



Tutoring Committee Minutes
September 2, 2021

MEETING TYPE: Staff **Date:** Sept 2, 2021
 Product/Project **Start Time:** 2:30 P.M.
 Special **End Time:** 4:00 P.M.
Location: Zoom

Facilitator: Nimoli Madan
Recorder: Melissa Griggs
Voting Members Present: Barnaba, Ruth; Chauderlot, Fabienne S.; Farrell, Katy; Gutierrez-Aguero, Mireya; Hishmeh, Richard; Horn, Jessica; Hoover, Leah; Madan, Nimoli; Manneh, Beatrice; Nguyen, Duy; Towfiq, Fariheh; Van Dyke, Leigh Ann
Voting Members Absent:
Advisory Members Present: DeFreitas, Amber; Lecca, Diego; Griggs, Melissa; Marquez, Judith; Quintana, Nicolas; Sangret, Tanya; Robinson, Pat
Guests Present: Anfinson, Cindy; Menchaca, Patricia; Murillo, Leticia; Salvatierra, Andrea

Agenda Item
<p>1. Announcements: 1.1 No announcements</p>
<p>2. Action Items: 2.1 Approve May Minutes (10 minutes) 2.1.1. Mentioned by Beatrice 2.1.2. Second by Fari 2.1.3. Motion carried w/no abstentions or corrections</p>
<p>3. Reports 3.1 Colocation Update – Dean Chauderlot (10 minutes) 3.1.1 Dean Chauderlot reported that remodeling in the Reading Center is still pending and that remodeling costs are about double than what was expected. Currently, all computers from the Reading Center are gone but they are still awaiting Facilities to remove cubicles. Dean Chauderlot also mentioned that tutors are concerned about proximity of in-person tutoring, so in-person tutoring will resume in LRC-318 where there are no issues of ventilation or furniture. This change is due to staff concerns with Covid-19. 3.1.2 Nick asked if there was a possibility that the College’s new VP could overturn the decision of the Reading Center as the new location. Dean Chauderlot clarified that VPI Sivert did not make the decision and that it was an Executive Decision team that made the decision.</p>

3.2 Tutoring Updates (20 minutes)

3.2.1 English – Richard reported that Jeannette and Tanya continue to take on English tutoring. He noted that there are only 7 face-to-face English classes on the San Marcos campus and about 7 on the other campuses, so he anticipates that there will continue to be a larger need for online tutoring. He also mentioned that currently they are working on a list of peer tutors.

3.2.2 Read – Tanya reported that tutoring and lab assistance for Reading classes is still being provided. She also mentioned that reading assistance and tutoring is available to any student that needs it, not just students enrolled in a Reading class. She noted that during the Palomar Promise presentation a student asked if Reading tutors could help read textbooks. Tanya is currently the only Reading tutor now since Estella retired. She mentioned that there will be a focus on peer tutoring with Campus return and on spreading the word that Reading assistance is available for all classes. Melissa suggested that *Reading tutoring* be changed to *Reading and Textbook Assistance* on Canvas.

3.2.3 STAR – Ruth reported that STAR is still planning to return to face-to-face tutoring September 13th for English, ESL, and Reading tutoring. She mentioned that the STAR Tutoring Center is equipped for in-person, socially distanced tutoring with an Elmo camera to project papers on screen, and PPE has been requested for anyone who needs it. Escondido will return once the air conditioning unit is fixed. Fallbrook is closed. Camp Pendleton is closed. Rancho Bernardo is open with a limited schedule. She reported that she requested a list of software from the English, Reading, and ESL labs to set up on the computers in STAR. She noted that the goal is to be one cohesive unit and is currently looking to update the Campus website to have all tutoring pages listed under one page.

3.2.4 ESL - Nimoli reported that most of the ESL classes were moved online but the Department is offering a few face-to-face classes at the San Marcos, Fallbrook and Escondido Center at night. She also reported that ESL Tutoring offers SI for accelerated writing classes, but the grant money was cut this semester. She also mentioned that Federal Work Study students are helping in online computer classes to aid with technology skills. Nimoli mentioned that ESL Tutoring will offer academic Skillshops to support academic writing students and hopes to work with English and Reading staff to be able to provide these skillshops to all students in those disciplines. She also mentioned that ESL Tutoring

plans to provide antiracism skillshops that are tied to academic readings during the semester.

3.2.5 Math and STEM - Fari, Mireya and Amber. Mireya reported that there is one link for the Virtual Math and STEM center. She mentioned the procedure that students undergo when they arrive at their virtual front desk, and there is currently Peer Tutoring, Faculty Tutoring, and SI. She also shared a flyer that will go out on social media. There is also STEM counseling available to students.

3.2.6. Foreign Languages – Beatrice requested that in future meetings, Foreign Languages be changed to **World** Languages. She reported that their Center is currently closed, but Judith and Marcus are currently helping students with lab software. World Languages have tutoring for 2 hours a week in French, German, and Japanese. Students use STAR tutors or Judith for Spanish.

3.2.7 Business – Leigh noted that this was her first meeting with the Tutoring Committee. She reported that Lourdes does tutoring for Business and Accounting and that Lourdes has been doing online tutoring since Covid-19 began.

3.2.7.1 Nick asked where Psych/Soc 205 students should be referred to, and Fari said those students should be sent to the Math Center.

3.2.8 Net Tutor – Katy reviewed NetTutor after hours service for Spring 2021. She noted that students spent more time working with NetTutor tutors, but the number of sessions remained constant between Spring 2020 and Spring 2021. She also noted that the kinds of sessions remained the same but that students spent more time with the live service. She reported that more students used NetTutor over the Summer semester and considered reasons why Summer had a big leap in terms of usage, as Summer numbers are steadily going up. Fari mentioned that during the summer, the Math and STEM center was open for 6 weeks, but class go on for 8 weeks. Fari stated that the students were encouraged to use NetTutor during the Center closure and that in the past, the Math Center was open for the entire 8 weeks.

3.3 Advertising Workgroup Updates (20 minutes)

3.3.1 Surveys – Nick reported that Beatrice gave feedback on survey, and the survey is intended for students, faculty, and staff to see who is aware of tutoring and who has had experience with tutoring. He is hoping to send the survey out next week but sought advice on the best time to send out the survey from the Committee.

3.3.2 Presentation Materials – Tanya reported that she, Jeannette, and Amber presented at Plenary for faculty and staff. They used a Google Slides presentation that can be adapted for other Campus presentations. The Plenary workshop focused on informing faculty how students can sign up for tutoring on Canvas, and they shared ways that faculty could promote tutoring. Tanya also reported that Jeannette presented tutoring to a Business class after the Plenary workshop. Tanya also reported that she and Jeannette participated in the on-campus Comet Together event for 3 hours each day, and they saw 7-8 students total over the 3 days.

3.3.2.1 Tanya asked the Committee if there were funds to distribute the advertisement created by Creative Services last semester, and Nimoli informed that the Committee has no funds or budget at all. Tanya will reach out to Debra Avila to see if there is any funding for social media advertisements.

3.3.3 Palomar Promise – Melissa and Tanya – Melissa reported that she, Tanya, Nick, Amber, and Jeannette presented to incoming Palomar Promise students on current tutoring services. Angelique Ehle also presented on the STEM Core cohort program. The two sessions were well-attended.

Discussion:

Fall 2021 and Beyond

4.1 Nimoli opened a discussion about the role of the Tutoring Committee in improving and promoting tutoring services at Palomar College. She showed some of the goals of the Committee and put everyone in breakout rooms to discuss how we could achieve these goals. Each group came together to share what they discussed. These discussions will continue in future meetings.

4.2 Dean Menchaca addressed Tanya's earlier question about students wearing masks. She stated that there haven't been any issues. All students have signed an affidavit to wear masks indoors, so it is appropriate for staff to tell students to wear their masks and, should the need arise, it is appropriate to call Campus Police if there is an issue with a student not complying.