

## Christine Matson

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**From:** Lisa Baza-Cruz [lisa.bazacruz@guamcc.edu]  
**Sent:** Tuesday, November 15, 2016 1:28 PM  
**To:** christine.matson@guamcc.edu  
**Subject:** RE: tutoring for English courses

Okay, I'll let her know when she returns.

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**From:** Christine Matson [mailto:christine.matson@guamcc.edu]  
**Sent:** Tuesday, November 15, 2016 1:13 PM  
**To:** lisa.bazacruz@guamcc.edu  
**Subject:** RE: tutoring for English courses

Hi Lisa,

Could I please get copies of all the pages of the sign in sheet that you have for tutoring.

I appreciate your help and Toni's,

Christine

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**From:** Lisa Baza-Cruz [mailto:lisa.bazacruz@guamcc.edu]  
**Sent:** Tuesday, November 15, 2016 12:52 PM  
**To:** christine.matson@guamcc.edu  
**Subject:** RE: tutoring for English courses

Christine,  
What would suffice, a page of the sign in sheet?  
Lisa

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**From:** Christine Matson [mailto:christine.matson@guamcc.edu]  
**Sent:** Tuesday, November 15, 2016 12:11 PM  
**To:** lisa.bazacruz@guamcc.edu  
**Subject:** RE: tutoring for English courses

Hi Lisa,

The sign in sheets would be helpful, when Toni comes back from sick leave.

Thank you,

Christine

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**From:** Lisa Baza-Cruz [mailto:lisa.bazacruz@guamcc.edu]  
**Sent:** Tuesday, November 15, 2016 12:09 PM  
**To:** christine.matson@guamcc.edu  
**Subject:** RE: tutoring for English courses

Christine,  
No, I never included any form of assessment in TracDat. But yes, there was a sign-in sheet for students who made appointments to see the tutor, or as a walk-in for tutorial services.

Again, this would be something I would ask Toni to put together.

Lisa

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**From:** Christine Matson [<mailto:christine.matson@guamcc.edu>]

**Sent:** Tuesday, November 15, 2016 11:54 AM

**To:** [lisa.bazacruz@guamcc.edu](mailto:lisa.bazacruz@guamcc.edu)

**Subject:** RE: tutoring for English courses

Hi Lisa,

When there is a tutor available, does the department include an assessment of the tutoring that is kept in TracDat? If there is anything at all kept about the tutors, that could help show there is some assessment.

When Toni gets back from sick leave, it would be very helpful for me to get information about tutors.

Thank you for your help with the information for Standard 2.

Christine

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**From:** Lisa Baza-Cruz [<mailto:lisa.bazacruz@guamcc.edu>]

**Sent:** Tuesday, November 15, 2016 9:19 AM

**To:** [christine.matson@guamcc.edu](mailto:christine.matson@guamcc.edu)

**Subject:** RE: tutoring for English courses

Christine,

There are no tutors on board as of today for this semester. As for the last four years, I need to ask Toni to check on this as she is currently of sick leave.

I don't know what you mean by there wasn't an assessment of tutoring, what type of assessment? Sorry, but I can't recall that component of our last conversation.

Lisa

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**From:** Christine Matson [<mailto:christine.matson@guamcc.edu>]

**Sent:** Monday, November 14, 2016 6:30 PM

**To:** [lisa.bazacruz@guamcc.edu](mailto:lisa.bazacruz@guamcc.edu)

**Subject:** tutoring for English courses

Hi Lisa,

I'd like to get some information for my Standard 2 report. I believe the last time we talking about tutoring for English classes in the fall. Do you have any information on how many tutors there were for English courses in the past 4 years or so? Another employee that there are some English tutors this semester, but I wanted to check with you.

I remember that there wasn't an assessment of tutoring, but let me know if I'm wrong about that.

Thank you for your help,

Christine

Christine Matson

Assistant Professor

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