

Study Skills Center

Assigned to: Josue Verduzco

• Date: 2019-2020

OBSERVATIONS

- 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-tutor 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.

RECOMMENDATIONS

- We need more faculty buy-in.

COVID-19 TRANSITION

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

LIST OF SERVICES

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

Project: Innovation

Assigned to: Josue Verduzco

• Date: Fall 2019- Spring 2020

OBSERVATIONS

- For the school year 2019-2020 the Study Skills Center provided 228 courses with Embedded Tutors.

RECOMMENDATIONS

- Continuous professional development
- Improve Instructor-tutor communication

COVID-19 TRANSITION

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

TOP AREAS OF EMBEDDED TUTORING

- Chemistry, Biology, Mathematics, English, and ESL

TRAINING

- Training was provided 4 times during the school year. The last training session was on different methods utilizing Zoom.

PROJECT: STUDENT EQUITY

Assigned to: Josue Verduzco

• Date: Fall 2019- Spring 2020

OBSERVATIONS

- Many students were able to obtain tutoring through SE, both via counselors and self-referrals.
- SE students were provided appointment tutoring in all subjects.
- All tutoring was provided on a 1-1 basis
- Programs supported by Student Equity are, DSP&S, Self-Referred, Veterans and Student Athletes

Recommendations

- Due to our new online transition, we will continue to need the help of SE to continuing serving as many students as possible.
- Provide training for both tutors and students on how to use Zoom effectively.
- Contact students who submitted a tutoring request form directly to establish weekly tutoring sessions.

COVID-19 TRANSITION

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

NUMBERS

- There was a decline of numbers during Spring 2020 due to COVID-19
 - FALL 2019
 - STUDENTS: 210
 - HOURS: 1299
 - SPRING 2020
 - STUDENTS: 187
 - HOURS: 1207

Project: SSSTrio

Assigned to: Josue Verduzco

• Date: Spring 2020

OBSERVATIONS

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

RECOMMENDATIONS

- 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.
- To improve student participation, SSSTrio may want to continue informing their students of the services available to them through the Study Skills Center.
- Provide tutoring services presentations for SSSTrio.
- Contact students who submitted a tutoring request form directly to establish weekly tutoring sessions.
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COVID-19 TRANSITION

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

NUMBERS

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

Project: EOPS

Assigned to: Insert Name

• **Date:** Spring 2020

OBSERVATIONS

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

RECOMMENDATIONS

- 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.
- Create tutoring services presentations with our updated information on services to provide to EOPS students.
- Contact students who submitted a tutoring request form directly to establish weekly tutoring sessions.

COVID-19 TRANSITION

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

NUMBERS

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

PROJECT: INNOVATION

Assigned to: Jael Esqueda

• Date: Summer 2020

OBSERVATIONS

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

RECOMMENDATIONS

- 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

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

LIST OF COURSES

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

PROJECT: ZOOM TUTOR TRAINING & STUDENT WORKSHOPS

Assigned to: **Diana Aguirre Morales**

• **Date: 06/22/2020-06/30/2020**

TASKS

- Provide a 5-hour long Zoom training for tutors facilitated by a PE
- Provide four 2.5-hour long Zoom workshops for students conducted in English and four 2.5-hour long Zoom workshops for students conducted in Spanish. Two tutors will facilitate each.

SYNOPSIS

- All tutors will attend a training to become more proficient using Zoom. We will cover basic Zoom features, shortcut options, and techniques to deliver engaging Zoom tutoring sessions. Tutors will also collaborate to create and share techniques for conducting activities through Zoom.
- Tutors will provide workshops for students to help them learn, practice, and enhance their understanding of Zoom.

FUNDING

- The training and workshops will be funded by TALCAS.

DESIRED OUTCOMES

- The goal of the tutor training is for tutors to be able to conduct more efficient and engaging tutoring sessions. Professional experts will conduct review session observations later in the semester to evaluate session efficiency.
- With the student workshops, students will be able to navigate Zoom more efficiently and obtain the necessary Zoom knowledge to complete required class assignments that utilize Zoom such as submitting video recordings, etc.

IMPORTANT DATES

- Tutor Training: **Friday, June 26, 2020**
- **Wednesday, June 24:**
 - Zoom workshop in Spanish at **9:00am**
 - Zoom workshop in English at **9:30am**
- **Thursday, June 25:**
 - Zoom workshop in Spanish at **9:00am**
 - Zoom workshop in English at **4:30pm**
- **Monday, June 29:**
 - Zoom workshop in English at **9:30am**
 - Zoom workshop in Spanish at **3:00pm**
- **Tuesday, June 30:**
 - Zoom workshop in Spanish at **3:00pm**
 - Zoom workshop in English at **4:30pm**

Project: Summer ESL Boot Camp

Assigned to: Ana Perez & Gina Alvarez

• Date: 06/22/2020-07/31/2020

TASKS

- For 5 weeks, 4 ESL tutors will provide 9 hours a week of English skills workshops (reading, grammar rules, conversation).
- 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.
- 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.
- Tutors and staff will also reach out and collaborate with ESL instructors for support.
- Create conversation classes, presentations, and activities that can both be addressed in English and Spanish (while making English the dominant language).

SYNOPSIS

- The ESL boot camp is designed to help ESL students and members of the community review and practice their English skills such as writing, speaking, and reading throughout the summer session. As they practice their English skills, they will also learn how to better adapt to the new online format that Imperial Valley College has transitioned to during these times. This summer program is designed with our ESL population's needs in mind. Tutors will address these needs and help students and members of the community to benefit from many different resources while developing their English language skills.

FUNDING

- Boot Camp will be paid by TALCAS.

DESIRED OUTCOMES

- Facilitate students' and members' of the community understanding of the English language.
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IMPORTANT DATES

- **06/29/2020-07/01/2020** ESL Camp Workshops Week 1
- **07/06/2020-07/08/2020** ESL Camp Workshops Week 2
- **07/13/2020-07/15/2020** ESL Camp Workshops Week 3
- **07/20/2020-07/22/2020** ESL Camp Workshops Week 4
- **07/27/2020-07/29/2020** ESL Camp Workshops Week 5 & Review



Project: LINC Workshops

Assigned to: Jael Esqueda

• Date: June 15th-July 30th

TASKS

- Select and train tutors to provide workshops.
- Provide study skills workshops for all students on a weekly basis through Zoom.
- Workshops should have an online focus to help students transition to online learning.
- Workshops should be offered in a group setting as well as one-to-one option.
- Further research to see what study skills topics student need help with.
- Assure that students are aware of information through email and social media.
- Collaborate with other departments to get further reach.
- Start collaborating with faculty to offer workshops for their classes.

SYNOPSIS

- Learning Intervention and Networking Communities (LINC) provides workshops to help students with online readiness. Part of this is helping students find tools to create a learning environment at home while taking classes online. This also includes topics such as managing school stress during quarantine, and time management with online learning. Group workshops as well as one-to-one options are available for students. A collaboration between DSP&S and Student Health has already been established to provide summer workshops. Plans to partner with faculty in the Fall to provide LINC for their classes are in progress.

FUNDING

- Summer workshops will be funded by the TALCAS grant.

	Pay rate	hours	Weeks	Tutors	Total
LINC	\$ 14.50	12	7	2	\$ 2,436.00

DESIRED OUTCOMES

- Increased student attendance to workshops. Measured by IVC's tracker and sign-in logs.
- Increase student confidence in navigating school online. Measured by surveys.

IMPORTANT DATES

- Preparation will be done the week of June 15th.
- Summer LINC workshops will be offered starting June 22nd and ending July 30th.