

To: Renee Kilmer, VPI
Steve Hodges, Faculty Senate President

From: Rachel Mayo

Date: July 13, 2009

Re: Request for Changes in Minimum Qualifications for Engl 502, ESL 502 and Libr 502:
Supervised Tutoring courses ONLY

English 502, ESL 502 and Library 502 are the supervised tutoring non-credit classes that students are signed up for when they receive tutoring in the Integrated Learning Center (ILC) at the Watsonville Center. Since the ILC is a multi-disciplinary tutoring center, the minimum qualifications for the Learning Assistance Coordinator (faculty director supervising the tutoring) per Ed Code is a Master's degree in any of the subjects tutored in the ILC. Therefore, that person may have a Master's degree in any number of subjects, but the most common would be English, ESL, Reading or Math, since these are our basic skills disciplines.

This is a two-part request:

1. Add Engl 502 and ESL 502 to the Disciplines List with minimum qualifications in English, ESL, Reading and Math.
2. Add ESL to the list of disciplines that fulfill minimum qualifications for Libr 502.

The reason for this request is so that a faculty member with a degree in English, ESL, Reading or Math could supervise tutoring activities and be the instructor of record for Engl 502, ESL 502 or Libr 502.

The Deans and Program Chairs for English and ESL, as well as the Library Director, have approved this request being advanced to the next level. If approved by the Vice President of Instruction and the Faculty Senate President, this will be submitted as an information item to the Cabrillo College Governing Board. Once approved, the new information should be added to the Cabrillo College Disciplines List.

Thank you for your attention in this matter.

Cc: Debra Barnett, Beatriz Pérez, Jim Weckler, Johanna Bowen, Adela Najarro, Jason Malone