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| Student Instructional Support Committee Meeting Minutes |

 **Date & Time**: Monday, October 14, 2019

**Location**: Library Conference Room

**Chairs**: Brian Rodas

**Attendees**: Eleni Hioureas, Alejandro Lee, Stephanie Lewis,

Joyce Cheney, Yosief Yihune, Kathleen Motoike, Albert Rivas

## Call to Order

Meeting was called to order at 3:40pm.

## Public Comments

Joyce explained that when reviewing the demographics of students who use the writing center she noticed that some students are listed as having ethnicities that are either unreported/unknown, blank or unmarked. Alejandro further explained that Latinx is not listed as an option for ethnic background on the SMC application.

## Approval of Minutes

Stephanie moved. Alejandro seconded. All approved.

## Reports

### Brian showed the committee the new tutoring advertisement and explained that the ad has been uploaded to the TV’s at A.S. Cayton Center, Cafeteria, CMD, CPC, PAC East Wing, SSC and Welcome Center. Stephanie mentioned that she saw the ad on Instagram. Albert added that the ad was listed as an event on Facebook and it was viewed by two people. Eleni explained that Kiersten Elliiott would need to be contact to post the ad on the SMC Facebook page. Regina Ip can give us the number of clicks. Joyce suggests that we add the question “How did you hear about tutoring services?” to a student survey of Tutoring Centers. Alejandro discussed the concept of “information seeking behavior” among students of color and suggested that we have a table run by students in the quad or cafeteria to promote tutoring.

### Brian reported that the Media Center has completed the video of the Math Lab services but explained that the video will need to be updated. The Media services has not finished filming all tutoring centers. Joyce will look into the status of the videos for other tutoring centers.

### Brian mentioned that he contacted Tammara Whitaker about tutor tracking systems and she said that she has been looking into two in particular.

## Old Business

###  Eleni moved to approve the new charge for SISC. Stephanie seconded. All approved.

### The committee reviewed the Redesign Work Team Worksheet. Yosief suggested that instead of identifying the challenge of SISC as “How can we encourage students, especially African American and LatinX students at SMC, to use our services?”, we should consider ***“Expanding access to tutorial services for underperforming student groups.”*** Yosief went on to say that the data shows that based on the proportion of African American students at SMC, they are one of two groups that are utilizing the lab more than other student demographics.

## New Business

## Announcements

It was announced that the Redesign Work Team worksheet will be available for review on Microsoft Teams and Brian will be adding Yosief and Kathleen into Microsoft Teams.

## Adjournment

**Meeting was adjourned at 5:05pm.**