**Tutoring Committee**

**Member Attendance:** Melissa Allen, Luz Carrillo, Leigh Ann Van Dyke, Jennifer Backman, Nimoli Madan, Fari Towfiq, Erin Feld, Ruth Barnaba, Beatrice Manneh, Diane Studinka, Mario Martinez, Amber DeFreitas, Andrea Salvatierra

**Guest Attendance:** Nick Quintana, Diego Lecca, Judith Marquez, Jeannette Garceau, Taya Sangret, Melissa Griggs, Richard Sauerheber, Debra Avila, Fabienne Chauderlot, Calvin Lew

**Absent Member:** Kellie Miller

1. **Welcome**
2. **Action**:
   1. Approve September 1, 2022, Minutes.
      1. Motion
      2. Second
      3. Approved by consensus
3. **Details about the Tutoring Committee**

* Role of Meeting Guests, Governance Structure Review, Committee Membership: reviewed these items from the Governance Structure.
* Everyone introduced themselves.

1. **Tutoring: Training and Pedagogy**

* General tutor training timeline for AY 22-23
  + Used to be specific times approved by the committee.
  + Two trainings per semester– in August and November and January and end of spring.
  + During COVID, moved to just one per semester so doing end of September to try to get tutors hired for spring too.
  + Do we want to go back to two per semester?
    - Erin worried about not having spring tutors hired right now so will not get training until later, so we need to have training in spring.
    - Ruth said it is hard to add tutors without training, so two is better.
      * Ruth noted tutors who are not trained cannot collect apportionment.
      * Does not have to be CRLA training (18 hours total, three hours diversity, three discipline specific, nine hours of assignments they do on their own plus a reflection paper), but it needs to be some time of training.
      * Does not want anyone on the floor who does not at least know the basics.
    - Nimoli suggested two in fall (though not this year) with one later in fall because if we do one at the end of fall, it usually gets spring tutors, and we do not hire as many in spring.
      * Suggests one before the fall semester begins and then the second towards the end of fall and then one in spring.
    - Amber likes the idea Nimoli mentioned, but this year suggests two in spring because we are still bringing tutors back from COVID still.
    - Jeannette wondered if training could happen sooner in fall so tutors are trained and can start working sooner.
    - Tanya thinks an August training would be helpful so tutors could start right away, and then agrees one in spring is also good.
      * Wondered if we needed two sessions in spring because of the apportionment requirement of training.
    - Beatrice commented at the beginning of the semester is better than before the semester because tutors might not be in town in summer and are often hired at the start of the semester.
    - Fari noted it could be the first and second week of classes.
      * Do we want one at end of spring for the summer tutors?
      * Fari will come back to the group with the schedule of the trainings next meeting for committee approval.
* Discussion of Discipline-Specific Training
  + Jennifer mentioned wanting to be able to collaborate and wants to do face-to-face and not just Zoom training.
  + Erin mentioned not all faculty have release time for tutor training, so that needs to be considered with how faculty are involved in discipline specific training.
  + Beatrice commented that their training has been informal, but it is not three hours, so she could use ideas of how to do it.
  + Jeanette suggested cross training for students who will be going to be in the general tutoring center so they can help with multiple areas.
* Establish formal discipline-specific training.
  + Fari thinks it is time to make formal training for disciplines (Friday 2-5) vs informal. Then if people are inviting others to train, they could do it for all disciplines.
  + Fari offered to set-up meetings with disciplines to work together on specific training.
  + Leigh Ann said she will see about building on what has been done with DRC if it is going to become more formal.
* Timeline for discipline-specific training in fall 2022.
  + We will continue with the same procedure until the formal discipline- specific will establish for other subjects beside Math/STEM.
* Pay for tutors: World Languages, Math, STEM, English – all are paying for the training but not the time to for the homework part of the class – nine hours.
  + Diane reiterated to put this into PRPs to get money for this.

1. **CRLA Updates**: Ruth
   1. We submitted, but we are not getting updates to know what is going on, so we assume it is in the process.
2. **Announcements / Comment** (not to exceed more than 2 minutes)
   1. Ruth let us know tutors are still being hired, and we especially need them at the centers, so please ask instructors at the centers if they have recommendations.
      1. Diane asked if Ryan and Yvette knew about tutoring positions open.
      2. Diego said they are working on a flyer to get out to people to work on recruiting.
      3. Mario mentioned an email blast also went out about tutoring.
   2. Diane thanked everyone for doing what we do with students.
   3. Jennifer asked if we could get an update on the colocation and what is happening with that.
      1. Diane said they are still working towards this goal, but nothing has been finalized yet.
   4. Nimoli noted for cross-training, she said their tutor training is specific to the ESL classes and not general tutoring of students who are ESL. She said she could help other tutors about things like what to expect with an ESL student, etc.
      1. Wondered if the DRC training could be in the general training because she needs all three hours for discipline training.
3. **Adjourn: Next meeting:** November 3, 2022, from 2:30 to 3:55 pm