring sessions is by using appointments like with Calendly for certain populations like the deaf and ESL populations.

    4.6.2.   Melissa says that students can set up appointments two weeks in advance.

    4.6.3.   She's currently using the free version which passes muster. Najib is looking into a subscription.

    4.6.4.   They will get an email confirmation with theZzoom link. It syncs with one's calendar.

    4.6.5.   Melissa said that working with a deaf student and interpreter having a set-in-stone appointment is better to guarantee a spot for the student.

    4.6.6.   Melissa mentioned that it is a good idea to be able to do a quick tutoring presentation by having our tutors pop into professors' Zoom sessions for those professors that want one. Leanne will mention this option to other professors.

4.7. Pisces (good and bad) – scheduling, linking with PeopleSoft, etc.

    4.7.1.   Students, faculty, and staff feel more comfortable with Zoom as most know how to use and it and it lacks many features that Zoom has.

    4.7.2.   Melissa, Mario, Amber, Diego, Mireya, Kimberly, Nick, Tanya, etc. all mentioned in our Zoom chat they opt for Zoom.

    4.7.3.   Katy mentioned that she told the Pisces team that we chose to stick with Zoom.

    4.7.4.   Melissa and Ruth mentioned how Pisces is not equipped for mobile users. Mireya agrees.

    4.7.5.   Many of our students may be using their phones which works great with Zoom and not as well with Pisces.

    4.7.6.   Aaron mentioned how the Palomar Foundation is still are giving out computers to those in need.

    4.7.7.   Mario mentioned how we can add the Discussion Board feature to Canvas to accommodate quick question/drop-off. Aaron concurs with the question drop-off feature as well.

4.7.8. Mario mentioned how we have the Andrea Live feature where Andrea (and Leti) can answer questions related to tutoring or any Palomar question and direct students the appropriate department/contact/service.

4.8. Tutoring re-structuring/co-locating

4.8.1. Tabled for next meeting since the administration still hasn't made a decision about this.

Next Meeting:
Thursday, September 3, 2020, from 2:30–4:00 P.M. in LRC-438 or via Zoom