



TO: Chief Executive Officers
Chief Business Officers
Chief Instructional Officers
Chief Student Services Officers
Tutoring and Learning Resources Center Coordinators

FROM: LeBaron Woodyard, PhD
Dean, Educational Services and Support Division

RE: Guidance for the Approved California Code of Regulations, title 5 section 58170, Enabling Students to Self-Refer for Apportionment Based “Supervised Tutoring” Effective November 9, 2019

Synopsis: Supervised tutoring is an important academic support service and an effective tool for colleges to support student learning. It also supports the goals outlined in the California Community Colleges Vision for Success document and Guided Pathways framework, which emphasize the importance of engaging students early and providing them with the academic support needed to achieve their education goals.

In supervised tutoring, student tutors who are successful in a particular subject or discipline and receive specific training, provide tutoring services. The tutors assist one or more students in need of intensive supplemental instruction. Supervised tutoring falls under the noncredit coursework category and generated apportionment funds for the colleges at a rate of \$3,347.49 per FTES (full time equivalent student) for the 2018-19-fiscal year.

Effective November 9, 2019, California Community College students are no longer required to be referred for supervised tutoring by a faculty or a counselor based on a student’s identified learning need, but are able to self-refer for supervised tutoring. The approved revisions to California Code of Regulations, title 5, section 58170, will expand access to supervised tutoring because faculty or counselor referral was a barrier for students who are reluctant to request the referral.

This regulatory change is intended to advance the Vision for Success by facilitating successful course completion, reducing the units taken to reach a student goal, to lead to better graduation rates and the closure of equity gaps.

Requested Action/Regulatory Guidance: Tutoring Centers enrolling students in the supervised tutoring course using the Taxonomy of Programs (TOP) Code 4930.09 before November 9, 2019, must have documented referrals from a counselor or faculty based on an identified learning need as a part of their documentation for apportionment purposes.

On and after November 9, 2019, students may self-refer based on an identified learning need. The requirement that there must be an identified learning need for a student receiving supervised tutoring was not eliminated in the regulatory change. The change to the regulations was the addition of the student's ability to self-refer based on the identified learning need. Therefore, students must indicate to the tutoring center what the identified learning need is at the time of self-referral and the tutoring center must document the learning need as a part of the self-referral for enrollment in the "Supervised Tutoring" course for apportionment purposes.

cc: Marty Alvarado, Executive Vice Chancellor, Educational Services and Support Division
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Attachment 1
BOARD OF GOVERNORS OF THE CALIFORNIA COMMUNITY COLLEGES
APPROVED REVISIONS TO CALIFORNIA CODE OF REGULATIONS, TITLE 5, APPORTIONMENT
FOR TUTORING

1. Effective November 9, 2019, Section 58170 of article 5 of subchapter 2 of chapter 9 of division 6 of title 5 of the California Code of Regulations is amended to read:

§ 58170. Apportionment for Tutoring

Apportionment may be claimed for individual student tutoring only if all the following conditions are met:

- (a) The individual student tutoring is conducted through a designated learning center.
- (b) The designated learning center is supervised by a person who meets the minimum qualifications prescribed by section 53415.
- (c) All tutors successfully complete instruction in tutoring methods and the use of appropriate written and mediated instructional materials, including supervised practice tutoring. This requirement may be waived by the chief instructional or student services officer on the basis of advanced degrees or equivalent training. Academic credit and apportionment for coursework in tutoring methods for purposes of this section shall be limited to two semester or three quarter units of credit, or 96 noncredit hours. All tutors shall be approved by a faculty member from the discipline or disciplines in which the student will tutor.
- (d) All students receiving individual tutoring have enrolled in a noncredit course carrying Taxonomy of Programs number 4930.09, which is entitled "Supervised Tutoring."
- (e) Students enroll in the Supervised Tutoring course, through registration procedures established pursuant to section 58108, after referral by the student, a counselor, or an instructor on the basis of an identified learning need.
- (f) An attendance accounting method is established which accurately and rigorously monitors positive attendance.
- (g) Student tutors may be remunerated but may not be granted academic credit for tutoring beyond that stipulated in (c) above.
- (h) The district shall not claim state apportionment for tutoring services for which it is being paid from state categorical funds.