

# Proposal for ELL Funds (Form)

09-08-04

Academic Year: 2008

Person(s) Requesting Funds: WRITING CENTER

Date: 08-31-08

Division: Language Arts

PRESS THE F1 KEY FOR CONTEXT HELP WHEN ENTERING INFORMATION IN THE TABLE FORM FIELDS BELOW. COLUMNS WILL EXPAND TO INCLUDE MORE TEXT.

| Planned Action (Brief Description of Project)  | Effective Practice and Strategy  | New, Change, or Expansion   | Expected Outcomes  | Assessment/Dissemination of Results  | Target Date for Completion  | Responsible Persons/Dept  | ELI Budget Category              | Specific Budget Amounts Include Breakdown (or attach)  |
|--|--|---|--|--|---|---|----------------------------------|--|
| <p>Up to 150 hours of student tutoring in the Writing Center per week allow* extended operating hours into the evenings. Tutors will work under the direction of the Writing Center Coordinator and English Faculty during their tutoring hours. Tutors will be former English 001 students who have successfully passed the course.</p> | <p>D.3 The developmental education program addresses holistic development of all aspects of the student. Attention is paid to the social and emotional development of the students as well as to their cognitive growth.</p> <p>D.4 Culturally Responsive Teaching theory and practices are applied to all aspects of the developmental instructional programs and services.</p> <p>D.5 A high degree of structure is provided in developmental education courses.</p> <p>D.6 Developmental education faculty employ a variety of instructional methods to accommodate student diversity.</p> <p>D.10 Programs provide comprehensive academic support mechanisms, including the use of trained tutors.</p> | <p>Expansion: The student tutor hours represent an expansion of current practice. Currently, only 2.67 tutoring hours are funded each week for each tutor per semester. This is not sufficient tutoring for the Writing Center.</p> <p>Adding "open hours" in the evenings is new. Spring 08 hours: 900-200 Mon-Th and 900-1200 Fri—hours corresponded to student tutor funding</p> <p>Expansion: Mon-Th 900-600, Fri 900-100</p> <p>Additionally, the Language Arts division and the Career and Technical Education division are working on a joint ELL project to bring CTE students onto the center of the campus and into the Writing Center for consultations about their writing for their content area classes. This could potentially lead to between 75-125 new students coming in for assistance each semester who traditionally would not use the WC. This shows further need for extended hours for tutors.</p> | <p>The primary expected outcome is the overall improvement of students' writing performance across disciplines.</p> <p>This includes:<br/>           1) successful navigation of the steps in the Writing Process<br/>           2) improved grammar, syntax, and vocabulary<br/>           3) increased awareness and skill in the standard rhetorical modes in various writing contexts<br/>           4) general improvement in academic/vocational/personal writing skills<br/>           5) improved Internet literacy skills and researching skills.</p> <p>Extending the "open hours" also increases access for our diverse student population. The extension also provides tutors with more experience thus affecting more students.</p> | <p>a) Tutors are currently enrolled in ENG 223AD Writing Center Consulting where they work closely with Writing Center Coordinator studying tutoring practices and current pedagogical theory.</p> <p>b) Tutors also distribute surveys to students at the conclusion of each session to further assess their tutoring performance.</p> <p>c) An end-of-the-term "student satisfaction" report will be given to the Writing Center Committee for review at the end of each semester</p> <p>d) student use of center is tracked electronically and included in yearly Program Review reports, so we will monitor level of service to students</p> <p>e) Tutors also observe the on duty English Faculty member throughout the semester and present reflections and observations to Writing Center Coordinator to further enhance their tutorial practices.</p> <p>f) On duty faculty also present observations to Writing Center Coordinator during Writing Center Committee Meetings for further performance review.</p> | <p>1 yr project: Fall 08 funds ASAP to maintain evening hours for the remainder of the semester.</p> <p>Spring 09 funds at onset of Spring semester</p> | <p>Stacy C Brand<br/>Writing Center<br/>Coordinator</p> <p>Valerie Ehrlich<br/>LAD Division<br/>Chair</p> | <p>Basic Skills/ESL tutoring</p> | <p>Current Budget: \$4800/yr + 600 hrs of student tutoring divided by two semesters= 300 hrs of student tutoring; divided by current enrollment at 7 = 42.8 hrs/tutor equals only 2.67 hours of tutoring each week.</p> <p>With proposed extended hours and increase in number of tutors the proposed budget to maintain Fall 08 hours:</p> <p>7 tutors at 10 hrs/week at \$8/hr = \$560 X 14.5 weeks = \$8120 minus current budget \$2400= \$5720 needed</p> <p>Spring 09 increase in tutor recruitment:<br/>           15 tutors X 10 hours per week = 150 hours needed per week.<br/>           150 hours X \$8 per hour = \$1200 per week<br/>           We use tutors 14.5 weeks per semester.<br/>           \$1200 per week X 14.5 weeks = \$17,400 per semester minus \$2400 = 15,000 for Spring 09.</p> <p>TOTAL REQUEST for the year: \$22,720</p> <p>see attachment for Breakdown</p> |

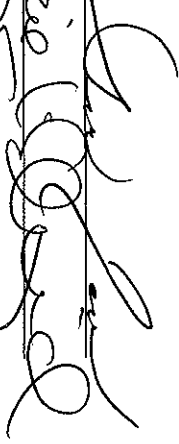


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Other Required Institutional Resources (e.g. Facilities): none

Other Funding Sources:

Check here if additional narrative (detailed history, need, rationale) is attached: 2

Distribution:

1. ELI Faculty Coordinator Susan Jensen 
2. Division Chair/s Valerie Ehrlich 
3. Dean Jennifer Vega La Serna 

For ELI Use Only

Budget Committee Approval  Approved  Approved with Changes Noted  Not Approved  Resubmit with Changes Noted

Comments:

Jennifer Vega La Serna, Ph.D. Date

Ron Johnson, Ed.D. Date

## **Supplemental Narrative to Proposal for ELI Funds**

Submitted by Stacy C. Brand, Writing Center Consultant

### **Budget Proposal: Writing Center Funding**

#### **Planned Action 1:**

Because there is demonstrated need for more student tutoring in literacy, the Writing Center plans to have extended hours. Last semester (Spring 2008) the Writing Center operated from 900am-200pm. These hours also corresponded with student tutor funding. This semester (Fall 2008) the Writing Center budget for student tutors is at \$4800 a year. We currently have 7 student tutors allotted barely 3 hours per week leaving large gaps of closed time.

#### **Current budget for student tutoring in the Writing Center (08-09):**

\$4800 total

Tutor pay=\$8 per hour, so the total translates into 600 available hours of work for student tutors throughout the year ( $4800/8$ ), or 300 per semester.

Tutors work for 14.5 weeks each semester.

This means that there are 20.7 hours ( $300/14.5$ ) available each week for all students to tutor.

We currently have 7 tutors.

Each tutor, therefore, can only work just under 3 (actually 2.95) hours a week ( $20.7/7$ ).

(If tutors are a part of the tutoring class, they also put in one supervised hour a week for no pay.)

The Writing Center would like to offer at minimum ten hours a week for our student tutors. The extended paid hours will obviously allow the center to stay open later in the evenings for students with night classes, further accommodating our diverse population.

Monday-Thursday 900am-600pm  
Friday 900am-100pm

With returning tutors who are able to work more hours, incoming students to the writing Center will have more opportunities to continue working throughout the semester with one tutor. This familiarity could enhance tutoring sessions.

With an increased budget, the Writing Center Consultant can hire more tutors. The projected number for student tutors for Spring 09 is fifteen registered tutors. Incoming

tutors register for Eng 223AD: Writing Consulting for a semester of training with the Writing Center Consultant. Their performance is monitored throughout the semester through various means: observation, Faculty feedback, student surveys, and by the Writing Center Consultant.

**Requested Budget Breakdown:**

**Proposed budget expenditures for student tutoring with ELI budget monies (08-09):**

**Fall semester 2008:**

7 tutors @ \$8 per hour, each working 10 hours per week.  
(total: \$560 per week needed, or \$8120 per semester of 14.5 wks)  
\$8120 less \$2400 current budget = \$5720 requested.

**Spring semester 2009:**

We plan to increase student tutor pool to 15.

15 tutors @ \$8 per hour, each working 10 hours per week.  
(total: \$1200 per week needed, or \$17400 per semester of 14.5 wks)

\$17400 less \$2400 current budget= \$15000 requested

**Total request for student tutoring 08/09: \$20,720**