

# TUTORING ADVISORY COMMITTEE

Thursday, April 20, 2005

## Minutes

**Members Present:** Kristi Davis, Fred Geoola, Mary Graham, Jone Haslam, Cheryl Houston, Maria Mendoza, Angela Nesta, Sandra Nolan, Al Taccone

- I. **CTO & Review of Minutes:** The meeting was called to order at 2:02 p.m. by Sandra Nolan. Mary Graham moved to approve the minutes as read and Jone Haslam seconded. MSC unanimous approval.
  
- II. **Writing Center:** Mary reported the card reader doesn't work and the students need to manually input their student ID numbers but overall the red canyon system is working quite nicely. It was noted that it may be a little more difficult to require students to log in if the card reader does not work. Jone assured the committee that although the students are just now getting used to the new system they are requesting that if the students are not currently enrolled they enroll at that moment in the center. Mary suggested that with Red Canyon being implemented we can now begin tracking over the course of a year or so how tutoring helps students with success and retention.
  
- III. **Budget for 2006 – 2007:** Al Taccone gave an overview of next year's budget situation. The tutoring budget is 45% of what it was three years ago. The general tutoring budget has been assisted by several grants that will cease to exist in the near future. The Congressional Grant will end September 30, 2006 reducing the tutoring funds by \$10,000 and the Title III Grant is due to end September 30, 2008 also reducing tutoring funds by \$10,000. Tutoring received \$22,000 from VTEA for the 2006 – 2007 year but this is also a major reduction from what was once allocated  
Sandra reported that the impact of losing the Congressional Grant will cost the center their tutors in Science, Biology, and Chemistry. The Congressional Grant paid for these tutors previously. CalWorks will end on May 30<sup>th</sup> this year which will definitely impact the Math Study Center this year with the availability of tutoring during summer. Sandra also noted that the costs to run the tutoring centers over a one month period of time costs approximately \$1,500 to \$9,800.  
Once the general budget is defined Al, Sandra, and Mary will get together and decide what the hours of operation will be for the different centers. As equalization funding is a hot topic this year it was asked if it may have an impact on our tutoring budget this year. It is undetermined at this point if there will be any affect at all.  
It was noted that some faculty are given stipends through Title III for additional tutoring services. One example is the workshop (report given below) held by Eric Preibisius in the Math department.
  
- IV. **Other:** Mary explained that at Grossmont the tutors are not allowed to begin tutoring until their training is complete. Sandra clarified that the tutors who did not complete the training will not be able to tutor at all during the Fall 2006 semester. The next tutor training course is scheduled for December 2006 and all new and previous tutors that have not completed the course will be required to take the course at that time to be allowed to tutoring in the Spring of 2007. For those tutors that missed only a few hours of the training they can make up the training by doing a paper with Raad Jerjis, Counselor. It was reiterated that if the tutors had training through English they were also trained to tutor in other areas. It was suggested; however that smaller course specific training could be given. On-line and blended training was also discussed but the committee was split on appropriate delivery methods and the need for one-on-one training. It was noted that Marie Ramos' office is the keeper of the statistics for the non-credit courses.

The committee discussed the possibility of changing the name of the tutoring center. It was noted that there are some negative connotations that go along with the title "Tutoring" and that possibly changing the name to the "Student Success Center" might be perceived as being more positive. It was suggested that a change in title might add more confusion. This item is to be researched further before anymore consideration is taken.

The need for instructors to notify the tutoring center as well as the librarians when giving a take-home test was identified. Al will bring this matter to the Dean's meeting for further discussion on how this should be handled.

Kristi gave a brief report on one of the workshops offered in Math. The "AfterMath" Workshop is a program lead by Eric Preibisius. This is the second semester that this workshop has been provided for all Math 90 students. The program is on Friday morning from 9 a.m. until 12 p.m. Eric provides worksheets that include material that is likely being covered at class sessions during the week. Students can either work through those sheets, or they can work on homework. Eric and two other tutors are available to answer questions and explain difficult concepts. On some days, pizza is ordered for all students and tutors. The majority of the 10-15 students that attend the workshop come from Eric's and Scott Eckert's classes. The positive and interactive setting, available tutors (and the pizza) are all aspects that draw students to this program. We continually receive great feedback from the students who feel that their success in the class is directly related to time spent in the "AfterMath" Workshop.

Sandra Nolan gave a report on the students that have received tutoring in past semesters. The breakdown for the Math Study Center (MSC) and the General Tutoring Center (GTC) is as follows:

Semester	MSC	GTC	Total
Fall 2001	293	429	722
Spring 2002	281	427	744
Fall 2002	363	493	856
* Spring 2003	182	388	570
Fall 2003	126	504	630
Spring 2004	201	570	771
Fall 2004	270	499	769
** Spring 2005	241	292	533
Fall 2005	306	533	839

(\* There was a problem with the Red Canyon system in the MSC so there is a probability of more students)

(\*\* I was severely ill the beginning of Spring 05 and the General Tutoring Center was closed much of the time.)

Sandra noted that no tutoring is available during the summer or intercession except for those hours in the MSC provided by CalWorks.

**VII. Next Meeting:** The next meeting is tentatively scheduled for October, 2006.

**VIII. Adjournment:** The meeting adjourned at 1:02 p.m.

## TUTORING ADVISORY COMMITTEE

Monday, October 23, 2006

### Minutes

**Members Present:** Fred Geoola, Mary Graham, Jone Haslam, Cheryl Houston, Raad Jerjis, Maria Mendoza, Angela Nesta, Terrie Nichols, Sandra Nolan, Al Taccone, Veronica Nieves

- I. Welcome and Introductions:** The meeting was called to order at 3:00 p.m. by Sandra Nolan. Sandra indicated there would be a change in the agenda line-up to accommodate Angela's need to leave a little early. Sandra welcomed our newest committee members, Raad Jerjis and Veronica Nieves.
- II. Review of April 20, 2006 Minutes:** Angela Nesta moved to approve the minutes as read and Jone Haslam seconded. MSC unanimous approval.
- III. Accreditation: Standard II B & IIC:** Angela Nesta gave the committee copies of the accreditation Standard IIB: Student Learning Programs and Services and Standard IIC: Library and Learning Support Services that included the descriptions and self evaluations. The steering committee is now due to review to make sure it meets the standard. Angela indicated that materials supporting learning are in depth with supportive evidence. It was indicated that in the self evaluation it was left out how tutoring lacks room (space). In section C1A of the plan the college is to increase the funding for tutoring, increase its hours of operation, and find more space. Mary Graham mentioned that the Writing Center will be moving to the new Communication Arts building and the space they current use could help to accommodate the needs of general tutoring if they extended into the Writing center lab. Terrie and Mary made a few grammatical change suggestion
- IV. Budget Update 2006-2007:** Al Taccone discussed the 2006-2007 budget. The good news is that the State Chancellor's Office is studying basic skills which translate to money for the Community Colleges. It gave us \$45,000 for tutoring which was divided into 420,000 for Math and \$25,000 for English (Writing Center). It was reiterated that these funds were one time only. Although they can request restoration of budgets for next year the dilemma lies in the fact that the District is under its cap and it did not meet its goals for enrollment which means we are probably looking at budget cuts in the next year versus restoration of previous budget allocations. It was clarified that Title III is both basic skills and DSPS.
- V. Committee Charge:** Al Taccone handed out a copy of the committee charge to each of the committee members. The accreditation process will review the charges for any edits/corrections. The committee agreed to the composition as stated but voted to add one part-time faculty member.
- VI. Tutor Training:** Sandra Nolan indicated that she is now the Region X representative for the Association of Colleges for Tutoring and Learning Assistance. This appointment gives her the opportunity to speak to others and review standards used for hiring and tutor training in other regions. The committee discussed the need for advanced training to help equip tutors in specialized or advanced areas. Mary brought up incentives for any necessary additional training such as paying the tutors for the training or possibly a higher pay rate. Raads next training is due to be held on December 8<sup>th</sup>. New hires are being accepted in all areas right now.

Al explained that this is the week that both colleges are being audited for Supervised Tutoring. All Supervised Tutoring reports should be sent to Beth Appenzeller and then forwarded to Al. He reiterated the importance for all supervised tutoring areas to keep all sign in sheets, referrals, etc. and that the section number makes the information more easily accessible. He clarified that to provide the service they can be required to register as with any other class. It was also noted that the instructors should be getting updated rosters but they currently are not. One concern was addressed and all were advised to watch for students that are dropping the class but continue to use the services.

**Other:** Maria noted that she needs a report for basic skills and DSPS at the end of every month. She also noted that is taking care of the annual report.

**VII. Next Meeting:** The next meeting is tentatively scheduled for April, 2007.

**VIII. Adjournment:** The meeting adjourned at 4:00 p.m.