

**LUNA COMMUNITY COLLEGE**  
**Tutoring Sub-committee Meeting Minutes**  
**Friday, March 6, 2020 @ 9:00am**  
**Shared Governance Suite**

**Member present:**

Sergio Hartshorne  
Shannon Ortiz  
Rita Surdi  
Amanda Tapia-Benavidez  
Dan Twitchell  
Raymond Varela

**Members absent:**

Shaelyn Muldoon  
Betsy Sanchez  
Nursing representative

**Meeting called to order**

9:10 am by Raymond Varela and quorum established

**Approval of Agenda**

Shannon Ortiz motioned to approve; seconded by Rita Surdi and the group

**Approval of Feb. 14 minutes and the work session on Feb. 28**

Shannon Ortiz motioned to approve; seconded by Rita Surdi and the group

**Informational/Discussion Items**

**Tutoring Progress as of March 6, 2020**

Raymond Varela informed the group the tutoring progress has picked up. Students are utilizing the ACE throughout the day.

**Work Session Discussion**

Raymond Varela mentioned the on-line tutoring is being utilized by students and working well. He mentioned that Blackboard is used to communicate between the tutor and students. However, Google Docs can be used for instructors that do not use Blackboard.

**Improving Tutoring Services**

Raymond Varela explained that one day workshops will be created for APA and MLA formatting, factoring. Snacks will be provided, as well as extra credit for their classes. This will also increase the tutoring numbers.

**Dan Twitchell**

There was lengthy discussion about Dan Twitchell attending the committee meetings since he drives from Santa Fe. All members agreed to allowing him to call in via phone, or facetime and attend in person once a month.

**Review any Bills**

None

**Follow-up for next meeting**

none

**Time and place for next meeting**

March 20, 2020 at 9:00 in the Shared Governance Suite

**Meeting adjourned at 9:35 am**

Motion by Shannon Ortiz; seconded by Rita and group