

# TITLE III MATH S43 PROCESSES MINUTES

## Meeting Overview

<b>Host</b>	Diana Alves de Lima		
<b>Attendees</b>	Diana Alves de Lima Gregory Anderson Laura Bell	Patrick Dowling Jerry Rosenberg	
<b>Date/Location</b>	02/09/09 at 12:00pm in S43		
<b>Note Taker</b>	Naita Saechao		

## Agenda

1. Summary of Hiring Process/Training Enrollment
2. Developments in Tutor/Tutee Online Management Systems (TTOMS)

## Meeting Minutes

1. Summary of Hiring Process/Training Enrollment
  - Recruitment processes – (hand-out provided that describes the current process)
  - Suggestions for improvement of recruiting – send letter/email to instructors at the end of every quarter to recruit select individuals, group interview process, provide pre-screening dates, team interviewing with more than one interviewer and implement skill specific interview questions and scenarios
  - On going training should include equity and sexual harassment training, on top of tutoring specific skills training.
2. Developments in Tutor/Tutee Online Management Systems (TTOMS)
  - Goal is to create a comprehensive online database for online applications for tutees/tutors to be up and running by summer/fall 2009, currently operating on a paper-based system. A pilot test will be implemented in Spring with hopes of going paperless by Fall 2009.
  - Within two years, DeAnza will be switching to an alternative system as well, it is vital that whichever system is implemented this year will also be easily merged to DeAnza's future systems as well.
  - Discussion of various methods for tracking tutee and tutor hours—scanning/barcode system, tutor timesheets, etc.
  - Currently, there is no official way to track and link tutor hours to tutees—tutors sign in on payroll, tutees check-in on computer to WSCH collection (completely separate and disconnected systems from tutors).
  - Looking forward, laptops will be utilized for tutoring sessions – issues of security arose, how to manage security risks of theft/damage effectively?

- Problems/Scenarios discussed – how to verify student enrollment, no-shows or cancellations.
- Currently, a tutor’s manual is being created.

## Action Items

- Meet with Bradley Creamer and Jerry Rosenberg about status of the TTOMS.

## Next Meeting:

<b>Host</b>	TBD
<b>Attendees</b>	TBD
<b>Date / Location</b>	TBD