

LUNA COMMUNITY COLLEGE
Tutoring R&C Sub-committee Meeting
Minutes

Tuesday, September 24, 2019 @ 8:00 am
LCC Student Success Building upstairs in Fiscal Office

Meeting called to order at 8:10 am by meeting chair Francina Martinez.

Members present:

Chair Francina Martinez
Timothy Nusser
Lita Bernal
Betsy Sanchez
Ramond Varela
Daniel Twitchell
Georgia Baca

Reading of Agenda

- Motion: To approve the agenda for 24 September 2019
Vote: Motion carried
Resolved: Agenda for the meeting on 24 September 2019 approved without modification

Approval of Minutes

- No prior minutes needed approval

Business

- Motion from Chair: To select Co-chair for sub-committee, Lita Bernal was asked and accepted, new members were introduced Timothy Nusser, Daniel Twitchell , Lita Bernal, and Georgia Baca
Resolved: All accepted and agreed.
- Chair and Raymond Varela: Tutoring last year's goals sheet and report presented, all goals were met for requirements of Retention and Completion
Resolved: Report will be submitted for Retention and Completion reporting.

Other Business

- Raymond Varela: Tutoring working on virtual tutoring, some concerns need to be ironed out and working if allowable through Blackboard/Canvass or even Zoom. FERPA another issue working through to confirm Student confidentiality. Needing cameras and equipment for online tutoring.
Resolved: Chair and Raymond Varela will work with Registrar and IT on FERPA and equipment

- Lita Bernal: Looking for a Business Tutor, specifically Accounting
Resolved: Suggestions to recommend a tutor and work on guidelines
- Chair: Asked all members if they had any concerns or other business to discuss.
Resolved: None were presented

Time and place of next meeting

- Sub-Committee meeting set for every second Tuesday of the month, next meeting on 15th of October 2019 at 8:00 am in LCC Student Success Building upstairs in Fiscal Office.

Meeting adjourned at approximately 9:00 am.