



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Anastasia Zavodny, on behalf of Tutoring Committee			Date: March 1, 2022		
Proposed Name of Requested Group:					
Tutoring Committee					
Type of Group:	<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		
Action Requested:	<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Change		
Reporting Relationship: Faculty Senate					
Meeting Schedule: 1 st Thursdays of the month, 2:30 – 4:00pm					
Role: The Tutoring Committee will improve and promote tutoring services offered at Palomar College.					
Duties: <ul style="list-style-type: none"> Promote dialogue, understanding, and response among the disciplines with tutoring needs Research, implement, and refine tutor selection and training Make recommendations to the AB705 Support Subcommittee regarding tutoring procedures and needs at Palomar College Update and maintain Tutoring Services website 					
Products: <ul style="list-style-type: none"> Integrated tutor training across the San Marcos campus and off-campus sites Annual renewal of CRLA (College Reading and Learning Association) certification Progress and needs reports to the Faculty Senate A college-wide report on the usage and effects of tutoring Effective marketing materials for students, faculty and staff to promote the use of tutoring 					

Chair: Faculty member elected by the committee

Voting Members:

- ~~Athletics Faculty~~
- ~~Business Faculty~~, Social and Behavioral Sciences
- ~~CSIT Faculty~~ Faculty, MSE
- ~~DRC Faculty~~, Disability Resource Center
- Writing Center Director (Faculty) or faculty designee
- ESL ~~Tutoring Center Director~~ (Faculty) Tutor Coordinator
- Math Learning Center Director (Faculty) or faculty designee
- ~~Reading Faculty~~, Reading Services
- STAR Tutoring Center, Faculty/Supervisor or designee (includes NEC and SEC TLC)
- STEM Center, Faculty/Supervisor or designee
- ~~Veteran's Center Supervisor~~ (or designee)
- Faculty, World Languages Resource Center Director (Faculty) (or designee) Computer Lab Coordinator
- Representative from Student Services involved in tutoring (appointed by VP Student Services)
- Vice President, Instruction (or designee)
- Classified tutoring representative, Languages & Literature (L&L)
- Classified tutoring representative, Mathematics Science & Engineering (MSE)

~~Dean (either Languages & Literature~~

Advisory (non-voting) Members:

- ~~Business Education Instructional Support Assistant (staff)~~
- ~~Escondido TLC Tutoring Center Coordinator (staff)~~
- ~~ESL Tutoring Center Coordinator (staff)~~
- ~~Fallbrook TLC Tutoring Center Coordinator (staff)~~
- ~~Grant Funded Programs (EOPS, ETS, Gear Up, Trio) (staff)~~
- ~~Assistant to the Math Center Director (Faculty)~~
- ~~Rancho Bernardo TLC Tutoring Center Coordinator (staff)~~
- ~~Reading Instructional Support Assistant (staff)~~
- ~~Math and STEM Tutoring Center Coordinator (staff)~~
- ~~Veterans~~
- ~~World Languages Resource Center Instructional Support Assistant (staff)~~
- ~~Writing Center Instructional Support Assistant (staff)~~
- ~~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

Approved: Faculty Senate, February 14, 2022

Revision: March 1, 2022

