Student Instructional Services Committee

Minutes of May 7, 2014, 3:30PM-5PM

Room HSS 261

Meeting called to order at 3:30 PM

Present:

Jason Beardsley

Ron Furuyama

Jamar London

Jean Paik-Schoenberg

Tony Prestby

Gary Todd

Minutes reviewed from March 26. Discussion of item 4, paragraph 1. Minutes were approved.

1. *SMC Homepage*. A discussion of the homepage for the Tutoring programs was raised. Jason opened the template that is being created by Helen Porter for the Tutoring Programs to use. Discussion moved to funding for SI and Tutoring, and some recalled that Dr. Tsang announced during a PDD that 500K for supplemental instruction and tutoring in additional funding was being allocated by the district. Mona, Jason and Cynthia created a budget scenario for this funding. Ron will check with Mona, if she has any information about this. Most felt that the new website for tutoring looked good and appeared to present information in a logical manner.

2. *Update on Tutor Training*-- Tony discussed the AVID training coming in June. There was discussion of what is being done to develop additional strategies for more formalized Tutor Training; he expressed that this is going to be the beginning of ongoing training. Online training program is in the development stage, according to Ron.

3. *Instructional Assistants*-- There is concern expressed by some of the committee of an issue with shortage of IA hours in the Writing Center. Tony expressed concern with the scheduling. Testing for the permanent part-time pool may begin next week. Possibly as many as 3 permanent part-time IA positions may open up for the fall semester. Tony will provide an update

 *IA in math and English*. Gary discussed experience with full-time IAs and their ability to be work on additional tasks. In math, IAs are not assigned to particular classes 1:1 tutoring all day long in the math department.

 Faculty participation in the lab, in math, instructors choose to either work in the lab, or teach a workshop to students. It was pointed out that instructors using one of their office hours to work in the writing lab used to be an option for the English faculty, although is not currently occurring

There was a discussion of students requesting that they have more 1-on-1 with faculty. This was one issue that was identified in the student panel at the *Faculty Conversation*. Students also were reported to comment that the some tutors appear to lack qualification, and some students expressed a lack of confidence in the tutor.

Faculty in the writing lab was never a permanent idea, however Jason, Gary, and Jean suggested that there is merit in resurrecting this idea again and discussing it with the other English instructors. Also there were questions about the possibility of having reading tutors in the lab. There was discussion of how the faculty might be able to work with the classified staff to improve the tutoring.

The Writing Center is different from the IA in the lab(?) Asking if there might be more room for teachers to have office hours in the lab

4. *Research*. Discussion of using the *Common Essay* as part of an ongoing aspect of reviewing the English data; the *Common Essay* will begin next Monday.

Jason will speak with Hannah about including additional qualitative research as a means of reviewing the different instructional support services for students.

Jean suggested the following *Common Essay* prompt. “What is the culture of the Writing Center and what is your personal experience.” It was felt that perhaps this could be a means to address and gain the student perspective of supplemental instruction in the labs. There was general agreement that this was a manner in which students would be willing to discuss issues surrounding SIS.

Issue of student motivation and attendance in the labs is an ongoing issue and appears to affect most departments.

The meeting was adjourned at 5pm.

The next meeting is scheduled for May 21, 2014