

**To:** Patricia Hsieh  
**From:** Ken Reinstein  
**Cc:** Lou Ascione, George Beitey, Donnie Tran, Lea Baker, Briele Warren  
**Date:** October 4, 2017  
**Re:** Title and outline for 2/8/18 EC/IA Program presentation to SDCCD Board

**Presentation Title:** The English Center/Instructional Apprenticeship (EC/IA) Program at Miramar College

**Presentation Outline**

- I. Introduction to the EC/IA program
  - A. History
  - B. Funding
  - C. Video
- II. Alignment of program with SDMC's strategic goals
  - A. Strategic goals I, II, IV
- III. IAs/tutors
  - A. Recruitment/Outreach to local graduate programs (SDSU, USD, Alliant, CSUSM)
  - B. Graduate (Instructional Apprenticeship/Ed Tech)
  - C. Undergraduate (Sr. Tutors)
- IV. Review of the EC/IA program's services
  - A. For tutors
    1. Training
    2. Mentoring
    3. Professional development
  - B. For students
    1. Embedded tutoring
    2. English Center tutoring
    3. Workshops
    4. Counseling
- V. Outreach
  - A. Class visits
  - B. Newsletter
  - C. Web and social media
- VI. Cooperation with campus services
  - A. Counseling
  - B. DSPS
- VII. EC/IA program effectiveness
  - A. Presentation of Data
    1. Effect of EC/IA program and services on student:
      - a) Retention
      - b) Persistence
      - c) Success
      - d) GPA
- VIII. Integration of the EC/IA program within the ASC (Academic Success Center)
- IX. Closing remarks/Q&A

**From:** Donnie Tran

**Sent:** Wednesday, October 04, 2017 3:18 PM

**To:** Briele Warren <bwarren@sdccd.edu>

**Cc:** George Beitey <gbeitey@sdccd.edu>; Lou Ascione <lascione@sdccd.edu>; Reylyn Cabrera <rcabrera@sdccd.edu>; Francine McCorkell <fmccorke@sdccd.edu>; Donnie Tran <dtran@sdccd.edu>

**Subject:** RE: On-Campus Board Meeting Presentation

Hello Briele,

Here is a working summary of our ASC presentation:

**Title:** The New Integrated Academic Success Center at Miramar College

**Outline:**

**Past:**

- Separate centers - The Personal Learning Assistance Center (PLACe), Math Lab, English Center, Chem Lab
- Related-subject services separated such as walk-in math tutoring at the Math Lab and by-appointment math sessions at The PLACe
- The centers were not able to coordinate services to address student needs or to conduct uniform training of tutors

**Now:**

- The PLACe is now the Academic Success Center (ASC)
- The ASC trains the tutors for the Math Lab
- The English Center is being integrated with the ASC
- The ASC provides office space for Outreach's facilitators to mentor the FYE students (all 120 students)
- Resources are unified to more efficiently hire tutors.
- The ASC provides space for faculty office hours and course practicums
- A taskforce will look into the unification with the Math Lab, Chem Lab, and English Center
- Tutors are now receiving consistent training

Take care. Cheers!

Donnie Tran