



Tutoring Committee Minutes

October 7, 2021

MEETING TYPE:

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

Date: October 7, 2021
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: Zoom

Facilitator: Nimoli Madan

Recorder: Jeannette Garceau

Voting Members Present:; Gutierrez-Aguero, Mireya; Hishmeh, Richard; Hoover, Leah; Madan, Nimoli; Manneh, Beatrice; Nguyen, Duy; Towfiq, Fariheh; Van Dyke, Leigh Ann

Voting Members Absent: Barnaba, Ruth; Cassoni, Mary; Chauderlot, Fabienne; Horn, Jessica; Farrel Katy

Advisory Members Present: Avila, Debra; Chakkanakuzhi, Mathews; DeFreitas, Amber; Garceau, Jeannette; Marquez, Judith; Quintana, Nicholas; Runk, Lourdes; Sangret, Tanya; Robinson, Pat

Guests Present: Affinson, Cindy; Hudson, Aaron; Murillo, Leticia; Salvatierra, Andrea

Agenda Item
1. Warm Up Activity: 1.1. Break out rooms to discuss tutoring tips 1.2. In reports, Cindy Affinson shared about a Pokemon Go type of game for students during Week of Welcome that might be a good activity to bring back.
2. Action Items – Approval of September Meeting Minutes 2.1. Fari moved to approve; Beatrice seconded 2.2. Corrections: Beatrice said that 3.2.6 should say “World Languages” and that the name “Marcus” should be removed from section identifying who is available to help students in World Languages; there was also correction for 3.2.2, to change “Read” to “Reading.” 2.3. Minutes approved with corrections
3. Discussion Items 3.1. Report on Face-2-Face Tutoring 3.1.1. Mireya shared the new flyer for Math and STEM Centers and the updated on-site open hours. 3.1.2. Leticia asked if there is tutoring available for all levels of math; It was confirmed that tutoring for all levels of Math as well as Chemistry are available through the Math and STEM Center. 3.1.3. Tanya reported that tutoring in the LRC is going well and that flyers with the hours of operation were posted in the H Bldg. Jeannette also reported on flyer

distribution at the Student Center and engaging students in conversation about library open hours and tutoring availability.

3.1.4. Fari reported that there have been students waiting in the morning for the Math Center to open.

3.1.5. Mireya asked whether students in both online and face-to-face classes can access onsite tutoring; Nimoli said yes, and this is likely to be an issue once the vaccine mandate goes into effect

3.1.6. Leticia pointed out that the process for students to submit proof of vaccine is complicated and suggested creating a video to help guide them through the process; Jeannette said Student Services have scheduled on-campus events for in-person submission of proof of vaccine; Nimoli shared that ESL is creating a video, taking time in face-to-face classes for students to complete submissions, and generally working to support ESL students in getting their proof of vaccination submitted.

3.2. Teams Management

3.2.1. Aaron Hudson joined the meeting to discuss his status as the “owner” for the Tutoring Teams site. Currently he and Dean Chauderlot are the owners, but since he is now working in IS and no longer involved with tutoring, he wondered if someone else should take on the role. There was discussion of whether the TC Chair should be an owner and Aaron clarified that the owner needs familiarity with the software; Aaron said he was willing to continue as he has the technical knowledge even though it is not technically part of his job.

3.2.2. Fari moved to keep the process as it is with Aaron as the owner, Beatrice seconded, and the motion passed.

3.3. Review of Tutoring Committee Goals

3.3.1. Nimoli suggested review of the tutor training materials in the Tutor Lounge in breakout sessions and provided a list of questions to consider.

3.3.2. Fari said the current CRLA tutor training is online and has its own Canvas site.

3.3.3. When the group reconvened from breakout rooms, several people reported that they do not have access to the Tutor Lounge.

3.3.4. Richard shared that the Tutor Lounge might be used as a site for tutoring resources, while the Canvas site for the CRLA training seems appropriate for actual tutor training course.

3.3.5. Nimoli said more time is needed for everyone to have access and review the site.

Next Meeting:

Thursday, November 4, 2021, from 2:30–4:00 P.M. via Zoom