Student Instructional Services Committee

Minutes of March 26, 2014, 3:30PM-5PM

Room HSS 261

Meeting called to order at 3:30PM

Present:

Jason Beardsley

Ron Furuyama

Jamar London

Tony Prestby

Gary Todd

Absent:

Jean Paik-Schoenberg

Minutes for March 12, 2014, were approved with changes.

1. *Tutor training update*

FERPA training is to be included as part of the training for new staff. New tutors and student workers will take the student version. Instructional Assistants and Tutoring Coordinators will take the faculty version of the FERPA training.

Tony will speak with Kiersten about including staff in the online training

2. *April 23 SIS Committee meeting*

Roberto Gonzalez sent a revised schedule for the Student Success Committee (SSC). They have a meeting which conflicts with the April 23 SIS Committee meeting, therefore a decision was made to cancel our April 23 meeting.

3. *Tutor training advertisement for the SMC home page*

An ad has been created by Tony and the banner will link to the Tutoring Services page. Tony will send the information to Ron, who will speak with Ming-Yea about working on the webpage banner. Jason would like to see more uniform style and information on the web page. Mona Martin is currently working on this with Helen Porter.

4. *Instructional Assistants (IA)*

A question was raised about how many hours are being used by the IA in the writing and humanities center, about 12 hours a week. Joyce said that according her count. 24 hours a week being reported by the coordinators.

Discussion was held on the replacements for the open IA positions. There was some discussion about discussing with the Personnel Commission and find out what is required to create a pool, currently there are approximately seven (7) IAs for the English department. It was agreed that it is important to improving the pool to create a larger group of candidates. Tony is seeking 2 positions for IA for the English department. In the math department there are 7 permanent IA's Jason will look at other avenues for advertising for the IA positions to widen the pool.

Roberto Gonzalez wants to look at having more IAs in the First Year Experience (FYE) program. FYE is anticipating 500 students for the fall 2014 semester or this is the goal.

5. Institutional Research

Revisit the research project initially completed by Hannah Lawler looking at (Tutoring and/or Supplemental Instruction and/or Instructional Assistant programs) Jason will send out the document again.

6. Other Items

Both candidates for Academic Senate president support Tutoring, Tony is working on identifying the unique qualities of Supplemental Instruction (SI) and Tutoring.

There could be an effort to refer students who participate in SI to also participate in tutoring. Attendance is currently down in SI sessions in the English Department. This could be due to a number of factors, including room configuration and poor acoustics in Drescher 312. Also there was a comment on tone of one of the IAs and how they communicate with students; this may also be affecting attendance

7. AVID Training for Instructional Assistants and Tutoring Coordinators (Socratic Method)

AVID training will be June 16 and 17; Tony is developing a letter for the staff to encourage them to attend the meeting.

Meeting adjourned at 4:35PM

Upcoming Meetings

~~April 2~~

~~April 23~~

May 7

May 21

June 4