

TUTORING ADVISORY COMMITTEE
Wednesday, April 18, 2007

Minutes

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

- I. Welcome and Introductions:** The meeting was called to order at 2:35 p.m. by Sandra Nolan. Introductions of all members present were made.
- II. Review of October 23, 2006 Minutes:** Al Taccone noted a typographical error in IV-Budget of an additional 4 that should have been a \$. Mary Graham moved to approve the minutes as corrected and Raad Jerjis seconded. MSC unanimous approval.
- III. Writing Center Relocation:** It is being estimated that the relocation of the writing center will begin in late October or early November. The moving of all the equipment is due to be completed during winter break and all classes are due to be up and running in January for the Spring semester. The space for the Writing Center is more than adequate with round tables for clusters, square modulars and it should contain approximately 40 computers. The vacated space in the LRC is tentatively being looked at for expansion of the general tutoring area. Angela Nesta reported that an LRC expansion project looks as if the tutoring center will be modified and may affect the possibility of general tutoring using the writing center area after vacated. Mary Graham reported that the Red Canyon system will be used for tracking and audit purposes but they are hoping to get a better system soon as Red Canyon is a very antiquated system. Students will be scheduling in "Colleague" but it does not work together with Red Canyon. IS/IT is looking at programs compatible with "Colleague."
- IV. SLO's (Student Learning Outcomes) For tutoring Services and Tutoring Training:** Al Taccone reported that due to the accreditation there is an influx of SLO's. Reports included a grid indicating a need to address whether or not the college has defined the SLO's for tutoring as a service as well as SLO's for Supervised Training along with the need to report any changes. Al Taccone's response to this was the need to bring the information to the Advisory committee to discuss exactly how to approach this. For services in general tutoring, the Writing Center and the Math Study Center each area need to come up with a way to define the SLO's and the evolution of those outcomes, possibly during the summer. It was suggested to use the binder so there is no need to redefine the wheel. Mary Graham addressed exit skills and the core skills. It was emphasized that the federal government doesn't take the word of the colleges that the students are learning something. They look at the graduating students, achievement of degrees and completed certificates. The need is to get rid of bean counting and transfer studies assists with this need. The measureable outcomes focus on learning rather than teaching and the objectives state what the instructor will accomplish rather than what the students will be able to achieve. There is a need to focus on what you would change if you found students couldn't accomplish the attainable goals. The students will be able to do (something) based on (something). The assessment is the hard part. What standardized tool will you use? It has to be validated by the state. This is obscure because there are so many different programs to address. It was noted that Kristin Zink was working on the 298 classes. Mary Graham addressed the different outlines for different specifics or special studies. It was agreed that they need to establish SLO's and an assessment tool to fit all

areas of tutoring. Mary Graham will look at the Writing, Raad will address general tutoring and Al will work with Eric for Math. Al will also look at the designators. Everyone agrees to have the information for the Fall meeting to include the SLO's themselves and the methods of evaluation. They must match with representative examples for the assessment. Pre and Post standardized tests are already validated. The Senate is working on the assessment but the State won't give a "recipe" for this. One suggestion was to Google search the neighboring districts. Raad suggested elective credits as a transferable class.

- V. **New Open Labs:** Al Taccone reported that the only difference is the location. We were audited last year but were cleared prior to them having to come to campus. Angela Nesta discussed the availability to the students of color printing in the open lab.

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

- VIII. **Adjournment:** The meeting adjourned at 3:23 p.m.