

Tutoring Advisory Committee
Wednesday, February 23, 2005

Minutes

Members Present: Al Taccone, Terrie Nichols, Mary Graham, Angela Nesta, Cheryl Houston, Ingrid Tarikas

I. Introductions: Introductions were made of everyone present.

II. Committee Charge:

1. *Committee Composition:* It was noted that the adjunct faculty representative as well as the two student representatives had been chosen but due to unfortunate circumstances are no longer available to participate on the committee. It is hopeful that replacements will be found prior to the next meeting.
2. *Purpose of Committee:* It was agreed that the purpose of the committee was to have the positive things of the tutoring centers be recognized so that they could continue and that those points needing to be addressed and changes that needed to be made could be discussed and implemented.

III. Budget Allocation to Three Centers: The budget for each center was discussed. The needs for each center will be reviewed and usage from each center will be taken into consideration in determining upcoming budget divisions between the centers. Terrie Nichols and Mary Graham will put proposals together for the next advisory committee meeting to determine the budgetary needs of each center as a starting point for discussion of actual dollar divisions.

IV. Selection/Hiring/Training of Tutors: It was discussed that each of the centers desire a different approach as to the selection, hiring, and training of its tutors and would like to be treated as individual centers. Due to the difference in make-up and needs of each center the requested proposals will outline the desires of each center in these areas. It was noted that past practices where instructors were able to sign off on which tutors were qualified to tutor in certain subjects was preferred for future practice.

V. Tutor Training: Possible changes in the training of the tutors was discussed. Absolute guidelines for the training of the tutors needs to be established. How many hours of training, methods of training, and timelines for training will be addressed at the next meeting. The necessity for the training of the tutors in order for the collection of FTES was discussed as well as the possibility of the Writing Center becoming part of the Red Canyon system.

VI. Centers Hours of Operation: The hours of operation of each center will be addressed in the proposals submitted at the next meeting. The needs of the students as well as budgetary restraints will be considered for each center.

VII. Meeting Schedule: The next meeting is scheduled for Wednesday, April 13, 2005 @ 12 noon in F-106.

VIII. New Business: The vision of each center will be addressed in the proposals submitted at the next meeting. The tracking of tutor's time will be addressed by the design of a chart requiring the tutors to sign in and out and an instructor's initials indicating the actual presence of that tutor during that time.

IX. Adjournment: The meeting was adjourned at 1:05 p.m.

Tutoring Advisory Committee
Wednesday, April 13, 2005

Minutes

Members Present: Mary Graham, Cheryl Houston, Brian Jennings, Maria Mendoza, Angela Nesta, Terrie Nichols, Al Taccone, Ingrid Tarikas.

- I. Introductions & Review of Minutes:** The meeting was called to order at 12:10 p.m. Dr. Taccone introduced Brian Jennings as an adjunct faculty representative. He also mentioned that we are still looking for student representation. The minutes were unanimously approved as read.
- II. Comments:** After the last committee meeting several suggestions had been solicited from various areas on campus. One suggestion was to have maps printed up that indicated the location of each of our tutoring centers and have them available for students in various areas around campus. Some of the specific recommendations given by the counseling department are: 1.) there aren't enough tutors, 2.) extended hours of operation in each of the tutoring centers, 3.) more publicity is needed as many of the students were unaware of tutoring services being offered. Suggestions specific to the Math Study Center (MSC) were: 1.) students needed/wanted one-on-one tutoring in Math, 2.) Math group tutoring is too noisy and disruptive, 3.) some methods shared by tutors are not the ones being taught in the classrooms, 4.) the tutors are not always easy to understand (language barriers). It was also suggested that those faculty members that have had tutors as students should be added to the hiring process to include their input.
- III. Math Study Center Proposal for 2005-2006:** The committee looked over the MSC proposal/wish list for 2005 – 2006 (attached). It was suggested that DSPS should provide any special needs tutoring as well as pick up the extra budget expenses in this area for DSPS referrals. It was also suggested to have Sandra Nolan, as the Learning skills specialist, spend time in both the general tutoring center as well as the Math Study Center and that it might be a good idea to have the tutors rotate between both the general tutoring center and the MSC.
- IV. Writing Center Proposal for 2005 – 2006:** The writing center's proposal was in the form of specific tutoring coverage in the writing center (attached). It was discussed that Mary Graham will have the responsibility of hiring and approving all of the tutors working in the Writing Center as well as making sure that all tutors have gone through the proper training.
- V. Budget for 2005 – 2006:** The budget for tutoring was reported as being approximately \$49,000.00. \$16,000.00 was given to tutoring from VTEA and Al suggested that Sandra ask for double that amount this year. Maria reported that Title III allows for \$6,000 to be used by general tutoring including those referred by DSP&S and that amount will be renewed this year as of October 1, 2005.
- VI. Other:** Terrie will look into the possibility of having the Math Lab Technician supervise tutoring in the Math Study Center.
- VII. Next Meeting:** The next meeting is tentatively scheduled for Wednesday, October 12, 2005 @ 12 noon in F-106.
- VIII. Adjournment:** The meeting was adjourned at 1:20 p.m.