Tutoring Committee Minutes
February 3, 2022

PALOMAR COLLEGE
Learning for Success

MEETING TYPE:

X	**Staff**
	Product/Project
	Special

Date: February 3, 2022
Start Time: 2:30 p.m.
End Time: 4:00 p.m.
Location: Zoom

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

Agenda Item

1. Announcements:
    1.1. Greetings and Warm-up
        1.1.1. Which of these qualities (courage, resilience or strength) do you think we need the most right now and why?

2. Action Items
    2.1. Approve December minutes
        2.1.1. Motioned by Fari
        2.1.2. Second by Beatrice
        2.1.3. Motion carried w/ no corrections
            2.1.3.1. Abstentions: Nimoli

3. Discussion Items
    3.1. Tutoring Bookmark - Debra (10 minutes)
        3.1.1. Debra reminded us about some extra funds that were available for the bookmarks.
        3.1.2. Margie from CS gave us the final proof for the bookmark. Debra says the one-sided bookmark shows our tutoring website and QR code. 3,000 of them were printed.

3.1.3. Ruth said that she would send someone to Debra's office to pick up the bookmarks on 2/22.

3.1.4. Nimoli says that the bookmark will be great for advertising tutoring.

3.1.5. Fab mentions that we send a batch of bookmarks for counselors to have.

3.1.6. Nick adds that we should give some to DRC, EOPS, etc.

3.1.7. Debra says she can batch them up for the different departments.

3.2. WC and Monitoring program for Tutoring - Fab (15 minutes)

3.2.1. We have acquired a tool to start tracking our tutoring allowing us to also keep track of all peer tutoring.

3.2.2. It's a program that is used by many colleges and universities.

3.2.3. Mario had reviewed the program and Fab has passed on this review to the other tutor coordinators. See Attach. A that outlines these various resources the platform provides.

3.2.4. WC online is only $800 a year. This is a program that the tutors will use.

3.2.5. Jeannette adds that there's a Learning Center Professional Discord that has a WCOnline channel... it's a good resource to ask questions to folks who are currently using the program.

3.2.6. Tutors will need some tablets and Fab says that we will build up to that.

3.2.7. Fab tells of the importance of building up for peer tutors.

3.2.8. Erin states that there are 42 extra desktops disseminated.

3.2.9. Fab reminds us to get any equipment back that was divested two years ago.

3.3. Uniformity in messaging to students - Ruth (10 minutes)

3.3.1. Ruth mentions that everyone is getting different messaging about tutoring. Faculty and counseling are not aware of the changes regarding tutoring. For example, the co-location of the ESL, Writing, Reading, etc.

3.3.2. Ruth points out that the website still has tutoring centers that no longer exist.

3.3.3. She adds that accreditation will search webpages and that this could be an issue.

3.3.4. Students need to have accurate information.

3.3.5. Fari says that in her area she crafts a memo that gets sent to all math, and Mireya forwards to stem faculty. The faculty then add it to their syllabi. Fari agrees the website needs to be updated so everyone is getting accurate information.

3.3.6. Jeannette adds that there was confusion amongst the student services folks.

3.3.7. At the end of the day, it's about getting the uniform message out to the students.

3.3.8. Making sure our schedules are consistent and updated on Canvas.

3.3.9. Jeannette states that sometimes she changes the schedule because of other commitments, and she also doesn't have any standing appointments.

3.3.10. Jeannette adds that we represent all students, and that writing tutoring receives students from all disciplines.

3.3.11. Can faculty please get the word out not just in your division but across all disciplines.

3.3.12. Beatrice wants some clarification regarding proctoring.

3.3.13. Ruth mentions that right now they only have the paper & pencil proctoring.

3.3.14. The online proctoring is Proctorio which will continue through the spring.

3.3.15. Fab informs us that we have been tasked with creating an in house online proctoring program. This requires a level of tech in creating the software for this.

3.3.16. She goes on to state that a consultant has been recruited to help visualize this process. Staff will be recruited to monitor these students via Zoom.

3.3.17. Tanya mentions about the Zoom integration and Fab the SSO one.

3.3.18. There are many moving parts from creating the program, training, how to report to faculty about any concerns, and many other technological aspects to this.

3.3.19. If the consultant is not able to do this, then IS will need to create it. Ruth is working with Erin Hiro on this.

3.3.20. Fab mentions that since PAT 2.2 is able to discriminate what students receive tutoring, where they got tutoring, etc. then we won't need to have as many NBASC numbers as we have in the past.

3.3.21. Fab says there will be one NBASC center for each site (RB, Fallbrook, ESC, etc.)

3.3.22. NBASC 904 30057 will be the one used on the main campus started for summer.

3.3.23. Fab encourages one of the faculty on this committee should notify all the full and part-time faculty about how tutoring is currently working.

3.3.24. Nimoli shares that Melissa made it easy for ESL dept. to access the tutors.

3.3.25. Richard says that messaging needs to be clear and consistent. All the centers that are co-locating needs to be.

3.3.26. Fab says her concern would be for faculty referring students to any of the physical spaces that are no longer open and that students find the help when they need it. She stresses the importance of all knowing that STAR is currently the only center offering the general services for all humanities.

3.3.27. Fari mentions that we need to have a clear message for other departments like counseling, DRC, EOPS, etc.

3.3.28. Cindy says that she suggested in the December 2021 meeting that this group create a tutoring syllabus notification for faculty to adopt.

3.4. Clarification of the tutoring committee governance structure - Anastasia (10 minutes)

3.4.1. Anastasia says that the governance structure for our committee needed to be updated.

3.4.2. Anastasia entered our information in an official governance structure sheet. See Attach. B. No changes, just updated with clarification.

3.4.3. The issue was that the member list was confusing, and she gave more specific titles.

3.4.4. Fab points out that Dean Menchaca is not currently a part of the voting members. Fari suggests that we should bring it back for approval to add Dean Menchaca.

3.4.5. Fab also questions why there are no voting members that include staff. Anastasia says that this is primarily due to the reporting nature of the committee to faculty senate.

3.4.6. Fari advises that we add as advisory members the tutoring coordinators so they at least had a voice.

3.4.7. Fab mentions that we should revisit the advisory list and consider adding some of the staff so they have some better representation.

3.4.8. Erin states that back in the day, they wanted to ensure that no department had too much representation.

3.4.9. Cindy reminds us that we should follow the Governance Structure and Participation Handbook as we continue this work.

3.4.10. Jeannette mentions that we should also look at the duties part of our governance structure; ie., getting rid of the basic skills and should be called AB705.

3.4.11. Cindy reminds us that Basic Skills is now the AB705 Support Subcommittee. Basic Skills dissolved in 2019.

3.4.12. She also states that The AB705 Support Subcommittee is a Faculty Senate subcommittee. They report to both Senate and EESSC (both governance councils)

3.4.13. Anastasia says that this governance structure form should pass through faculty senate around Valentines.

3.5. Access to tutoring – barriers and solutions

3.5.1. tabled until next meeting

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