

Study Skills Center

Assigned to: Josue Verduzco

Year: 2019-2020

OBSERVATIONS

- x All 5 project specialists, along with the help of the Learning Support Services Coordinator, have helped the Study Skills Center improve, resulting in the growth of the tutoring center and exceeding student expectations. We are still having trouble with the satellite center in 2600, but as of Spring 2020 both centers were put in the library in a location easily visible to students.
- x We streamlined all services (appointment, walk-in, embedded tutoring) to a Zoom platform.
- x All review sessions were still available via Zoom links that tutors provided to their tutees.
- x Tutors contacted all of their students through Canvas to inform them of the changes before our official transition to online.
- x Tutors also contacted instructors they worked with to communicate and decide what will happen in the event of an online transition.
- x We hope that now that we have streamlined our services online, student attendance and participation will increase.

LIST OF SERVICES

- x Tutoring
 - x Walk-in HRS: 1,662.25
 - x Appointment HRS: 4,166.50
 - x Embedded Program HRS: 7,678.75
- x Test Proctoring
- x LINC (Study Skills)

PROJECT: STUDENT EQUITY

Assigned to: Josue Verduzco

Date: Fall 2019-Spring 2020

OBSERVATIONS

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Project: SSSTrio

Assigned to: Josue Verduzco

Date: Spring 2020

OBSERVATIONS

- x As always, the Study Skills Center greatly collaborates with SSSTrio.
- x SSSTrio students were provided appointment tutoring in several subjects

RECOMMENDATIONS

- x Due to our new transition, we highly recommend that SSSTrio counselors urge students requesting tutoring from the Study Skills Center to stop by our virtual Zoom session to assure they receive service in a timely manner.
- x To improve student participation, SSSTrio may want to continue informing their students of the services available to them through the Study Skills Center.
- x Provide tutoring services presentations for SSSTrio.
- x Contact students who submitted a tutoring request form directly to establish weekly tutoring sessions.
- x

COVID-19 TRANSITION

- x The transition online impacted some student attendance to appointment tutoring.
- x All appointments were still available via Zoom links that tutors sent to their tutees.
- x Tutors contacted all of their appointments through phone calls and email to inform them of the changes before our official transition to online.

NUMBERS

- x Fall 2019
 - x Students 25
 - x Hours 70
- x Spring 2020
 - x Students 26
 - x Hours 151

Project: EOPS

Assigned to: Insert Name

Date: Spring 2020

OBSERVATIONS

- x As always, the Study Skills Center greatly collaborates with EOPS.
- x EOPS students were provided appointment tutoring in subjects requested.

RECOMMENDATIONS

- x Due to our new transition, we highly recommend that EOPS counselors urge students requesting tutoring to stop by our virtual Zoom session to assure they receive service in a timely manner.
- x Create tutoring services presentations with our updated information services to provide to EOPS students.
- x Contact students who submitted a tutoring request form directly to establish weekly tutoring sessions.

COVID-19 TRANSITION

- x The transition online impacted some student attendance to appointment tutoring.
- x All appointments were still available via Zoom links that tutors sent to their tutees.
- x Tutors contacted all of their appointments through phone calls and email to inform them of the changes before our official transition to online.

NUMBERS

- x Fall 2019
 - x Students 140
 - x Hours 760.5
- x Spring 2020
 - x Students 89
 - x Hours 425.75

PROJECT INNOVATION

Assigned to: Jael Esqueda

Date: Summer 2020

OBSERVATIONS

- x 17 courses enlisted for the Embedded Tutoring Program in Summer 2020 intersession

RECOMMENDATIONS

- x Due to our new transition, we highly recommend that more instructors take advantage of the help that the Embedded Tutoring Program provides for students.

COVID-19 TRANSITION

- x The transition online impacted some student attendance to review sessions in Spring 2020.
- x All sessions were still available via Zoom links that tutors sent to their tutees.
- x Tutors contacted all of their students through Canvas to inform them of the changes before our official transition to online.
- x Tutors also contacted instructors they worked with to communicate and decide what will happen in the event of an online transition.
- x We hope that now that we have streamlined our services online, student attendance and participation will increase.

LIST OF COURSES

- x CHEM 100 (2)
- x CHEM 202
- x MATH 91
- x MATH 98
- x MATH 119 (2)
- x MATH 190
- x MATH 192
- x ENGL110 (4)
- x ENGL55
- x AMSL 100
- x AMSL 200

PROJECTZOOM TUTOR TRAINING & STUDENT WORKSHOPS

Assigned to Diana Aguirre Morales

yDate: 06/22/2020-06/30/2020

TASKS

- x Provide a 5

Project: Summer ESL Boot Camp

Assigned to: Ana Perez & Gina Alvarez

Date: 06/22/2020-07/31/2020

TASKS

- x For 5 weeks, 4 ESL tutors will provide 9 hours a week of English skills workshops (reading, grammar rules, conversation).
- x Tutors will prepare, alongside with other experienced ESL tutors and 2 PEs, for 3 hours a week to develop a lesson plan for the week based on the area assigned.
- x Workshops will base around our ESL population, so tutors will address specific factors that may affect students during the online transition and how to overcome them.
- x Tutors and staff will also reach out and collaborate with ESL instructors for support.
- x Create conversation classes, presentations, and activities that can both be addressed in English and Spanish (while making English the dominant language).

SYNOPSIS

- x The ESL boot camp is designed to help ESL students and members of the community review /Bi1

Project: LINC Workshops

Assigned to: Jael Esqueda

Date: June 15th - July 30th

TASKS