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| **Committee Membership**  Jason Beardsley  Chair  Professor, English  310-434-8054  Fabienne Chauderlot  Vice Chair  Dean,  Learning Resources  310-434-4692  **Members**  Wendi DeMorst  Director,  Supplemental Instruction  And Tutoring  Brian Rodas  Professor, Math  Elisa Meyer  Professor, English  Gary Todd  Professor, English  **Time and Location**  3:30pm  Library Conference  **Dates**  9.12  9.26  10.10  10.24  11.7  11.21  12.5 | Joint Academic Senate  Student Instructional Support Committee  Santa Monica College  Agenda  **Monday, Oct. 10, 2016**   1. Public comment 2. [Minutes](http://www.smc.edu/ACG/AcademicSenate/AScommittees/Documents/Student-Instructional-Support/SISC_Minutes_0912_2016-minutes.docx) of 9.12.16 meeting 3. PrepStep feedback 4. Tutoring handbook table of contents 5. SI, embedded tutoring—grant funds and faculty input |

Minutes

Present: Jason Beardsley, Elisa Meyer, Gary Todd, Alejandro Lee, Wendi DeMorst, Eleni H.. , Fabienne S. Chauderlot

Invited: Fariba Bolandhemat

**Discussion about criteria to get SI support per Fariba’s request for her CS classes to be included in the program:**

Fabienne had invited Fariba to join the meeting to discuss SI request process. Wendi explains given the budgetary restrictions SI are added to classes with high D & F grades rate. Suggestion to look into STEM grant to add SI to classes with D and C majority. Funding may be possible since CS is part of STEM depending on how the grant was written. But currently District, BSI and STEM fund SI. There is a danger of supplanting if we use other grant because of reduction this year. But if we get back and add to the normal number of sections we will not supplant. We could request Equity funding but already allocated to support current projects per discussion with Melanie. Fariba would like SI for programming. SI is helpful because student has already taken the class. Fariba would like to test SI and see if it actually improves grades.

Gary reminds members of the history of SI at SMC with 2004-05 Title V grant which showed good results.

Jason would like to know how to receive STEM funding. Wendi explains Grant is already written with programs that will be funded. Normally use of fund is strictly reserved for what is listed in grant. Fab suggests it may be good for a member of the SISC committee to be invited in discussion prior to grant writing so SIS needs are presented to grant writing committee and expectations from grant of SIS services are matched with budget.

Another question is to see if students want SI: Wendi is capturing some of that feedback and Fariba suggests faculty can help because they see students in need and can keep statistics.

Jason will follow up regarding SISC being included in grant discussions. Elisa is part of the dashboard committee with Hannah and she will ask for Learning Resources to be included in a new one.

**Minutes:**

Reading and Approval

**LRC Survey:**

Discussion and comments from new member Eleni. Fabienne mentions only 2 requests for modification: one from Modern Language Chair has been made, addition of questions on session content requested by Gary has been made.

Members agree it is OK to vote to approve survey that has circulated for a couple of weeks in absence of Stephanie. No need for survey approval to go through faculty senate since this is a standard tool like many others developed by departments.

Survey approved. Will be advertized to students in learning resource centers and via email.

**Satellite tutoring center update:**

Tentative opening date October 27. Activities are planned for the launch, and incentives will be given for students to take the survey then and there. Fabienne has approached a Business instructor who needs topics for his class assignments: instructor is thrilled by the project, his students will create a marketing plan for ALIS as their final assignment. Members praise that initiative to work with Business. Fabienne is planning similar collaborative projects with all departments.

**PrepSTEP:**

Elisa and Gary are very impressed. Reading comprehension has full blown sections, vocabulary book is 290pp of exercises that are involved, in-depth and… free. Gary took the reading test and found it fun, this could be used in some classes. Jason agrees it could even be used as directed learning activities which would complement Fabienne’s exploration of ways to get apportionment. Jason will spread the word around the department because it is a great free resource and extra help for students and faculty. Committee will see if there is a feedback loop to instructors.

**Handbook:**

Fabienne explains the concept behind the organization of the handbook: follow a student step by step from interest in working in LRC to becoming an outstanding tutor and acquiring a quasi-professional experience in the process. Purpose is also to get a sense of tutors’ importance on campus and create an ‘esprit de corps’, hence the new training on WCOnline being done across the disciplines by putting tutors from different centers together. Tutors will be trained on their responsibilities to students. But we also have a responsibility towards tutors to provide them with a rewarding and enlightening experience that will last beyond SMC. Fabienne walks members through table of content items. Committee members applaud the logic of the structure and the thoroughness of the sections. Gary notes the benefit of the professional development workshop, particularly on understanding students with disabilities. TOC is approved without changes and content development given green light to start. Partial first draft ETA by the end of October for review to committee members.

Jason mentions he had a conversation with Brian and members hope math will join in the committee’s efforts in future.

Meeting is adjourned at 4:55 pm.