**Agenda topics**

### 15 MINUTES  PRESENTATION ON TUTORIAL RESEARCH  ROBERT GARCIA

Robert presented the research he conducted on tutorial centers, which focused on the physical space configurations. Robert’s findings as well as information on his research methodology are available at [www.bavigarcia.com/coin74final/cos.html](http://www.bavigarcia.com/coin74final/cos.html).

**DISCUSSION**  
P. Starer asked whether Robert had done any follow-up to see how the centers he visited have been affected by budget cuts. Robert will contact his contacts as the locations he studied for budget updates.

Robert agreed to join the committee as a stakeholder member.

### CONCLUSIONS  N/A

**ACTION ITEMS**  PERSON RESPONSIBLE  DEADLINE
None

### 10 MINUTES  FINALIZE CRITERIA FOR FUNDING

The committee briefly discussed criteria for funding, with a focus on the state restraints on use of Basic Skills funds.

- The committee will not fund food
- We can provide payment for the provision of a service, but we cannot fund payments as incentives for students to participate in an activity. For example, payment of student tutors would be appropriate. However, funding cannot supplement other “compensation”; for example, no funding for student tutors who receive course credit for their tutorial services.
- The funds need to be utilized for a clear basic skills focus

Darya reminded us of the categories for which we have expiring funds:

- 7K – staff development
- 11K – supplemental instruction
- 20K - miscellaneous

### CONCLUSIONS  N/A.

**ACTION ITEMS**  PERSON RESPONSIBLE  DEADLINE
None
Three proposals were submitted for review. Copies of proposals are available on the committee website.

B. Lewis raised concerns that the rolling deadlines for proposal submissions forces the committee to approve funding with limited knowledge of other proposals that will be submitted. Given the categorical constraints on the funding, the concern is that the committee would end up funding on a "first come, first served" basis as opposed to a comparative analysis of comparable proposals seeking specific types of funds. P. Starer, L. Silverman, V. Fong, and D. Gilani explained that the rolling deadlines were put in place not as an ongoing process, but rather as a one-time process for these particular expiring funds. Given that the funds must be used by June 30, and given that it takes time to process expenditures, we felt it best to accept and approve funds earlier rather than later; at the same time, we wanted to give those who may not have been ready by a February 15 deadline a chance to submit proposals at a later date. Thus, the rolling deadlines were established. K. Jordahl expressed agreement that in this particular situation, there was a certain urgency to reviewing and funding proposals earlier to give recipients the time necessary to expend the funds. E. Orrell expressed the importance of following through with the process we had already established and communicated – that it would not be appropriate to tell those who met a stated deadline that we would not review their proposals until a later date. B. Lewis reiterated his concerns. K. Jordahl called a vote.

**CONCLUSIONS**

- **Perino proposal:** The committee approved funds with the exception of food, per diem, and travel expenses. The committee approved with requirement to clarify the follow-on from the training, specific to basic skills needs.
- **Silverman proposal:** The committee approved funds in full, in particular supporting the use of funds for materials that will be reused, benefiting a wide range of students over time.
- **Hamp proposal:** The committee did not approve funds at this time, but will review the proposal again after receiving additional line itemization of intended expenditures as well as further information on the STOMP event and assessment approaches.

The proposal recipients will be given a deadline to confirm acceptance of funds.

**ACTION ITEMS**

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<th>ACTION ITEMS</th>
<th>PERSON RESPONSIBLE</th>
<th>DEADLINE</th>
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<tbody>
<tr>
<td>Contact funding recipients with committee decision</td>
<td>D. Gilani</td>
<td>Immediate</td>
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<tr>
<td>Contact H. Hamp with request for further information</td>
<td>D. Gilani</td>
<td>Immediate</td>
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0 MINUTES

**WORK GROUP UPDATES**

**DISCUSSION**

Work group updates were postponed due to lack of time.

**CONCLUSIONS**

**ACTION ITEMS**

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