



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by:</b> Anastasia Zavodny, on behalf of Tutoring Committee		<b>Date:</b> February 2, 2022	
<b>Proposed Name of Requested Group:</b>			
Tutoring Committee			
<b>Type of Group:</b>	<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Committee	<input type="checkbox"/> Subcommittee
	<input type="checkbox"/> Ad Hoc Committee		
	<input type="checkbox"/> Task Force		<input type="checkbox"/> Joint Operational Committee
<b>Action Requested:</b>	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Change
<b>Reporting Relationship:</b> Faculty Senate			
<b>Meeting Schedule:</b> 1 <sup>st</sup> Thursdays of the month, 2:30 – 4:00pm			
<b>Role:</b>  The Tutoring Committee will improve and promote tutoring services offered at Palomar College.			
<b>Duties:</b> <ul style="list-style-type: none"> <li>Promote dialogue, understanding, and response among the disciplines with tutoring needs</li> <li>Research, implement, and refine tutor selection and training</li> <li>Make recommendations to the Basic Skills Committee regarding tutoring procedures and needs at Palomar College</li> <li>Update and maintain Tutoring Services website</li> </ul>			
<b>Products:</b> <ul style="list-style-type: none"> <li>Integrated tutor training across the San Marcos campus and off-campus sites</li> <li>Annual renewal of CRLA (College Reading and Learning Association) certification</li> <li>Progress and needs reports to the Faculty Senate</li> <li>A college-wide report on the usage and effects of tutoring</li> <li>Effective marketing materials for students, faculty and staff to promote the use of tutoring</li> </ul>			

**Chair:** Faculty member elected by the committee

**Voting Members:**

~~Faculty/supervisor or designee from the following areas:~~

- Athletics Faculty
- Business Faculty
- CSIT Faculty
- DRC Faculty
- ~~English~~ Writing Center Director (Faculty)
- ~~ESL~~ ESL Tutoring Center Director (Faculty)
- ~~Math~~ Math Learning Center Director (Faculty)
- Reading Faculty
- ~~STAR (includes FBC and RBC TLCs)~~ STAR Center Supervisor
- ~~STEM~~ STEM Center Supervisor
- ~~Veterans~~ Veteran's Center Supervisor (or designee)
- ~~World Languages~~ World Languages Resource Center Director (Faculty) (or designee)

Dean, Languages & Literature

**Advisory (non-voting) Members:**

~~One representative from each of the following tutoring service areas to be appointed by the faculty/supervisor of the respective area:~~

- ~~Business~~ Business Education Instructional Support Assistant (staff)
- ~~CSIT~~
- ~~ESC-TLC~~ Escondido TLC Tutoring Center Coordinator (staff)
- ~~ESL~~ ESL Tutoring Center Coordinator (staff)
- ~~FBC-TLC~~ Fallbrook TLC Tutoring Center Coordinator (staff)
- Grant Funded Programs (EOPS, ETS, Gear-Up, Trio) (staff)
- ~~Math Center~~ Assistant to the Math Center Director (Faculty)
- ~~RBC-TLC~~ Rancho Bernardo TLC Tutoring Center Coordinator (staff)
- ~~Reading~~ Reading Instructional Support Assistant (staff)
- ~~STEM~~ Math and STEM Tutoring Center Coordinator (staff)
- Veterans
- ~~World Languages~~ World Languages Resource Center Instructional Support Assistant (staff)
- ~~Writing Center~~ Writing Center Instructional Support Assistant (staff)
- ~~TLC Manager San Marcos~~ Manager, Palomar Promise and College Access Programs (staff)
- ASG Student Representative

**Revision History:**

Information Item: Faculty Senate, March 9, 2020

Approved: Faculty Senate, March 16, 2020

Updated revision: February 2, 2022

