

ANNUAL UPDATE QUESTIONS

I - MAIN

Overview

Academic Year: **2025-2026**

Originator : Jessica Gatewood

Division: Division 10 - Arts, Humanities, Social Sciences

Department: Writing Center/English

II - CO-CONTRIBUTORS

- 1) Carla Johnson
- 2)
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III - ANNUAL UPDATE

On the [PIPR website](#), locate and review your previous program plan and subsequent annual updates. After reviewing, enter your previous goals below and provide and update.

Previous Goals: Provide high support across disciplines so that students can meet academic goals for success and completion.

End of Year Goal Status: Complete

Please describe your status (No more than 200 words). We've hired a new dean for Arts, Humanities, and Social Sciences and a director for Library. We have also hired a new full-time librarian and a full-time faculty coordinator of tutoring center and learning resources. This has allowed us to start working collaboratively with these programs – we are developing training with our librarians and our tutors to enhance their understanding of information literacy and research skills. We are also planning a coordinated effort between embedding tutoring and an embedded librarian model. In addition, the Learning Resource Center in Hollister has become a collaborative home for tutoring in all of the programs – Writing Center tutors work alongside tutors from Math and STEM; we've streamlined processes between programs in that space so that all student workers have the same policies, practices, and expectations.

Did you request the same resources the previous year? If so, what was the result? Has there been a significant change since your request?

Copy and paste to Enter more than one Goal

New Goal (Optional)

- **Goal (One Sentence Limit):** Create revitalized engagement plan in preparation for moving the Gilroy Writing and Tutoring Center into the new Library and Student Resource Center Building.
- Alignment to Strategic Goal **Goal 2: Equity, Access, and Inclusion - With equity at the forefront, build inclusive spaces and curriculum that honor, support, and respect diverse student populations.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*):
na
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: **As we prepare to move into the new building on the Gilroy campus, it is important for students to know where we are and what we do, to feel welcomed and for the space to have a sense of belonging. This is important to equity, access, and inclusion. It is important to student success and completion.**
- Proposed Activity to Achieve Goal: Increase marketing and outreach; increase tutor visits to classrooms; increase classroom visits to space; hold Open House events to bring students to the new space.
- Responsible Party (One Sentence limit): Writing Center coordinator, Program Services Specialist.
- Timeline to Completion: Semester/Year: **Spring 2027**
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): **We track usage of the space, including repeat visits, and student utilization of services. We will conduct a student survey to collect qualitative data on belonging and satisfaction. We will also use enrollment numbers from Guidance 550.**

Additional Comments: We have had regular increase in visits and services over the last several semesters, but many students still don't know we have free tutoring on campus. We want to make sure students have access to tutoring, know our services exist, and are ready to come with us to the new building. Once the building opens, we want to make sure we promote the space so students know where to go for academic support.

New Goal (Optional)

- **Goal (One Sentence Limit):** Request increased budget to support growth and development of Hollister LRC.
- Alignment to Strategic Goal **Goal 2: Equity, Access, and Inclusion - With equity at the forefront, build inclusive spaces and curriculum that honor, support, and respect diverse student populations.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*):
n/a Click or tap here to enter text.
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: **As the Hollister campus becomes a thriving environment of learning, it is urgent that we provide equitable resources for the program to meet the needs**

- of students.
- Proposed Activity to Achieve Goal: **Provide office supplies, instructional supplies, laptops, and a printer for the Hollister LRC.**
- Responsible Party (One Sentence limit): **Writing Center and Tutoring Center Staff and deans.**
- Timeline to Completion: Semester/Year: **Summer 26 so the space is prepared for Fall.**
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): **When students have equitable resources on both campuses for the learning centers, we will know that our goal has been achieved.**

Additional Comments:

When the Hollister campus opened, we didn't have the needed supplies to support student learning. The Gilroy campus budget was not increased to support the needed supplies and materials for a second campus. We want to make sure that the Hollister LRC is a fully functioning space on campus where students have access to printing, laptops, and supplies, just as they have at the Gilroy campus.

New Goal (Optional)

- **Goal (One Sentence Limit): Request funding for embedded tutor utilization training for faculty and training for center faculty coordinators.**
- Alignment to Strategic Goal **Goal 1: Student Success, Completion, and Transfer - To provide a structured and supportive pathway for students to successfully complete their academic and career goals.**
- Alignment to SLO or SAO (*Enter Department SLO or SAO that aligns to this goal*): **Click or tap here to enter text.**
- Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results: **We have a robust embedded tutoring program for gateway courses and many courses with low success rates. For the embedded tutoring program to function effectively, faculty need to be trained in best practices for using embedded tutors in their classrooms. Title V previously supported this funding, but now our program is facing challenges as new faculty come in and do not have training for how to best utilize the tutors in their classrooms. Academic support is essential to keeping students on the path.**
- Proposed Activity to Achieve Goal: **Training each semester for faculty in best tutoring practices and time for faculty to work directly with their tutors in planning their semesters.**
- Responsible Party (One Sentence limit): **Administration, Writing and Tutoring Center coordinators.**
- Timeline to Completion: Semester/Year: **Fall 26**
- How Will You Evaluate Whether You Achieved Your Goal (Two sentence Limit): **This is more of a qualitative point to start: right now, tutors working with new faculty report that they don't feel adequately utilized in the class. New faculty**

report that they aren't always sure how to use the tutors during class time. When faculty and tutors report feeling an increase in their confidence in this regard, we will know we've reached step one. Then, we will move to quantitative data and start connecting embedded tutoring to success, retention, and completion rates.

Additional Comments:

IV - RESOURCE REQUESTS

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1. Request Name (short title): **Writing Center and Tutoring Center swag, and funding for open house events for new space.**
2. Request amount: \$3500
3. Type of Request: Non-Personnel
4. Alignment to Goal(s) in section XIII (*enter goal from above*) Create revitalized engagement plan in preparation for moving the Gilroy center into the new Library and Student Resource Center Building. .
5. Is this a one-time or ongoing expense? One-Time
6. Category of Request

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐
- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☐
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☐
- Professional Development ☐
- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☒

1. Request Name (short title): **Laptops, Instructional supplies, office supplies, and memberships for Hollister LRC**
2. Request amount: **Office Supplies** \$2000, 60 Laptops \$60,000, Printer for Hollister

LRC \$1500

3. Type of Request: Non-Personnel
4. Alignment to Goal(s) in section XIII (*enter goal from above*) :**Request increased budget to support growth and development of Hollister LRC.**
5. Is this a one-time or ongoing expense? One-Time
6. Category of Request

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☒
- Instructional Software ☐
- Instructional Supplies, Materials and Textbooks ☐
- Non-Instructional Equipment ☐
- Non-Instructional Software ☐
- Non-Instructional Supplies and Materials ☒
- Professional Development ☐
- Travel and Conference ☐
- Professional or Contracted Services ☐
- Repairs and Maintenance ☐
- Other ☐

7. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Choose an item.

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words): The Hollister LRC is being utilized by students and faculty; it is essential that we have an increased budget for the needed office supplies for the space (poster paper, pens, white board markers, staples, etc), an additional printer so that students are not trying to go into the lab classroom during other classes to print their work, and a set of 60 laptops to be checked out by students when they are in the space.

1. Request Name (short title): **Training for embedded tutoring utilization for faculty**

2. Request amount: **18,500**
3. Type of Request: Non-Personnel
4. Alignment to Goal(s) in section XIII (*enter goal from above*) **Request funding for embedded tutor utilization training for faculty.**
5. Is this a one-time or ongoing expense? Ongoing
6. Category of Request

If Non-Personnel is Selected in question 3 select from the following all that applies;

- Instructional Equipment ☐
 - Instructional Software ☐
 - Instructional Supplies, Materials and Textbooks ☐
 - Non-Instructional Equipment ☐
 - Non-Instructional Software ☐
 - Non-Instructional Supplies and Materials ☐
 - Professional Development ☒
 - Travel and Conference ☐
 - Professional or Contracted Services ☐
 - Repairs and Maintenance ☐
 - Other ☒
7. *The committee will separate goals with resource requests. Requests will be categorized into two groups: those to be ranked and those not ranked. The requests not ranked include Safety, Compliance, Personnel, and Position.*

Which of the following best describes your requests?

Choose an item.

8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words): We calculated the request based on the current meeting rate for 10 hours of training (a 2 hour initial training on best practices; 1 hour before the start of the semester for faculty to meet with their embedded tutors to plan study sessions, ideas for partnership during the semester, instructor expectations, etc; 6 hours for check ins throughout the semester meeting with either the Writing Center or Tutoring Center coordinators to talk through what is working/not working/troubleshooting; 1 end of semester hour meeting to reflect and plan for the next semester), for 20 faculty a semester.

1.Request Name (short title): Tutor Trainer Certification (ACTP Institute)

2. Request amount: \$3,000

3. Type of Request: Non-Personnel
4. Alignment to Goal(s) in section XIII (*enter goal from above*) **Goal (One Sentence Limit): Request funding for embedded tutor utilization training for faculty and training for center faculty coordinators.**
5. Is this a one-time or ongoing expense? One-Time
6. Category of Request: Professional Development, Travel and Conference
7. n/a
8. Provide a complete description, justification, or rationale for the requested amount. Describe how it aligns to the selected goal(s) and your responses to the above questions. (300 words): This is a Tutor Trainer Certification Institute held in Napa in September. Description about the training from the Association for the Coaching and Tutoring Profession (ACTP): The ACTP Tutor Trainer Certification program is designed for higher education professionals who provide training for tutors. Directors and coordinators would benefit immensely as well. This training and certification takes place during ACTP's annual conference. Trainers receive ACTP's professional certification at the annual conference following the full training over three days. Training focuses on equipping tutor trainers with a comprehensive, evidenced-based approach to Learning Assistance.

V - EXECUTIVE SUMMARY

As our funding sources have changed due to cuts in grants and our programs have grown to incorporate a second campus (and an upcoming move into a new building), we are in a strange place with our need to cover supplies, training, and marketing. We've also had a considerable amount of turnover with faculty. In the last year, we've had one full-time faculty retire and one part-time faculty retire. We also had 4 part-time long-time faculty leave Gavilan who all had utilized embedded tutors. Those changes resulted in 15 sections of English courses with embedded tutors being lost and only 3 new sections being added for Spring. Additionally, we've recently hired 6 new part-time faculty. We are in need of funding to train faculty to utilize their embedded tutors effectively so that our embedded tutoring program remains a strong part of our guided pathways pillar for keeping students on the path and our commitment to the state to support students post AB705.

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VI - ATTACH FILES (optional)

If there is any additional information regarding your program that you will like to have uploaded, please attach it here.