PALOMAR COLLEGE
Learning for Success

Tutoring Committee Minutes February 4, 2021

MEETING TYPE:

X	**Staff**
	Product/Project
	Special

Date:	February 4, 2021
Start Time:	2:30 p.m.
End Time:	4:00 p.m.
Location:	Zoom

Facilitator: Nimoli Madan
Recorder: Jeannette Garceau
Voting Members Present: Barnaba, Ruth; Farrell, Katy; Gutierrez-Aguero, Mireya; Hudson, Aaron; Madan, Nimoli; Manneh, Beatrice; Towfiq, Fariheh; Van Dyke, Leigh Ann
Voting Members Absent: Cassoni, Mary; Chauderlot, Fabienne; Horn, Jessica; Jenkins, Jerry; Nguyen, Duy
Advisory Members Present: Avila, Debra; DeFreitas, Amber; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Marquez, Judith; Quintana, Nicolas; Runk, Lourdes; Sangret, Tanya
Guests Present: Chakkanakuzhi, Mathews; Murillo, Leticia; Robinson, Patricia; Salvatierra, Andrea

Agenda Item
1. Announcements: 1.1. Welcome

2. Action Items
2.1. Approve December 5 minutes
    2.1.1.   Motioned by Prof. Towfik
    2.1.2.   Second by Prof. Manneh
    2.1.3.   Motion carried
        2.1.3.1.   abstentions: Mireya

3. Discussion Items
3.1. CRLA certification – Fari and Ruth
    3.1.1.   Fari reviewed history of CRLA at Palomar: early on training had been provided by Ruth and Fari, but there was need for certified tutors; Ruth and Fari collaborated on CRLA application .
    3.1.2.   Ruth shared CRLA materials, clarified that CRLA certification is for the school's training program, not for individual tutors; certification needs to be renewed every five years and Palomar's is up for renewal in June 2022.
    3.1.3.   Proposal from Dean Fab for new training that would lead to professional tutor certificate that includes tutor coordinating.
    3.1.4.   Nimoli asked about the second level CRLA training, suggested achievement of level 1 and 2 could serve as higher level certificate.

3.1.5. Beatrice asked about cost of CRLA; Ruth said it is $250 for certification/renewal.

3.1.6. Beatrice asked about academic freedom in developing CRLA certified training; Fari emphasized that approaches can vary as long as required areas are covered.

3.2. NBASC Procedures – Tanya

3.2.1. Tanya reviewed changes to registration process for supervised tutoring; students must self-register, though we can help them through process. After various discussion, tutoring done by L&L staff will all use one NBASC #30087 which does not incur health fee and shows Nimoli as instructor of record. Tanya shared screenshot of enrollment record to illustrate what student sees.

3.2.2. Beatrice asked about high school students requiring signature to enroll in supervised tutoring; Fari clarified that permission for course students seek help in can serve as permission for hs student to also enroll in supervised tutoring, but also suggested that World Language students are enrolled in lab and should not enroll in supervised tutoring to access support in WL Lab, though should confirm with Dean.

3.2.3. Aaron asked whether it is necessary for students to be enrolled in supervised tutoring if no apportionment can be collected; Ruth confirmed yes, it is required.

3.2.4. Tanya shared tutoring services page where information about NBASC registration requirement is now posted, and also shared that Dean Fab is looking into removal of health fee on all 904s.

3.2.5. Fari reported on STEM and Math joining forces to offer one zoom meeting space with front desk and breakout sessions where students meet with tutors. There are three different NBASC sections, two for math and one for STEM center.

3.2.6. Mireya shared flyer for the Virtual Math and Virtual Stem Centers: "Two Centers, One Zoom Link"; also talked about promotion via social media.

3.2.7. Amber reported that they have already seen students in the first week and that there are 8 courses supported with SI this semester.

3.2.8. Fari said that faculty can also have office hours in the virtual center as well.

3.3. MS Teams -Tutoring Access and Data Security – Aaron

3.3.1. Aaron wanted to address issue of access to the Teams Tutoring site; who should have access? Should people have different roles?

3.3.2. There are public and private channel options—currently data sheet is public but it can be placed on private channel that limits access.

3.3.3. Tanya asked if issue is mainly regarding student ID #s; Ruth confirmed IDs are necessary to collect.

3.3.4. Beatrice said that tutors in WL do not access data sheet in Teams, just one staff person.

3.3.5. Amber said it had been a challenge to look up student IDs that got left off data sheet, easier when only one person has access to sheet for entering data; also said PATs 2.0 going live should mean that duplicate tracking might not be necessary.

3.3.6. Fari also suggested duplicate tracking on data sheet not necessary once PATs 2.0 is fully live and working; Mireya said VPI had said tracking is necessary.

3.3.7. Ruth asked about possible password access; Aaron said that Teams can't do password, but it is possible to limit access to specific channels.

3.3.8. Aaron said that while data sheet is primary security issue, he also wants clarification around overall use of Teams and who has access; he will create a channel for the data sheet, needs list of who gets access and which files to move to private channel.

3.3.9. Fari will follow up next meeting on need for ongoing tracking on the data sheet after PATs 2.0 is working.

3.4. Advertising/Promoting Tutoring Services

3.4.1. Many students remain unaware of tutoring services.

3.4.2. Ruth said that Mario is trying to get a button or easy link to tutoring as default on Canvas sites.

3.4.3. Nimoli said it is hard to find tutoring information and links on websites.

3.4.4. Katy said there are links to library and DRC on Canvas templates, and it should be possible to include one for tutoring.

3.4.5. Leigh Ann said there had been a DRC last semester but she hasn't seen it this semester.

3.4.6. Nick shared his screen to show link to NetTutor, suggesting that similar link for in-house tutoring would be good.

3.4.7. Aaron checked in with Najib, who said it is possible to link to the Canvas On-Line tutoring shell.

3.4.8. Tanya shared screen to show the "Quick Guide" to student resources where tutoring is listed alphabetically and therefore at the bottom of a list.

3.4.9. Debra suggested changing name to "Academic Support and Tutoring Services" so it would show up at the top of the list.

3.4.10. Nimoli suggested a workgroup form to discuss ideas for promoting tutoring services. Mireya, Nick, Melissa, Lourdes, Debra, Aaron, Jeannette, Andrea, Tanya, and Nimoli volunteered.

Next Meeting:
Thursday, March 4, 2021, from 2:30–4:00 P.M. via Zoom