



LUNA COMMUNITY COLLEGE
Tutoring Sub-committee Meeting Minutes
Friday, February 14, 2020 @ 9:00am
Shared Governance Suite

Member present:

Sergio Hartshorne
Shaelyn Muldoon
Shannon Ortiz
Betsy Sanchez
Rita Surdi
Amanda Tapia-Benavidez
Daniel Twitchell
Raymond Varela

Members absent:

Nursing representative

Meeting called to order

9:13 am by Raymond Varela and Quorum established

Approval of Agenda

Betsy motioned to approved; seconded by the group

Approval of Feb. 7 minutes

Shannon motioned to approve the minutes from February 7, 2020; seconded by Raymond Varela, final motion by the group

Action Items

Informational/Discussions Items

Follow up from Humanities

Daniel Twitchell informed the group that as of right now the writing center is on pause.

Tutoring progress

There was lengthy discussion about the tutoring process. Raymond Varela mentioned the numbers are up in the ACE since February 7. There is now an embedded tutor for the science classes; other classes are still in need. Raymond stated about the need to get the word out about utilizing the ACE; flyers are posted on campus and consideration to possibly use the RAVE alert system and the Luna Light. Raymond now has access to students' email, and would like to be involved with the tracking of students for the early alerts process.

Signage for ACE

Raymond stated a new logo to advertise for ACE is in needed. It is no longer the ACE Lab.

On-line tutoring

Betsy Sanchez explained that students can call and set up an appointment with tutors by logging into blackboard. They can also use a tablet, Wacom, or Almo to communicate with the tutor. Raymond stated the tutoring will be done after 5:00; he is working on a set up to track that students are utilizing the tutoring. Right now, this is in the pilot study, still working on the process. Shannon asked when the switch from Blackboard to Canvas takes place will the change cause problems, Betsy said it will work the same.

No bills to review**Follow-up for next meeting**

Rita requested an embedded tutor

Instructors need to reach out to Ray for an embedded tutor

Time and place for next meeting

February 28 at 9:00 am in the Shared Governance Suite

Meeting adjourned at 9:41 am

Betsy mentioned; Shannon seconded, final motion by the group