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| Student Instructional Support Committee Meeting Minutes |

**Date & Time**: Monday, November 18, 2019

**Location**: Library Conference Room

**Chairs**: Brian Rodas

**Attendees**: Patrica Burson, Eleni Hioureas, Gary Todd, Alejandro Lee, Stephanie Lewis, Judith Mosher, Aline Baumgartner, Joyce Cheney, Linda Hernandez, Kathleen Motoike, Wendi DeMorst(via phone)

## Call to Order

Meeting was called to order at 3:42pm.

## Public Comments

Sherri Bradford attended the meeting in her role as part of the redesign Team. Sherri acknowledged that the tasks required “heavy lifting” on the part of committee members. She also urged us not to think of constraints, but to make recommendations that will expand access to tutorial services for Black and Latinx students. She encouraged the committee to look at what others are doing to get feedback from Black and Latinx students.

Brian discussed his P.O.V. with regard to the work of the committee. He says he wants the focus to be on equity and the Black and Latinx students. He discussed the worksheet that SMC Redesign have asked all committees to complete (the one we must turn in on Dec. 15). He also said that Yosef (from IR) told him that data shows that Black students are using the tutoring centers in proportional number to the population. The Redesign Team wants us to collect data we feel is important.

Sherri Bradford provided an outline that we will follow in addressing the worksheet requested by the Redesign Team. Stephanie suggested that we focus on Access, Environment, Usage and Outcomes when addressing the questions posed in Sherri’s outline. There was some discussion of embedded tutoring and SI and the distinction between the two. Kathleen said it would be good to determine the number of departments and programs that offer tutoring. This knowledge will be useful in creating a comprehensive tutoring plan.

There was a discussion of the tutor tracking software demo, Accudemia, that some of the tutoring coordinators attended. They felt that it wouldn’t work for SMC because:

* It will never be able to interface with Starfish
* It requires student tutors to use their own mobile devices to use the software (potential FERPA issues).
* It requires use of WIFI, and WIFI is not available at some SMC sites.

## Approval of Minutes

Eleni motioned to approve the minutes with one correction. Gary seconded. All were. All approved. Patricia abstained.

## Old Business

#### None

## New Business

The discussion of the worksheet that is due to the redesign team on Dec. 15 Committee members will be working in groups to address each of the attributes Stephanie proposed.

the SMC Redesign Team has asked all their committees to come up with recommendations to help achieve the goals outlined in SMC’s Vision for Success. The Work Team Recommendations Form must be filled out and turned in by December 15th. It asks for an overall summary of our recommendations as well as details on specific individual recommendations and to identify how the recommendations will help achieve goals.

The committee decided to review the first three questions that Sherri Bradford wrote on the dry erase board:

1.) What are the experiences of black and brown students in the areas of tutoring, SI, labs, etc?

2.) What pedagogy/literature supports the practices that lead to successful outcomes in the respective courses?

3.) Are we offering services at the times that they need?

These questions will be addressed as they relate to the following facets: access, environment, usage and outcomes

The individuals that will analyze each facet are as follows:

Access – Stephanie and Judith

Environment - Aline, Patricia and Alejandro

Usage – Joyce, Gary and Wendi

Outcomes – Brian, Patricia, Eleni

Brian suggested that everyone meet and have a brainstorming session on what pieces of information they would want to know from the student perspective in relation to Sherri’s proposed questions.

## Adjournment

**Meeting was adjourned at 5:07pm.**