

TAC Meeting Agenda & Minutes 8/22/17
2:00-3:30
LC 103

Present: Sam Needham, Helen DeMarco, Katy Agnost, Christine Worsely

Guest: Kyle Whitmore, Jackie Castellano

Item #	Time	Item Description		
1	2:30-2:35	Approval of minutes & agenda		
2	2:35-2:40	Membership:		
		Katy Agnost	Faculty	English SRC
		Maria Giuli	Faculty	Social Science/Econ.
		Heather Lee	Classified	PHC English Tutoring
		Sam Needham	Faculty	Math
		Kevin Powell	Classified	Business Tutoring
		Helen DeMarco	Faculty	Biological and Health Sciences
		Christine Worsley	Manager	Dean Kinesiology, Athletics and Dance /Athletic Director
	2:40-3:00	Review TAC Charge:		
		<ul style="list-style-type: none"> • Made changes • Katy to discuss membership changes with Beth McBrien 		
3.	3:00-3:30	Goals for 2017/2018		
		<ul style="list-style-type: none"> • Online tutoring (get traction) <ul style="list-style-type: none"> ○ where and how to get funding? ○ Work with DEC to pilot tutoring for English and Math • Work with departments/areas that want but don't yet have tutoring (e.g. Communication Studies) • Work with existing labs to review and update current tutoring practices. 		

- RPEC study: in-class survey/instructor survey
- Accreditation work – outreach to people administering tutoring to help write it
- Instructor Outreach: information about tutoring services for all faculty (especially adjuncts); with hyperlinks to website
- Tutoring website
- Coordinators meeting fall/spring
- FLEX (tutoring open house)
- Tutoring Coordinator
- Finding out how/where tutoring areas (or future tutoring areas) can ask for funds

4. 3:30-4:00

Announcements/Discussion

- INTD 140: needs students
- Becky Opsata to discuss accreditation in upcoming meetings
- Jackie Castellano – manager for TRIO programs; grants have a tutoring component. Wants information about best practices in tutoring and how to ensure tutors are trained. Currently, tutors are trained using manual as well as tutor-training videos. Looking for new tutors for new grant to work in high school.
- BSI funds available: how do we ask for funds? Where do we ask?