

2017-18 Planning Priority Report to IPEC			
Tutoring Services: Expand tutoring services to meet demand and support student success in Basic Skills, CTE and Transfer courses			
Solutions/Steps/Activities	Stakeholders	Review	Done
1. Implementation of TutorTrac	Tutorial Center Coordinator Instructional Assistants	Done	
<ul style="list-style-type: none"> • Work with Information Technology Services to get software installed • Implemented new software at the Tutorial Center • Launched new software in spring semester 2018 			
2. Hiring of Instructional Assistants (hourly classified positions)	Dean, Student Services Tutorial Center Coordinator HSI Grant Director	Done	
<ul style="list-style-type: none"> • Hired an Instructional Assistant in fall 2017 – resigned due to relocation • Hired two new Instructional Assistants for spring 2018 – in the temporary absence of the full-time Classified Professional assigned to Tutorial Center 			
3. Proposal to Hire Full-Time Tutorial Center Coordinator (faculty position) – Recruitment to Hire Full-Time Tutorial Center Coordinator In-progress	Vice President Student Services Dean, Student Services Dean, Academic Services	In-progress	
<ul style="list-style-type: none"> • Proposal approved to Faculty Hiring Prioritization for fall 2018 • Full-Time Tutorial Center Coordinator to begin in fall 2018 • Tutorial Center to transition from Student Services to Academic Services 			
4. Prep 2 Pass Funding	Dean, Student Services Tutorial Center Coordinator	Done	
<ul style="list-style-type: none"> • Supported on-going funding from ASLPC for Prep 2 Pass 			
5. Increased Tutorial Assistance	Dean, Student Services Tutorial Center Coordinator Director, Student Equity & SSSP	Done	
<ul style="list-style-type: none"> • Leveraged additional funds from various sources for tutoring • Continued to support NetTutor software to allow for online tutoring 			