# IMMEDIATE NEED REQUEST

**2019-20**

*Approved in Cabinet 12/3/19* *Bill Scroggin*

MT. SAC
Mt. San Antonio College

| Requested by: (Unit, Department, Division or Vice President) | Dr. Richard Mahon, VP Instruction | | |
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| | | | | **Date to VP:** | 10/29/2019 |
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| **Location** | **(Fill-in)** | **Reviewed By (Signature):** | | | |
| **Department or Unit:** | Tutoring Centers | | | **Date to Cabinet:** | 10/29/2019 |
| **Division:** | Library & Learning Resources | | | **Outcome:** | |
| **Vice President:** | Dr. Richard Mahon, VP Instruction | | | | |

| Budget Request(s) | | Justification for Request(s) | Funds Requested ** | | | Funding |
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| **(List in Priority Order)** | | An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function. | **Amount** | **One-time** | **Ongoing** | **Approved** |
| **1.** | | Per direction by VP Mahon and VP Ali, the College has to compensate tutors who are required to take tutor training courses in order to work as tutors. Title 5 Section 58170 Tutoring for Apportionment stipulates that tutor training is required but does not specify the method of the training. The College's tutor training program consists of four courses depending on the subject area tutors work in: Introduction to Tutoring, Tutoring in English, Tutoring in Mathematics, and Tutoring as a Supplemental Instructor. Most tutors take one to two courses. This directive affects several tutoring centers across campus. There are 40 tutors from different centers who are taking these courses this semester. As an example, the estimated cost for Academic Support and Achievement Center (ASAC) is $15,000 in Fall 2019. (ASAC hires, schedules, and trains tutors for ASAC, MARC and T-MARC.) Since these courses are offered in fall and spring semesters, the cost for this year is anticipated to be $50,000. This is for now a one-time request as the College develops an ongoing response to this directive. This request has the support of Vice Presidents of Instruction and Human Resources and the Associate VP of School of Continuing Education. This request is being made on behalf of all the tutoring centers affected. | $50,000 | X | | |
| | **Account Number(s):** | To be determined with Fiscal Services' advice | | | | |
| **2.** | | | | | | |
| | **Account Number(s):** | | | | | |

Tutors who are required to complete training or coursework upon which their employment is contingent must be paid for the time they spend in this training or coursework. Here's a succinct and easy-to-read summary of CA law: https://amartinlaw.com/practice-areas/unpaid-training-hours/

Title 5 Section 58170 establishes the requirement for tutor training for employment as a tutor. This requirement is admittedly vague and does not specify a minimum number of hours of training, modality of training, or specific topics that must be covered in the training. Mt. SAC has adopted the CRLA (College Reading and Learning Association) tutor training program certification standards which establish a high-quality, benchmark standard for providing tutors with a pedagogically sound foundation for their work on campus. Each course in the noncredit certificate is 18 hours, and most centers on campus require students to complete VOC TR10A (Intro to Tutoring). Prospective English tutors would be required to take VOC TR10B (Tutoring in the English Language), prospective math tutors would be required to take VOC TR10D (Tutoring in Mathematics), prospective SIs would take VOC TR10C (Tutoring – Supplemental Instructor), and prospective reading tutors could take VOC TR10R (Tutoring in Reading). All tutors currently working in apportionment-collecting centers are required to take these noncredit, tutor training courses as a condition of their employment. The approximate cost per tutor per noncredit training course is $234. This additional, unanticipated cost will significantly impact academic support center budgets, and tutoring services will have to be cut unless $50,000 in additional funds are allocated. This funding will pay for tutor training in Fall 2019 and Spring 2020 without impacting support services for students.

Attempts to mitigate future costs for tutor training are underway, and a work group will be convened to consider options and address this issue. This group, consisting of faculty, staff, and managers will consider the following:

- Consider alternatives to the 18-hr per course training. A tutoring course is not the only option to meet local standards and Title 5 requirements. The Title 5 language below is vague and does not mandate the requirement of a course. Additionally, CIOs and CSSOs are able to waive the training requirement for tutors with advanced degrees or equivalent training.

    a. "Tutoring, when provided by the college, shall be considered a method of instruction that involves a student tutor who has been successful in a particular subject or discipline, or who has demonstrated a particular skill, and who has received specific training in tutoring methods and who assists one or more students in need of special supplemental instruction in the subject or skill." Title 5 §58168
    https://govt.westlaw.com/calregs/Document/ID11AFFC0D48511DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)&bhcp=1

    b. "All tutors successfully complete instruction in tutoring methods and the use of appropriate written and mediated instructional materials, including supervised practice tutoring. This requirement may be waived by the chief instructional or student services officer on the basis of advanced degrees or equivalent training. Academic credit and apportionment for coursework in tutoring methods for purposes of this section shall be limited to two semester or three quarter units of credit, or 96 noncredit hours. All tutors shall be approved by a faculty member from the discipline or disciplines in which the student will tutor." Title 5 §58170
    https://govt.westlaw.com/calregs/Document/ID17331E0D48511DEBC02831C6D6C108E?viewType=FullText&originationContext=documenttoc&transitionType=CategoryPageItem&contextData=(sc.Default)

- Consider modifying the 18-hr requirement for the TUTR courses. To maintain CRLA certification, a minimum requirement of 10 hours of instruction at Level 1 with an additional 10 hours for Levels 2 and 3 respectively is required: https://www.crla.net/index.php/certifications/ittpc-international-tutor-training-program. As curriculum is the purview of faculty, faculty authors of the TUTR courses are primarily relied upon to make decisions regarding these courses. The work group will not revise curriculum but will discuss curricular options in planning to mitigate tutor training costs.

- Consider alternative approaches to tutoring that can maintain services to students and cut costs so that centers can meet the additional obligation of paying for tutor training.