



## Tutoring Committee Minutes November 4, 2021

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### MEETING TYPE:

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

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

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**Facilitator:** Nimoli Madan

**Recorder:** Jeannette Garceau

**Voting Members Present:** Barnaba, Ruth; Chauderlot, Fabienne; Farrell, Katy; Gutierrez-Aguero, Mireya; Hishmeh, Richard; Madan, Nimoli; Manneh, Beatrice; Nguyen, Duy; Towfiq, Fariheh; Van Dyke, Leigh Ann

**Voting Members Absent:** Hoover, Leah; Horn, Jessica

**Advisory Members Present:** Avila, Debra; DeFreitas, Amber; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Martinez, Mario; Marquez, Judith; Quintana, Nicholas; Sangret, Tanya; Robinson, Pat

**Guests Present:** Anfinson, Cindy; Hiro, Erin; Menchaca, Patricia; Murillo, Leticia; Robinson, Patricia; Salvatierra, Andrea

### Agenda Item

1. Announcements:
  - 1.1. Greetings and Warm-up
2. Action Items – Approval of October Meeting Minutes
  - 2.1. Fari moved to approve; Nimoli seconded.
  - 2.2. Corrections: Mario Martinez was in attendance; added name to advisory members present.
  - 2.3. Minutes approved with corrections; Dean Chauderlot abstained.
3. Discussion Items
  - 3.1. Report on Tutoring Survey Results
    - 3.1.1. Nick reviewed key results from survey that was distributed to all Palomar students. Here are the links to the [English](#) and [Spanish](#) Results are current as of 12/2/21.
    - 3.1.2. There were 175 respondents to the English version of the survey and 54 respondents to the Spanish version.
    - 3.1.3. 40 of the respondents had used tutoring services, 131 had not.
    - 3.1.4. 118 respondents reported that they did not know what they could gain from tutoring.
    - 3.1.5. Student respondents also shared their majors and full-time/part-time status.
  - 3.2. On-line Proctoring Proposal

- 3.2.1. Erin Hiro presented information on grant proposal to support in-house online test proctoring to replace Proctoro, which is a contracted service.
- 3.2.2. Proposal is for HEERF funds to support program in 2022.
- 3.2.3. Ruth reviewed process STAR has used for proctoring onsite.
- 3.2.4. Dean Chauderlot asked for clarification of proposal/vision for the program.
- 3.2.5. Erin said that they imagined zoom breakout rooms for each student who would have a camera on throughout the testing period and monitor would randomly rotate among breakout rooms.
- 3.2.6. Proposal includes hiring a proctoring coordinator and either part-time faculty or short-term employees to serves as proctoring monitors; Fari pointed out that discipline specific proctoring is in the job description for ISA II.
- 3.2.7. Erin is suggesting that faculty is moving away from the types of assessments that require proctoring and toward alternatives that reflect Universal Design for Learning approach.
- 3.2.8. Plan is to pilot small version of program in Spring 2022.
- 3.3. Guided Pathways Funds to Promote Tutoring
  - 3.3.1. Debra Avila reminded committee that Guided Pathways funds had been approved in Spring 2021 to cover cost of clip art use in online tutoring promotion.
  - 3.3.2. Debra gave update that Creative Services did not charge us for use of clip art and the \$180 remains unspent.
  - 3.3.3. Debra said the funds need to be spent by March 2022 and wanted to know what the group want to use the funds for at this point.
  - 3.3.4. It was determined that flyers to promote tutoring for Spring 2022 would be good use of funds; discussion will continue at next meeting.
- 3.4. Spring 2022 Tutoring Plan
  - 3.4.1. Ruth raised point in VP Kahn's recent memo indicating that as we wait for fuller plans regarding tutor consolidation and continue essentially as we have been into Spring 2022, we should look to possible innovative or collaborative ways of doing things in the meantime. Ruth suggested we look at what works for students, what their needs are. She also noted challenges of doing PRP work while plans remain unclear and suggested that accreditation is also impacted as plan is repeatedly deferred.
  - 3.4.2. Jeannette emphasized that the need for more coordination and collaboration behind the move to consolidate has been abundantly clear since the sudden shift at the start of the pandemic to online tutoring via a single Canvas point of entry. The uncertainty and lack of action toward consolidation, at least in the areas that provide writing and literacy tutoring, have made work of tutoring throughout the pandemic particularly challenging. She raised concern about ability to plan for spring given the ongoing state of uncertainty in tutoring, especially as we expand face-to-face services in the Spring.
  - 3.4.3. Fari suggested that the consolidation of Math and STEM centers has been successful and that the tutors, faculty, and staff are working together has proved to be an efficient model.
  - 3.4.4. Dean Menchaca said it is important to honor the decision of VP Kahn; she also noted that MSE has a plan for Spring.
  - 3.4.5. Richard questioned potential peer tutors' ability to effectively tutor across multiple subject areas.
  - 3.4.6. Nimoli said that perhaps we can come up with something creative for spring.

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