Transfer, Articulation and Student Services Committee  
Wednesday, February 06, 2019  
7:15 a.m. - 8:15 a.m.  
CCC Confer – Zoom Meeting

Meeting Notes

I. Roll Call  

II. Determine a note taker  
   a. Tanya

III. Call to Order  
   a. Michelle @ 7:20 a.m.

IV. Welcome and Introductions  
   a. Committee members introduced themselves.

V. Review the Committee’s Immediate Charge  
   a. The Role of Library Faculty paper  
      i. Subcommittee, consisting of library faculty: Van Rider and Dan Crump to take charge of completing paper.
   b. Online Tutoring paper  
      i. Committee discussed proposed revisions suggested by ASCCC Exec  
      ii. Committee agreed to divide up sections to revise  
      iii. Paper revision due Feb 12; 2019  
      iv. Overall notes for revision include: overall tone should be faculty to faculty, more generalizations and less specific references to make paper a timeless resource  
      v. Art agreed to contact ACTLA for recommendations  
      vi. Karen agreed to contact online tutoring center faculty references: Amy and Susan  
      vii. Section revisions divided up as follows: Intro (Teresa), Audiences and Benefits (Art), Skills & Practices, the Tutee, the Tutor, Role of the Coordinator/training (Tanya), Interfaces/Platforms, new section: Challenges (Karen), ADA, Accreditation (Art), Conclusion (Michelle)  
      viii. Committee agreed to revise table of contents (original outline) to align with content of paper written  
      ix. Committee agreed to remove “Restrictions…” (Section 6 of outline) from paper  
      x. Committee agreed to gather data on highlights of existing online tutoring programs to create a bullet point list of recommendations at the end of the paper
VI. Committee’s future priorities
   a. Committee members will submit their revised sections to Michelle asap
   b. Michelle will send out doodle poll for next meeting

VII. 2019 Spring Plenary Breakout Session
   a. Both papers will be presented
   b. Michelle will facilitate with the assistance of Karen
   c. Teresa and Tanya confirmed they will not be in attendance

VIII. Resolution Ideas and Rostrum Article Ideas
   a. Placed on hold until after completion of papers

IX. CTE Counselors
   a. ASCCC is looking for names of CTE counselors for Regional Conference
   b. Email Michelle with any recommendations

X. Announcements
   a. ASCCC Faculty Hiring Regionals:
      i. Faculty Diversification Meeting at Bakersfield College on February 21
      ii. Faculty Diversification Meeting at Yuba College on February 25
      iii. Faculty Diversification Meeting at Norco College on February 28
   b. Part-Time Faculty Institute from Feb 21 to Feb 23 at Newport Beach Marriott
   c. Application for Statewide Service found at http://asccc.org/content/application-statewide-service

XI. Adjournment
   a. Meeting ended at 8:11 a.m.