



Tutoring Committee Minutes May 5, 2022

MEETING TYPE:

<input checked="" type="checkbox"/>	Staff
<input type="checkbox"/>	Product/Project
<input type="checkbox"/>	Special

Date: May 5, 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; Feld, Erin; Hishmeh, Richard; Manneh, Beatrice; Towfiq, Fariheh; Van Dyke, Leigh Ann

Voting Members Absent: Gutierrez-Aguero, Mireya; Hoover, Leah; Horn, Jessica; Nguyen, Duy

Advisory Members Present: Avila, Debra; DeFreitas, Amber; Garceau, Jeannette; Griggs, Melissa; Lecca, Diego; Martinez, Mario; Marquez, Judith; Quintana, Nicolas; Runk, Lourdes; Sangret, Tanya

Guests Present: Anfinson, Cindy; Backman, Jennifer; Chakkanakuzhi, Mathews, Murillo, Leticia; Menchaca, Patricia; Salvatierra, Andrea; Zavodny, Anastasia

Agenda Item
1. Announcements: 1.1. Greetings and Warm-up 1.1.1. Cinco de mayo 1.1.1.1. Is there something special that you would like to share about Mexican culture? 1.1.1.2. Which is your favorite holiday and how do you like to celebrate it? 1.1.1.3. Nimoli mentioned the importance of making meaningful connections in class. 1.1.1.3.1. Mario mentioned the importance of the brining up culture and the importance of cultural artifacts (products, practices, and perspectives)
2. Action Items 2.1. Approve April minutes 2.1.1. Motioned by Fari 2.1.2. Second by Beatrice 2.1.3. Motion carried with no corrections
3. Discussion Items 3.1. Tutoring Committee composition (Anastasia) 3.1.1. Approved governing structure 3.1.2. One change to the governing structure.

- 3.1.3. Cleaned version with same language throughout.
- 3.1.4. ASG Student Rep should be serving on this committee. Passed with ASG.
- 3.1.5. Faculty calls have gone out today. Great committee fall call.
- 3.1.6. Link in email from Anastasia. Will take you faculty senate page
- 3.1.7. If you are interested in multiple committees submit form multiple times:
<https://docs.google.com/forms/d/e/1FAIpQLSfQWOgBdcgYan2emmGNmKav7Nvqh1e65A7-NGaW2zMPPLoUgw/viewform>
- 3.1.8. Faculty positions that are open are listed by division.
- 3.1.9. Established positions on this committee: Ruth, Beatrice, VIP Studinka, Jennifer Backman (starting in fall), Fari, and Nimoli. From spreadsheet palomar college committee membership.
- 3.1.10. On May 16th the senators will review and make selections
- 3.1.11. Rank choice voting. Ranking works well in how they go through the vote process. Anastasia will let you know if you are nominated.
- 3.1.12. Fari asked questions regarding the classified staff.
- 3.1.13. Anastasia says sometimes these positions get filled in August.
- 3.1.14. All meetings are open per the brown act to come and participate in the meetings.
- 3.1.15. We can call this meeting for housekeeping as this is our last meeting.
- 3.1.16. Other option is to wait until our next regularly schedule meeting and Anastasia could do the first meeting of the fall.
- 3.1.17. Most of faculty will be seated due to named positions. Fari suggests that we set first meeting in Sept. and have Anastasia lead that first meeting.
- 3.1.18. Nimoli concurs with Fari.
- 3.2. Options to select a new Tutoring Committee Chair (F 2022 – S 2024)
 - 3.2.1. Tabled until first meeting in the Fall.
- 3.3. Hiring Peer Tutors (Ruth)
 - 3.3.1. All discipline areas are supposed to hire and train tutors.
 - 3.3.2. Ruth clarifies that hiring is done by STAR tutoring. Faculty job is to find, hire, vet and train the peer tutors. Dept. by dept. may have different policies. Once student is identified as being a tutor, the hiring and paperwork can be done through STAR.
 - 3.3.3. Number of tutors and hours will be determined by STAR.
 - 3.3.4. Training is still going to be done primarily by Fari.
 - 3.3.5. Fari says that there will tutoring training for summer and winter, training programmed for September/October.
 - 3.3.6. Fari will do general tutor training and specific tutor training.
 - 3.3.7. For humanities, it comes from the directors (ESL, World Languages, and English).
 - 3.3.8. Ruth states that for Fall, they are still deciding how many hours the Tutoring Coordinators will have to allocate for tutoring as we go into Fall.
 - 3.3.9. Online tutoring has been robust, but the onsite tutoring is still slow.
 - 3.3.10. Ruth mentions that we can look at the tutoring data in Teams.
 - 3.3.11. Ruth mentions that applications are being offered during summer with hiring with the fall.
 - 3.3.12. Richard brought up concerns regarding the naming of L&L Tutoring. He recommends that we discuss this issue further in the fall.
 - 3.3.13. Erin adds that she's finding prospective tutors.
 - 3.3.14. Ruth mentions it's important for tutors to have good interpersonal skills.

- 3.3.15. Jeannette states that we should ensure students have a clear understanding about this new co-location and name.
- 3.3.16. Fari and Richard give us some suggestions that faculty should be involved in the naming of the new center.
- 3.3.17. Fari mentions name is math and STEM.
- 3.3.18. Mario mentions the spreadsheet that dean fab had STAR do brainstorming names with ranking.
- 3.3.19. Richard also mentions that faculty will maintain a mentoring oversight role with the peer tutors put forward and he acknowledges the part of the supervisory role.
- 3.3.20. Ruth mentions that the name thing is not set in stone and that input from students and faculty that encompasses all the disciplines and not just STEM.
- 3.3.21. Ruth states that even NetTutor isn't getting much tutoring traffic.
- 3.4. Tutoring updates for summer and fall 2022 (Dean Fab, Dean Menchaca & Fari)
 - 3.4.1. Fari states that she doesn't plan on eliminating online tutoring.
 - 3.4.2. The plan is for 8am – 8pm on ground and online. Friday from 8a – 2p
 - 3.4.3. Fari says that they really aren't hiring for summer.
 - 3.4.4. Ruth asks that STAR continue to have Math and STEM send tutors through the summer.
 - 3.4.5. Fari nominated as distinguished faculty for the DRC.
 - 3.4.6. Ruth mentions that the hours for summer will be 9-5 depending on the library hours. There will be funding for the summer but that we will probably rely on the coordinators still.
 - 3.4.7. Online tutoring will still be a mainstay of our tutoring. Schedule is always maintained on Canvas.
 - 3.4.8. This summer, math is going to be open from 6/13 – 7/22
 - 3.4.9. World Languages is also going to be open. Hours on website. Peer tutors can only tutor as long as they are at least 2 semesters in.
 - 3.4.10. STAR plans on continuing with Spanish tutoring through summer with Pat and Mario. French not for summer.
 - 3.4.11. As for fall, Ruth doesn't know yet with regards to Fall since the coordinators' percentage of tutoring is still up in the air.
 - 3.4.12. Tutoring to be available for the first eight-week classes
- 3.5. Pride Event (Mario)
 - 3.5.1. Mario promoted event (see [flyer](#))
 - 3.5.2. Fari gave shout to Nimoli for serving on the committee for last two years. She will be missed with big shoes to fill!

Next Meeting:
Thursday, September 1, 2022, from 2:30–4:00 P.M. via Zoom