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| Student Instructional Support Committee Meeting Minutes |

 **Date & Time**: Monday, September 23, 2019

**Location**: Library Conference Room

**Chairs**: Brian Rodas

**Attendees**: Wendi DeMorst, Eleni Hioureas, Gary Todd, Alejandro Lee, Stephanie Lewis, Clay Barham,

Joyce Cheney, Aline Baumgarter, Paulo Taboada, Yosief Yihune, Kathleen Motoike, Linda Hernandez, Albert Rivas

## Call to Order

Meeting was called to order at 3:35pm.

## Public Comments

Hanna Lawler (Dean of Institutional Research) introduced Yosief Yihunie (Research Analyst) and Kathleen Motoike (Data Coach). Yosief and Kathleen will aid us in our data collection and analysis of tutoring services.

## Approval of Minutes

Stephanie Lewis moved. Gary Todd seconded. All approved with the exception of Eleni Hioureas who abstained.

## Reports

### Brian showed the committee how it can request for advertising of tutoring services. Eleni and Brian agreed to work on submitting marketing requests for tutoring services.

## Old Business

###  Wendi explained that Jeff Caffrey is still working on promotional videos of the tutoring centers. Videos for the Writing Lab, Modern Language Lab and Math Lab are being created. Date of completion is unknown.

## New Business

### Brian explained that he and Wendi went to a Redesign Clinic and were asked to work on an Evaluation Sheet for Effectiveness and Improvement of tutoring centers. The committee then proceeded to fill out a Redesign Work Team worksheet to help the Institutional Research team formulate research questions. The question(s) that the Institutional Research Team come up with will serve to guide the committee in coming up with ways to better serve underrepresented students through tutoring. Of the seven steps outlined on the worksheet, the committee came up with four of them. The remaining steps will be completed after the committee has time to think about how to answer the questions posed on the worksheet.

## Announcements

It was announced that the Redesign Work Team worksheet and Wendi’s Tutoring Plan will be made available for review on Microsoft Teams.

## Adjournment

**Meeting was adjourned at 5:00pm.**