



## GOVERNANCE STRUCTURE GROUP REQUEST

<b>Request submitted by:</b> Anastasia Zavodny, on behalf of Tutoring Committee			<b>Date:</b> March 3, 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 AB705 Support Subcommittee 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:**

- ~~Athletics Faculty~~
- ~~Business Faculty, At-Large~~
- Faculty, AMBA
- ~~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
- STAR Tutoring Center, Supervisor or designee (includes ESC, NEC and SEC TLC)
- STEM Center, 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)
- Classified tutoring representative, At-Large

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 3, 2022