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| **Committee Membership**Jason BeardsleyChairProfessor, English310-434-8054Fabienne ChauderlotVice Chair Dean, Learning Resources310-434-4692**Members**Wendi DeMorstDirector,Supplemental InstructionAnd TutoringAlejandro Lee,Professor, Modern LanguagesStephanie Lewis,Faculty, Disabled Students CenterEleni HioureasVice Chair, EnglishElisa MeyerProfessor, EnglishGary ToddProfessor, English**Time and Location**3:30pmLibrary Conference**Dates**2.273.133.274.175.15.155.29 | Joint Academic Senate Student Instructional Support CommitteeSanta Monica CollegeAgenda**Monday, Feb. 27, 2017**1. Public comments
2. Announcements
3. Minutes of 12.05.16 meeting
4. Tutoring Handbook—first read
5. Smarthinking and 1E—online tutoring options at SMC
6. Publicity campaigns in troubled budgetary times

MinutesAbsent: Wendi DeMorstGuest: Delphine Broccard – Harry3. Approval of minutes is postponed until next time for everyone to be present.1. **Public Comments**: Fabienne updated the committee on the status of the ALIS library center’s temporary administrative assistant. Fabienne had asked that the encumbered monies from Ron’s compensation be repurposed in 2 badly needed staff: this admin and a library circ desk assistant had originally be approved but then were recently taken away altogether from the LRC budget. Fab had a Plan B, and requested funding from Equity. This is still being contemplated but learning resources and tutoring are in competition with many other ‘local’ individual projects (such as an instructor’s class peer mentoring initiative). The Associate Dean in charge of equity does not understand how tutoring integrates with SI and why none of this is coordinated. Fabienne has tried to explain there must be a misunderstanding and lack of information and she will follow this up in writing. But the request for funding of someone to keep the center open and tutoring hours may not be approved for equity funding either, which means the ALIS center in the library will close as of April 21st - the end of the temp’s already extended contract. Fabienne is not even sure that she will get funding to hire another temp (it will not be possible to keep Kelly if it is not a full time position, so we have to start all over again). Fabienne asked for the support of the Committee because Learning Resources is the institution’s core provider of academic support, as it is in all other colleges in the Cal system, and as such it should not only receive general funding but also be supported automatically by a grant like Equity whose sole purpose is to increase academic support in case of budget crisis. Fabienne pointed out that the lack of management of the LRCs by the previous administrators has resulted in their falling off from the faculty’s and administrator’s consciousness and she is trying hard to rebuild them and put them back on the college map. In the meantime however, we need financial support from Equity to be able to function at a basic level.

Fabienne reminded that the ALIS center in the library is open for multiple functions: a math professor brings students to review for finals, International Studies and Counselors can use it, the Foundation Board meeting and a hiring committee took place there, faculty are invited to come and hold office hours or work with our tutors. Delphine Broccard, instructor in Communications, mentioned she has created a speech lab but does not have a location and asked about ability to tutor in ALIS. Fabienne offered to meet and will find a solution for her.1. **Smarthinking**: Jason described the services and showed the online tutoring software interface. Smarthinking is now on all course shells, students can chat or get feedback on assignments asynchronously. Jason showed an essay that was thoroughly commented and the feedback was discussed. He specified that tutors were highly qualified. The question was raised on the future funding of the service. Fabienne gave an overview of the use of the originally purchased 400 hours and us being roughly halfway through. The college has committed to provide the same level of support to all students regardless of the platform they use, so we are bound to pursue some form of online tutoring but there is no precise information at this point re: the post-400 situation.

**1E: English 1E** is a free non-credit course provided by Harry X in which students submit papers and personal statements for review. Harry corrects all these by himself without compensation. Last term, over 100 students enrolled and submitted 188 papers. Harry would like instructors to send more students to him until he gets a number significant enough to offer the option for adjunct faculty to correct papers for flex hour credit. Fabienne wondered how he could find the time to do this and applauded the altruism but reminded that we have tutoring both on site and online, and that there was a risk for students to submit papers that are not theirs. Fabienne wondered how this activity was tracked for IE and recorded in terms of the service provided to the students by the college.1. **Publicity campaigns**: Fabienne informed the Committee Members of the plan to raise awareness about tutoring services because most of the students taking advantage of it have a GPA of 3.0 and above. We want to attract students that are in distress as soon as they show signs and reach the most at risk populations. Fabienne asked about the early alert system but it seems faculty use it in fact later in the term, when students are on the verge of being dropped. That is too late for tutoring to be able to change the outcome. How can we get the faculty to send them to us as soon as they know their students are in trouble? We need them to come at the first sign of a difficulty. A new tutor, Aleeza Hirshmann, has offered to go to classes and take a couple of minutes to inform students of our services. Jason has accepted to ask faculty to let her in. And we are implementing a marketing campaign with direct and indirect messaging about ALIS and the LRCs: banner on our website, work with Associated Students, new training across the disciplines (39 students were trained in ALIS last week altogether), manual, but also special events: *A Day in the Life of SMC* and *Adopt a Square* with Profs. Donahue and Sanseri. However, in light of the budget cuts, we may have to stop the initiatives if we do not get Equity funding as we are running out of money to pay the current English tutors in the Spring as it is.

4. The Handbook has been distributed. Jason is pleased with the result and asking his colleagues to provide comments and suggestions. Fabienne indicated this is work in progress, the current beta version awaits input from the committee members to become official, but it is also being piloted in ‘real life’ and will continue to be improved as coordinators and tutors work with it. Jason has suggested it could be distributed to the IAs as well. Fabienne hopes to have the members’ input by the end of the term. Currently, a self-study document is being created for students to assess their knowledge after reading it.In conclusion: Jason mentioned that Brian Rodas from the Math department is contemplating coming back to the meetings. Change of day/time had been discussed but there is always a conflict so it will remain the same for this term. |