PALOMAR COLLEGE
Learning for Success

MEETING TYPE:

X	**Staff**
	Product/Project
	Special

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

Facilitator: Hishmeh, Richard
Recorder: Mario Martinez
Voting Members Present: Barnaba, Ruth; Farrell, Katy; Gutierrez-Aguero, Mireya; Hishmeh, Richard; Manneh, Beatrice; Nguyen, Duy; Van Dyke, Leigh Ann
Voting Members Absent: Chauderlot, Fabienne; Hoover, Leah; Horn, Jessica; Madan, Nimoli; Towfiq, Fariheh
Advisory Members Present: Avila, Debra; DeFreitas, Amber; Garceau, Jeannette; Griggs, Melissa; Martinez, Mario; Marquez, Judith; Quintana, Nicholas; Runk, Lourdes
Guests Present: Anfinson, Cindy; Murillo, Leticia; Robinson, Patricia; Versace, Rocco

Agenda Item

1. Announcements:
   1.1. Greetings and Warm-up
      1.1.1.   Topic is rebranding of tutoring. Conversation proposed is do we need to rebrand tutoring here at Palomar. Yes or no?
         1.1.1.1.   Melissa mentions that we should establishing a strong identity and unity
         1.1.1.2.   Mireya mentions the logo that the STEM created
         1.1.1.3.   Jeannette mentions we need to see how tutoring plays out with co-location.
         1.1.1.4.   This topic of branding is putting the cart before the horse as we still have yet to see how tutoring is being reconstituted on campus.
         1.1.1.5.   Cindy mentioned have we surveyed faculty regarding the point when they recommend tutoring? What are our goals of rebranding? Maybe we could write a suggested paragraph that faculty could put in their syllabus about the benefits of early tutoring? Plan of action would be a good idea.
   1.2. Hiring Peer Tutors – Ruth
      1.2.1.   Asking Faculty is they have exemplary students to send them her way.
         1.2.1.1.   Ed Centers will be open in Spring Monday – Thursday 8am – 5pm.
         1.2.1.2.   Will need math, science, English, ESL, etc. stationed there.
         1.2.1.3.   Our Tutoring website does have a link for students interested in being potential peer tutors.
         1.2.1.4.   Ruth reminds everyone that no peer tutor is hired without being vetted by chairs of the various departments.

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- 1.2.1.5. Ruth reminds us that per accreditation, we need to have the various Reading, Writing, and ESL tutoring centers' websites that still have links, etc. to consider taking them down as currently STAR is the only actual tutoring center for our division.
- 1.2.1.6. We aren't looking for full-time students to be tutors but they do need to take at least a ½ unit.
- 1.2.1.7. Mireya says that Amber is working hiring/staffing math science tutors.

2. Action Items
   2.1. Approve October minutes
      2.1.1. Motioned by Beatrice
      2.1.2. Second by Ruth
      2.1.3. Motion carried w/ no abstentions
         2.1.3.1. Corrections to Cindy's last name
         2.1.3.2. Fix 2.4.5 where Richard questioned potential tutor's ability to effectively tutor across multiple subject areas.
         2.1.3.3. Fix to 2.2.2: change to include HEERF
         2.1.3.4. Fix to 2.2.7: Erin is suggesting that faculty is moving away from the types of assessments that require proctoring.

3. Discussion Items
   3.1. Guided Pathways funds for the social media campaigns-Debra
      3.1.1. Debra is reminding us that they have extra funds ($180) from Guided Pathways that need to be spent by March 22. The funds can be used to create branding/marketing materials (flyers, bookmarks, etc.) with help from Creative Services.
      3.1.2. Previously discussed that we can use the funds to create flyers.
      3.1.3. Ruth said that bookmarks sound good.
      3.1.4. Debra mentions that the bookmark can be generic that can direct students to the main Tutoring Services website.
      3.1.5. Mario is willing to create the bookmark mock-up and send to committee for feedback/input.
      3.1.6. Jeannette and Debra can work on getting the mock-up to CS for their initial proof.
      3.1.7. The committee can then approve CS's proof for production.
   3.2. Peer tutor training materials and tutor's lounge
      3.2.1. Peer tutor lounge should not be used for any training or graded items.
      3.2.2. Nimoli still had on her mind what the fate would look like for the lounge when removing the training component from it.
      3.2.3. Jeannette mentions that when she created the Tutor Lounge, its mission was to create a meeting space for tutors to converse and share information.
      3.2.4. Cindy mentions for bookmark we can title it Tutoring Services: Tutoring For All.

Next Meeting:
Thursday, February 3, 2022, from 2:30–4:00 P.M. via Zoom