



Tutoring Committee Minutes

September 3, 2020

MEETING TYPE:

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

Date: September 3, 2020
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: Zoom

Facilitator: Nimoli Madan

Recorder: Mario Martinez

Voting Members Present: Barnaba, Ruth; Chauderlot, Fabienne; Farrell, Katy; Gutierrez-Aguero, Mireya; Horn, Jessica; Jenkins, Jerry; Madan, Nimoli; Manneh, Beatrice; 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: Anfinson, Cindy; Hilton, Anna-Kate

Agenda Item
<p>1. Announcements:</p> <ul style="list-style-type: none"> 1.1. Introductions 1.2. Improved tool to log in tutoring activity – Dean Chauderlot <ul style="list-style-type: none"> 1.2.1. Tutor activity is being tracked in Excel Seet in MS Teams:Tutoring. The sheet contains additional data gathering as requested by VPI Sivert. 1.2.2. Fab said that Fari can consider adding the MLC and STEM tutoring data on this sheet as well. Mario added tabs for them already. 1.2.3. Fab mentioned WC Online as another alternative to the Excel Sheet in MS Teams but that platform costs money. 1.2.4. Each tutor has their own tab to log in their sessions. 1.3. Registering Non-credit students for tutoring classes-Nimoli <ul style="list-style-type: none"> 1.3.1. Tabled until next meeting
<p>2. Action Items</p> <ul style="list-style-type: none"> 2.1. Approve May 7 minutes <ul style="list-style-type: none"> 2.1.1. Motioned by Fari 2.1.2. Second by Ruth 2.1.3. Motion carried <ul style="list-style-type: none"> 2.1.3.1. Abstentions: Beatrice & Cindy 2.1.3.2. No corrections
<p>3. Reports</p> <ul style="list-style-type: none"> 3.1. Tutoring presentation to Promise students-Debra

- 3.1.1. Week of August 10, promise events took place with a majority of tutoring staff presenting on tutoring. The zoom session included lively synchronous and video promo and information on tutoring.
- 3.1.2. Debra appreciates our collaboration.
- 3.1.3. 600 unique students participated on 8/12 and 8/13 promise presentations.
- 3.1.4. 150 students attended the tutoring services presentation.
- 3.1.5. Student surveys include comments like:
 - 3.1.5.1. They now feel more confident to do tutoring
 - 3.1.5.2. Very useful to sign up for tutoring services
 - 3.1.5.3. Some were excited to know that tutoring is free
 - 3.1.5.4. They now understand the difference between AndreaLive, how to make a tutoring appointment, and utilize NetTutor.
 - 3.1.5.5. Many said they have increased knowledge on how to access and use tutoring.
 - 3.1.5.6. They also appreciated the tutoring videos created.
- 3.2. Adapting to on-line tutoring
 - 3.2.1. English-Jeannette
 - 3.2.1.1. Since going remote, Writing Center has lost short-terms, so Jeannette is the only writing tutor for her department. That said, she does have help from other classified staff who help out with writing tutoring (Mario, Nick, Diego, etc.)
 - 3.2.1.2. The largest number of classes seeking writing help would be the English classes.
 - 3.2.1.3. Jeannette has engaged with summer English 100 courses by sitting in on course lectures.
 - 3.2.1.4. Those students who Jeannette had contact with in class were best served by tutoring.
 - 3.2.1.5. Leanne Maunu is no longer Writing Center Director.
 - 3.2.1.6. For fall, Jeannette will be doing less embedded tutoring.
 - 3.2.2. Reading-Tanya
 - 3.2.2.1. Since going virtual, Tanya and Estela have stepped into the role of tutoring.
 - 3.2.2.2. They provide reading lab software assistance as needed.
 - 3.2.2.3. They are assisting in classes as needed and requested.
 - 3.2.2.4. Tanya said Reading is helping students enroll in the online tutoring course in Canvas.
 - 3.2.2.5. Explaining to students the tutoring resources we have to offer from our tutors and NetTutor.
 - 3.2.2.6. Enrolling students in NBASC 904 and the Tutoring Tracking Sheet in Teams.
 - 3.2.3. ESL-Melissa
 - 3.2.3.1. Melissa has had 45 tutoring appointments so far.
 - 3.2.3.2. Informing ESL students about our tutoring services.
 - 3.2.3.3. For Fall 20 they have ESL 110 which is transfer level and contains SI leaders.
 - 3.2.3.4. Melissa is also acting as embedded tutor.
 - 3.2.3.5. In the evenings, she has a rotating hour for instructors to request for an embedded tutor.
 - 3.2.3.6. For the first two weeks, the ESL Dept. set up the option for instructors to have ESL tutors attend their lecture and help out where needed and

4.3. Online tutor training materials-Jeannette and Nimoli
4.3.1. Tabled until next meeting

Next Meeting:
Thursday, October 1, 2020, from 2:30–4:00 P.M. via Zoom