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Date: Fri, 23 May 2014 15:21:41 -0700
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Subject: Online Tutoring Planning - Notes and Proposed Next Meeting Time

Hello, everyone,

Thank you all for the very interesting information-sharing and future planning that we collaborated on yesterday regarding the online tutoring prospects. We covered a lot of ground at this initial meeting.

To recap briefly:

- Agreement on using Blackboard Collaborate via CCC Confer (at no cost to us) and being able to work with CCC Tech Support to help us set up the “office hours”/“chat rooms” and provide any other ongoing technical support (per Enrique’s MSC Online Tutoring model).

- IT (Sable and Gary) will inquire on getting the quotes for the equipment needed (i.e., Wacom tablets, headsets, webcams) and try to find out if document cameras can be incorporated

- Barbara will work on determining the equipment budget we have to work with.

- The MSC (Enrique and Karen) will continue providing Math (030, 050, 070) online tutoring for specific off-site course sections (per Accreditation requirements) while potentially adding Statistics tutoring

- The LAC (Hector, Robert H., and likely Robert G.) will provide online tutoring and will determine for which subjects, operational hours, and off-site course sections (per Accreditation requirements)

- Gary suggested LAC should pilot on a summer course before rolling out fuller plan in Fall

- Online Tutor Training will need to be provided--Karleen Curlee will be invited to next meeting to consult (ED 90 course)

We all agreed on another meeting in early June to follow-up and plan/proceed with the next
steps. To that end, most individuals indicated that they would be available to meet on **Tuesday, June 10 from 2:00-3:00 p.m.** (room TBD). I will send out a calendar invite soon.

Best wishes for a memorable Memorial Day weekend,

**Barbara Salazar**  
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