

ASI Tutoring Advisory Board Meeting Agenda

Wednesday 21st November, 2012, 8am-9am, BSC England Evans



I. **Introductions:**

1. Faculty Member – Mingheng Li
2. Tutor Representative – Nico Slabber **Absent**
3. Tutee Representative – Justin Lee
4. ASI Senator– Rana Abuershaid
5. ASI Senator – Danielle Sigala
6. ASI Executive Director/designee*, - Nancy Hwang **Absent**
7. LRC Director* – Tracy McDonald
8. LRC Program Coordinator* - Melissa Stocking
9. Associate Provost/Designee* - Allison Douglas-Chicoye **Absent**
10. ASI Secretary of Education – Yosif Al-sharrak

II. **Motion to approve minutes**

- A. No minutes from the last meeting

III. **Agenda Changes**

- A. Seeing None agenda is approved as written

IV. **Introduction of Guests**

- A. CPP Tutor Club representative
 1. Hoang Nguyen

V. **Announcements**

- A. No Announcements

VI. **Open Forum**

- A. No items to discuss

VII. **Action Items**

- A. No action items at this time

VIII. **Discussion Items**

- A. Brief History and Purpose of the ASI Tutoring Program Advisory Board – Yosif
 1. In response to the need of Cal Poly Students for tutoring assistance, ASI established the ASI Tutoring program
 2. The program was housed in the LRC and funding support was provided through an ASI annual budget allocation.
- B. LRC and ASI Tutoring Program – Melissa
 1. PowerPoint presentation made by Melissa Stocking.
 2. Four programs
 1. ASI Tutoring
 2. College Reading Skills Program
 3. Math and Science Help
 4. University Writing Center
 3. For retention and learning experience of students of Cal Poly Pomona

4. CRLA certification:
 1. Tutors in the LRC are certified.
 2. 10 hours of training
5. Tutors are encouraged to build relationships with Tutees
6. Sessions are 50 minutes not 60 minutes to give Tutors time to prepare for their next session.
7. Tutor award ceremony on May 30th 12-1pm.
8. Popularity increased when the program was moved to the University Leader

C. EO 665 Initiative – Yosif

1. Tutoring for Mat 10, 11, 12
2. In the Residence Halls
3. Yosif presented a budget to Tashiana Bryant.
4. CPP Tutor Club would not be able to do this.
5. CPP Tutor Club only offers 5-6pm.
6. No weekend tutoring
7. Tutoring from 6-9pm in Montecito Hall.
8. Advertise for all students.
9. Ask ASI President to send e-mail to whole campus.
10. Utilize social media advertising.
11. Flexible to tutors schedule
12. Looking to hire tutors to work the whole time and can work from 6-9pm.
13. Tutors from the LRC are trained not to provide answers so this would help students on campus.

D. Other Plans for this Academic Year

1. No Other Plans at this time.

IX. Next Meeting TBA

X. Meeting Adjournment

- A. Meeting adjourned at 8.54am