GAVILAN COLLEGE

Annual Program Review (Annual Update): Writing Center - Division 10 - Arts, Humanities, Social Sciences - Writing Center

I. Main

Overview
Academic Year 2024 - 2025
Originator Gatewood, Jessica
Division Division 10 - Arts, Humanities, Social Sciences
Department Writing Center
Programs

II. Co-Contributors

Questions? Find answers in [CurricUNET User Manual.](#)
Contributor
Open the Form Properties to select co-contributors and assign permissions.

III. Annual Update

1. **Previous Goals** Increase the number of courses that have an embedded tutor by 20%.
   Proposed Activity to Achieve Goal:
   Continue to grow our embedded tutoring program to offer in class and out of class support to students in reading and writing intensive courses.
   Responsible Party:
   Writing Center coordinator and supervision dean
   Total Three Year Resource Allocation Request:
   75000
   Timeline to Completion Month / Year:
   5/26
   How Will You Evaluate Whether You Achieved Your Goal:
   We closely monitor the number of classes served, so we will continue to measure our growth to see if we have met our goal.
   Please describe your status (No more than 200 words)
   Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)
   Alignment to Strategic Goal
   Alignment to SLO or SAO
   Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results
   Mission Statement
   NA as previous goal

Proposed Activity to Achieve Goal

NA as previous goal

Responsible Party See Above

Timeline to Completion: Semester/Year See above

How Will You Evaluate Whether You Achieved Your Goal

See Above

Additional Comments

2. **Previous Goals** Provide regular, sustainable tutoring at the Hollister campus.

Proposed Activity to Achieve Goal:

Establishment of a tutoring space and oversight in Hollister.

Responsible Party:

Tutoring and Writing Center with area deans

Total Three Year Resource Allocation Request:

131040

Timeline to Completion Month / Year:

8/23

How Will You Evaluate Whether You Achieved Your Goal:

If we can offer tutoring in person to meet the needs of our students attending classes or living in Hollister, we will have met this goal.

Please describe your status (No more than 200 words)

Please describe your status (No more than 200 words). The new Hollister campus is open, but in 24-25 we were still working on faculty and staff oversight.

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

Discussions are underway to hire people to fill the needed positions. There is also a plan to hire a full time faculty coordinator for tutoring.

Alignment to Strategic Goal

Alignment to SLO or SAO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

NA as previous goal

Proposed Activity to Achieve Goal

NA as previous goal

Responsible Party NA as previous goal

Timeline to Completion: Semester/Year NA as previous goal

How Will You Evaluate Whether You Achieved Your Goal

NA as previous goal

Additional Comments

3. **Previous Goals** Provide high support so that students can meet academic goals for success and completion.

Proposed Activity to Achieve Goal:
Bolster and implement an integrated model of academic support in collaboration with the Tutoring Center, library, and other campus programs to ensure learning and completion goals identified with the success teams for each pathway.

Responsible Party:
All stakeholders -- Writing Center, Tutoring Center, Librarian, and supervising admin.

Total Three Year Resource Allocation Request:
9000

Timeline to Completion Month / Year:
Jan/24

How Will You Evaluate Whether You Achieved Your Goal:
We would like to use both quantitative and qualitative data from faculty, students, and our researcher to assess the meaningfulness of the integration; assessment will be ongoing and the program will be shifted to fit the needs of the faculty and students.

Please describe your status (No more than 200 words)
The Writing Center and Tutoring Center have been deeply connected and collaborative, but such has not been consistent with the library because our head librarian went on long-term leave and we lost our dean of Arts, Humanities, and Social Sciences. The plan is to have a new librarian, a new director of library, and a new Dean of Arts, Humanities, and Social Sciences -- we are hopeful that these added positions will allow us the capacity to rebuild and strengthen the relationships we had in place and were developing. One specific piece is the embedded library program -- we know that students having access in their classrooms to librarians increases success because it does not cost more money and it doesn't add to their units; instead, they have information literacy help in the moment with work that is relevant to their actual classes. We also need admin support to advocate and facilitate the collection of data reports to show how our programs are effective.

Did you request the same resources the previous year? If so, what was the result? Has there a been a significant change since your request?)
No additional resource/requests needed.

Alignment to Strategic Goal
Alignment to SLO or SAO
Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results
Mission Statement
NA as previous goal

Proposed Activity to Achieve Goal
NA as previous goal
Responsible Party None listed
Timeline to Completion: Semester/Year None listed
How Will You Evaluate Whether You Achieved Your Goal
NA as previous goal
Additional Comments

4. **Previous Goals** Increase in person student presence in the physical space at the main campus.

Proposed Activity to Achieve Goal:

Increase workshops, full class visits, classroom work sessions, and advertisements for one-on-one tutoring, and utilizing Gav Connect to encourage students to come to the Writing Center for academic support

Responsible Party:

Writing Center Program Coordinator with support from Dean

Total Three Year Resource Allocation Request:

750

Timeline to Completion Month / Year:

7/23

How Will You Evaluate Whether You Achieved Your Goal:

We always track usage numbers, so we will use this data to see if our efforts increase student usages of the space.

Please describe your status (No more than 200 words)

We have a full-time program services specialist on the main campus and are hiring a full-time instructional program specialist on the Hollister campus; in addition, we have one 60% faculty position for the Writing Center on the main campus and one 40% faculty position for the Hollister campus. We are also hiring one full time faculty position for the main campus who is coordinating the tutoring program, working on embedded tutoring, and helping to keep our network model of all academic student support across campus. This has allowed our space to be open more hours while providing oversight. Student use has been consistently expanding. Numbers for in person tutoring in 23-24: 6,078 hours to 24-25: 9,967.5 hours, an increase of approximately 64%.

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

No additional resource requests.

Alignment to Strategic Goal

Alignment to SLO or SAO

Describe the connection of Goal to Mission Statement, Strategic Plan and SLO/SAO Results

Mission Statement

NA as previous goal

Proposed Activity to Achieve Goal

NA as previous goal

Responsible Party NA as previous goal

Timeline to Completion: Semester/Year NA as previous goal

How Will You Evaluate Whether You Achieved Your Goal

NA as previous goal

Additional Comments

IV. Resource Requests

Click Add Item to Enter a Resource Request

1. **1. Request Name (short title)** Laptops for Hollister Campus (30 for students to be able to check out for the semester, and 30 to stay in the space for students to use when they come in to study and when faculty bring classes into the space)
   2. Request amount 60000
   3. Type of Request Non Personnel
   4. Alignment to Goal(s) Provide regular, sustainable tutoring at the Hollister campus.
   5. Is this a one-time or ongoing expense. One-time
   6. Category of Request (Select all that apply).

     - Instructional Supplies, Materials and Textbooks

   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?

     - Instructional Supplies, Materials and Textbooks

   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)
   $1000 average cost per laptop computer x 60 computers = $60kWe are trying to operate a full tutoring program on the Hollister campus, and it is important that students have access to the technology they need to be successful. This means that students should be able to come in and use a laptop to complete assignment. It means that students should have the ability to check out laptops for the semester. We are not properly serving students if we do not have the technological resources on campus to do so.

2. **1. Request Name (short title)** Student printer for Hollister campus
   2. Request amount 1500
   3. Type of Request Non Personnel
   4. Alignment to Goal(s) Provide regular, sustainable tutoring at the Hollister campus.
   5. Is this a one-time or ongoing expense. One-time
   6. Category of Request (Select all that apply).

     - Non-Instructional Equipment

   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?

     - Non-Instructional Equipment

   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)
   Students on the main campus often come into our space in order to print their assignments for classes. We have heard from students and tutors on the Hollister campus that this is a resource needed in that space.

V. Executive Summary

Please provide a brief executive summary regarding program trends and highlights that surfaced in the writing of this report. Summarize, using narrative, your program goals for this year. Your audience will be your Peer Review Team, the program review Committee, President's Cabinet, Dean's Council, ASGC, Academic Senate, Budget Committee and Board of Trustees (300 words or less).

We are ending the 24-25 year with everything moving in the right direction. We are hiring the staffing we need to function effectively at both campuses. We are growing our embedded program and our in person offerings for students (last year we grew in-person presence by 64%). We are planning to have more capacity next year and will reach out to departments like ESL and programs in the skilled trades and industry CAP.

VI. Attach Files

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