Tutor Committee Meeting Minutes
September 1, 2022, 2:30 – 4 pm, Zoom

Attendance of Members: Nimoli Madan, Ruth Barnaba, Beatrice Manneh, Diane Studinka, Kellie Miller, Luz Carrillo, Jennifer Backman, Fari Towfiq, Erin Feld

Guests: Amber DeFreitas, Leigh Ann Van Dyke, Leti, Murillo, Andrea Salvatierra, Jeannette Garceau, Nicholas Quintana, Tanya Sangret, Mario Martinez, Diego Lecca

1) Greetings and Warm-up
   a) Breakout rooms to discuss what we do to unwind.
2) Announcements
   a) Tutoring Committee: Change in governance structure approved in spring 2022.
      i) Still getting membership filled after restructure.
3) Action Items
   a) Approval of May 2022 minutes
      i) Motion: Feld
      ii) Second: Towfiq
      iii) Approved
   b) Selection of a new Tutoring Committee Chair
      i) Nominations:
         (1) Fari Towfiq.
         (2) Fari is elected with no objections.
4) Reports: Tutoring in Fall 2022
   a) Ruth: Tutoring in co-located English, ESL, Reading and STAR (and at the centers)
      i) Walk-ins, appointments, and online
      ii) Increasing student tutors and taking applications for new ones, and especially need tutors at the Rancho Bernardo and Fallbrook sites.
      iii) Let Ruth know if you have topics that students might want for workshops, or if there are workshops you want to offer.
   b) Fari: Tutoring in STEM
      i) Math and STEM have had 137 students registered in supervised tutoring.
      ii) 162 registered in hybrid.
      iii) 299 registered for Math Center.
      iv) Online and f2f including Saturday.
      v) All information is on the Math Center website.
      vi) Have some embedded tutors.
      vii) Have drop-in tutoring
      viii) Instructors bringing students to the Math Center to show students the center and give an orientation.
   c) Beatrice: Tutoring in World Language
      i) Have an hour a week lab component for each class.
      ii) Some tutors are in person in the World Languages Resource Center and some are hybrid.
   d) Jen: Tutoring in English
      i) Interviewing candidates for writing tutoring.

        ii) One embedded tutor is set-up with the hope to get more.

        iii) Working on setting up classroom visits.

   e) Nimoli: Tutoring in ESL

        i) Lost funding, so got HEERF funds to get nine classes with embedded tutors.

        ii) Have work study students to assist in the Zoom sessions of hybrid classes and in person computer classes.

        iii) Six book clubs and six SI sessions.

        iv) Working to hire more tutors and work study students and looking for an evening Zoom tutor.

   f) Leigh Ann: DRC

        i) Referring students to various centers.

5) Discussion: Tutoring: Challenges in Fall 2022 and solutions

   a) Diane wondered: Pat 2.2 system: what is happening with that? Is it working? Not working? Do all centers have it?

        (1) Fari said it is not working right at Math and STEM because Amber is the only one who can enter data in the kiosk, and so anything she has access to would be available to students, so they cannot allow that, so they are just using pen and paper to sign students in now.

        (2) STAR got a separate log-in from John for the kiosks so they can do the log-in Math and STEM cannot do.

        (3) Diane suggests in meetings John is attending with STAR that Math and STEM could attend, or a separate meeting with him, or he could come to the Tutor Committee meetings as needed.

        (4) Beatrice said they do not know what they should do with the PAT because the college gets apportionment already from the students taking the classes with lab, and she is the only faculty member in the center. Components.

           (a) Erin commented that Reading has classes that have lab required so wonders if we can confirm if that automatically collects apportionment or if they had to be signed in. She will talk to Diane.

        (5) First Tuesday at 3 pm John comes to a meeting with STAR and so people can attend that to ask about PAT 2.2, and then someone at that meeting can report to the Tutor Committee.

           (a) This is the Zoom link for that monthly meeting: https://palomar-edu.zoom.us/j/88522017682?from=addon

        ii) Room 1:

        (1) From students' perspective, there needs to be clear marking so students know which tutors are available when, onsite, online, etc.

           (a) In real time, all tutors need to be listed with when and where, what subject, what tutor, etc., but if a tutor cannot come in one day, that needs to be updated daily so students see it in real time.

        (2) Solution: make sure everything in the Canvas area is accurate from all departments doing tutoring so it is not just on department websites but also there since students use Canvas.

        (3) Walk-in only for onsite and appointments only for Zoom tutoring was suggested as what works best.

        (4) Need more tutor staffing at the Ed Centers.

        iii) Room 2

        (1) Name situation- what is the name of the merged center, how we are naming centers, etc.

        (2) The moves of centers to new locations.

        (3) How communication goes out to students – all tutoring should be on one email or Canvas notification so it is not in a bunch of emails or Canvas announcements – should be one notification about tutoring in all areas.
        (4) Solution: some way to organize getting all tutoring info in one area for students.
           (a) Nimoli mentioned there is a Student Services rep spot on the committee that has not yet been filled, and they could help with this issue.
  iv) Room 3
        (1) What is going on with the centers moving and their spaces?
        (2) Still not clear about the organization of the colocation and what will happen with the structure and staffing.
        (3) Solution: workgroup to discuss delineation of duties, etc.
  v) Room 4
        (1) Loss of tutors because of moving from online remote work.
           (a) Solution: hire more tutors, make it possible to work from home one day a week.
        (2) Clarity on situation of what tutors there are, what centers there are, where the centers are, when tutors are available.
        (3) Diane said it is a top priority to get STEM Center reopened which has led to some of the confusion. For now, send students to the Math Center who will house STEM until the center can reopen.
  vi) Room 5
        (1) Making sure everyone has the support they need as we come back.
        (2) How can we make sure information is shared?