Joint Academic Senate

Student Instructional Support Committee

Santa Monica College

Minutes for the March 14, 2016 Meeting

Present:

Committee Members:

Jason Beardsley, Chair

Ron Furuyama

Wendi DeMorst

Elisa Meyer

Gary Todd

Interested Parties:

Fabienne Chauderlot, Dean-Learning Resources

Roberto Gonzalez, Dean-Student Success Initiatives

Steve Chen, Director-Information Services

Jose Velasquez, Media Resources Assistant-Modern Language Lab

Yongjian Yan, Program Analyst-MIS

Meeting called to order at 3:30pm

Discussion of tutor tracking, background of the initiative for tutor tracking was presented. Currently the tutor tracking system is an in-house product, that was created prior to the arrival of Director Chen. Some of the difficulties in the tutor tracking system were presented, consistency in the use of the tutor tracking system was identified as an issue, The different tutoring areas were tracking tutoring somewhat differently, and also data gathered and information about the students was not always relayed back to the faculty member or may have been done by hand without a comprehensive way to gather information.

Some difficulties were also identified in the sign-on procedures. During this discussion, it was also noted that there were issues with the students signing on; there are different computers for which the students need to sign on for Tutor Tracking and for Lab (TBA, or Arranged) hours.

Perhaps, a commercial product could be utilized to track both the Tutoring Hours and also the Lab hours. Lab hours are reported to the state for apportionment. However tutoring hours also need tracking to report back to the state regarding Equity and Student Success Initiatives.

Difficulties with the current sign-on system for both TBA and tutoring were discussed. It was recommended that additional information needed to be obtained as to what additional data needed to be collected. Identified were the following three areas:

1. Tracking student activities
2. Tracking tutor activities
3. Tracking information for state reporting (apportionment, student success, equity)

Plan was recommended committee members will investigate tutor tracking software for the next meeting.

Next meetings, 3:30pm-5pm in Library Conference Room

March 28

April 25

May 9

May 23

June 6

Meeting adjourned at 5pm