

Instructionally Related Activities Report Form

SPONSOR: Please enter name

PROGRAM/DEPARTMENT: Please enter program

ACTIVITY TITLE: Please enter your activity title

DATE (S) OF ACTIVITY: Please enter date(s)

Please submit via email to the IRA Coordinator along with any supporting documentation at david.daniels@csuci.edu within 30 days after the activity. Thank you for your commitment to engaging our students!

A. ADDRESS THE FOLLOWING QUESTIONS:

- (1) PROVIDE A DESCRIPTION OF THE ACTIVITY;
 - (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S) AND/OR LEARNING OBJECTIVES?
 - (3) WHAT DO YOU SEE AS THE STRENGTHS OF THE ACTIVITY?
 - (4) WHAT WOULD YOU SAY ARE/WERE THE ACTIVITY'S WEAKNESSES?
 - (5) HOW WOULD YOU IMPROVE THIS ACTIVITY FOR NEXT TIME?
 - (6) WHAT DID YOU LEARN FROM THE PROCESS?
 - (7) WHAT ARE STUDENT RESPONSES TO THE ACTIVITY? ATTACH STUDENT EVALUATIONS OR ASSESSMENTS (IN ACCORDANCE WITH FERPA RESTRICTIONS YOU MUST REMOVE ALL PERSONALLY IDENTIFIABLE STUDENT INFORMATION)
 - 8) GIVE A SUMMARY OF EXPENSES FOR THE ACTIVITY (DO NOT INCLUDE ACCOUNTING STRINGS)
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B. ATTENDEE LIST- SUPPORTING DOCUMENT:

In addition to the report form, *in a separate document*, attach to your email a list of attendees complete with each student major and grade level. This for IRA Committee reference only and will not be published on the IRA website. Include your name and the title of your IRA activity on the document.

C.IMAGES FROM ACTIVITY:

Please embed 3-5 images in this document (or attach in .JPEG format) that demonstrate student participation with captions/titles.

(1) PROVIDE A DESCRIPTION OF THE ACTIVITY

The IRA committee provided the Writing & Multiliteracy Center with **\$7488** for the support of WMC Studio Hours lead by a professional tutor (non-student tutor) and tutoring by professional tutors during our regular hours. Studio Hours is a group writing environment which targets students who desire distraction-free writing and would also like quick writing support from a professional tutor and peer tutor on hand. To encourage students to use Studio Hours, we offer quick tutorial support, free printing, and light snacks. Studio Hours is free to all CI students and they may attend as often and as long as they wish.

During Fall semester, we provided 112 hours of Studio Hours. The IRA grant paid for the professional tutor's work (8 hours/week over the course of 12 weeks). Studio Hours begin Week 2 and end Week 15 in the semester and were held on Tuesdays, Wednesdays, Thursdays 8:00pm to 10:00pm and Sundays 2:00pm to 6:00pm.

(2) HOW DID THE ACTIVITY RELATE TO A COURSE(S) AND/OR LEARNING OBJECTIVES?

Writing proficiency is central for critical thinking and understanding of coursework, but it is also crucial for satisfying CI's Graduation Writing Assessment Requirement (GWAR), which will be fulfilled through the upper division GWAR-approved courses. It is also essential for the successful and timely graduation of CI students. Studio Hours helps students throughout the entire semester by providing support in writing, providing motivation to keep writing, and providing a safe, comfortable place where students can feel they can return—and ultimately develop lasting skills.

(3) WHAT DO YOU SEE AS THE STRENGTHS OF THE ACTIVITY?

WMC has been fortunate to have the IRA grant help us launch Studio Hours in Fall of 2017 and we have been exploring ways to improve Studio Hours both in how we can maximize our service to students and make it most beneficial to them. Since Fall 2017 we have made many little tweaks but this last semester we feel we have made the kind of changes that has made this program work effectively:

- **Provide hours that do not compete with WMC operational hours** (as well as hours that improve access for students who work or travel). This is our rationale for evening hours and the addition of the Sunday hours.
- **Provide a “drop in” tutoring time as well as open writing.** We initially had problems with students visiting the Studio Hours for one-to-one tutoring. Rather than turning students away, we felt that it would be more beneficial to encourage the students to sign up for a “drop in” session (limited to 30 min) but then stay to keep writing. This worked very well for the tutors.

Provide an additional peer tutor to support the professional tutor: Studio Hours became very busy (one Sunday had as many as 20 students visiting). Two tutors working a crowded room made for better room management with one working as drop-in and one as a roving tutor for writers. We understand that IRA grant could not support the peer tutor, but we included one peer tutor for one day and we used MSFT to support the peer tutor's work. Shay reported that this helped him tremendously.

- **Having trained and effective professional tutors is vital for the success of this program,** primarily because it occurs during the times that our operation is closed (8-10pm on weekdays and 2-6pm during weekends). During Fall 2018, Shay Liess and Rafael Deligio were the lead professional tutors: Shay working week days and Rafael working Sunday.
- **Provide a manual sign in sheet for students:** students who were in the WMC and want to stay on for Studio hours must sign in. The manual sign in sheet solved the headaches of identifying who attended and who didn't.

Despite the campus closures and fires, Fall 2018 drew the most number of visits to Studio Hours than we ever had, with Sundays drawing over 30% of the visits.

Semester	Total Visits
Fall 2017	135
Spring 2018	249
Fall 2018	282

One student was so happy with the Sunday Studio Hours, that she insisted on writing a letter to thank us but also ask that we keep the program running, especially with Rafael Deligio (see attached letter).

(4) WHAT WOULD YOU SAY ARE/WERE THE ACTIVITY'S WEAKNESSES?

I think that the message about Studio Hours has changed slightly over each semester—so this might throw some students and faculty off, but now that we are finding what works, I think we will be better about how we advertise Studio Hours. In our survey, majority of the students (39%) learned about the Studio Hours through faculty: so we hope to continue to reach out to faculty via email to remind them of this valuable service to their students.

(5) HOW WOULD YOU IMPROVE THIS ACTIVITY FOR NEXT TIME?

For Spring 2019, we are including a peer tutor for each Studio Hour session. We are also expanding Studio Hours so that it is also help on Saturdays.

(6) WHAT DID YOU LEARN FROM THE PROCESS?

For me, it is challenge to administrate a program that I cannot directly observe; but I am in close contact with Shay and Rafael and this has helped me understand what is happening in Studio Hours. Also, I input all the students who attend Studio Hours so I see immediately how popular a night or weekend was and who attended.



California State
University

**INSTRUCTIONALLY
RELATED
ACTIVITIES**

C H A N N E L

(7) WHAT ARE STUDENT RESPONSES TO THE ACTIVITY? ATTACH STUDENT EVALUATIONS OR ASSESSMENTS (IN ACCORDANCE WITH FERPA RESTRICTIONS YOU MUST REMOVE ALL PERSONALLY IDENTIFIABLE STUDENT INFORMATION)

Students who took our survey after using Studio Hours were small (38), but they have identified overwhelmingly that writing consultant's support was one of the most helpful element of the program (41%), followed by having evening hours (23%), and quiet space for writing (19%). They also very strongly agreed that they found the studio hours to be helpful (93%). The survey for Fall 2018 is attached.

(8) GIVE A SUMMARY OF EXPENSES FOR THE ACTIVITY.

We were awarded \$7488. The following are our expenses for the semester.

Professional Tutors, Studio Hours	\$3326.80
Professional Tutors, WMC Reg Hrs	\$2588
Printing, signs, snacks	\$446
TOTAL	\$6338

**B. ON SEPARATE DOCUMENT, PLEASE ATTACH ATTENDEE LIST
(PERSONALLY IDENTIFIABLE INFO REMOVED)**

**C. PLEASE INCLUDE UP TO 6 IMAGES IN THIS DOCUMENT TO DEMONSTRATE
STUDENT PARTICIPATION**

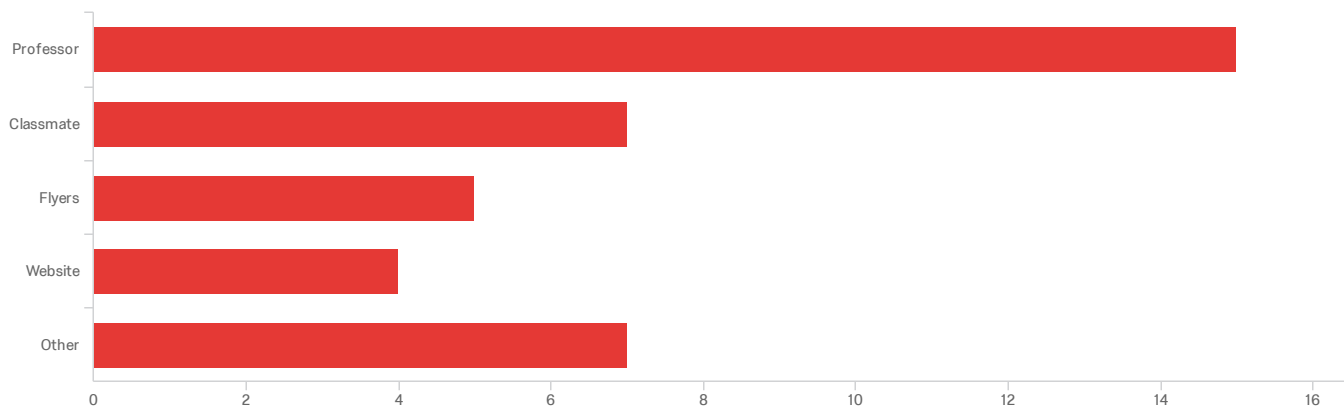
The professional tutors did not take pictures during Studio Hours. We will make a concerted effort to take pictures!

Default Report

Fall18 WMC Studio Hours Exit Survey

January 30, 2019 2:11 PM PST

Q12 - How did you learn about the WMC Studio Hours? Please click all that applies.



#	Field	Choice Count
1	Professor	39.47% 15
2	Classmate	18.42% 7
3	Flyers	13.16% 5
4	Website	10.53% 4
5	Other	18.42% 7
		38

Showing rows 1 - 6 of 6

Other

Other

I work here

Asked for an appointment and the lady at the front desk told me they had drop in studio hours

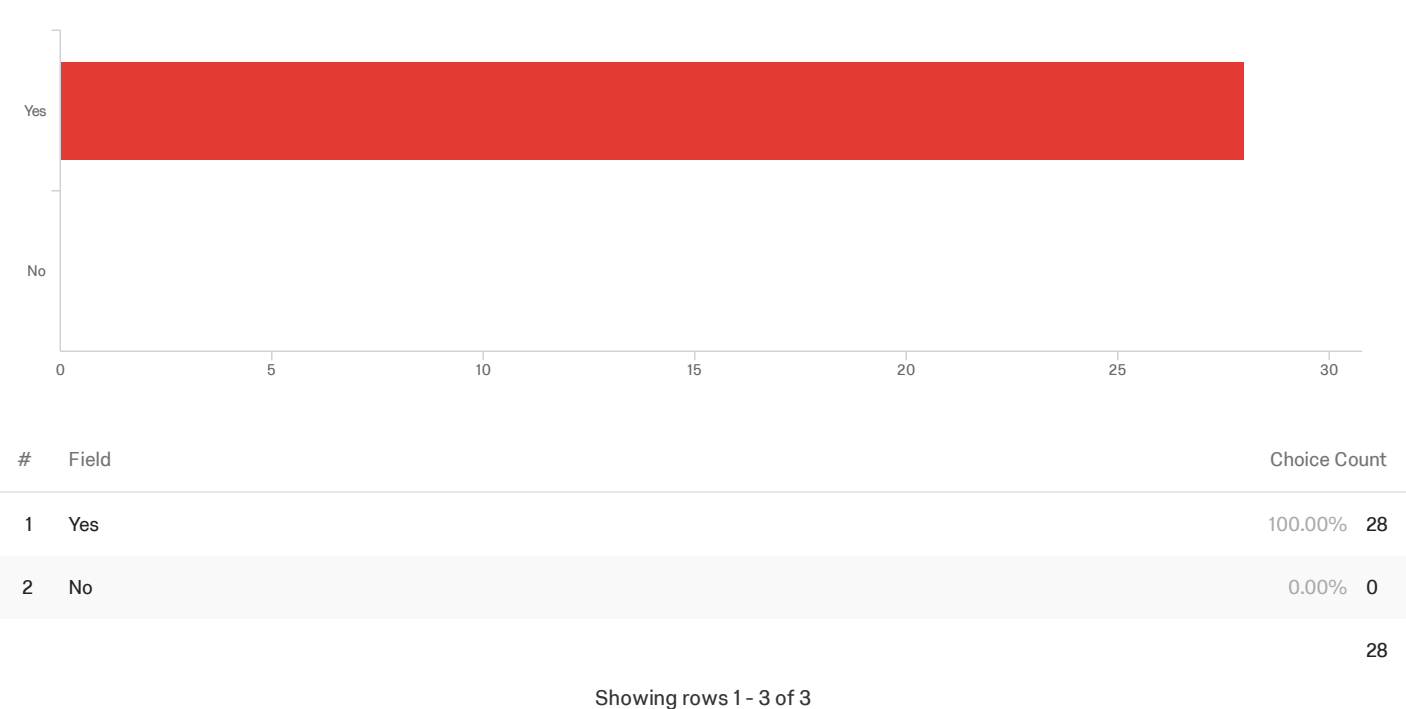
Writing center

friends

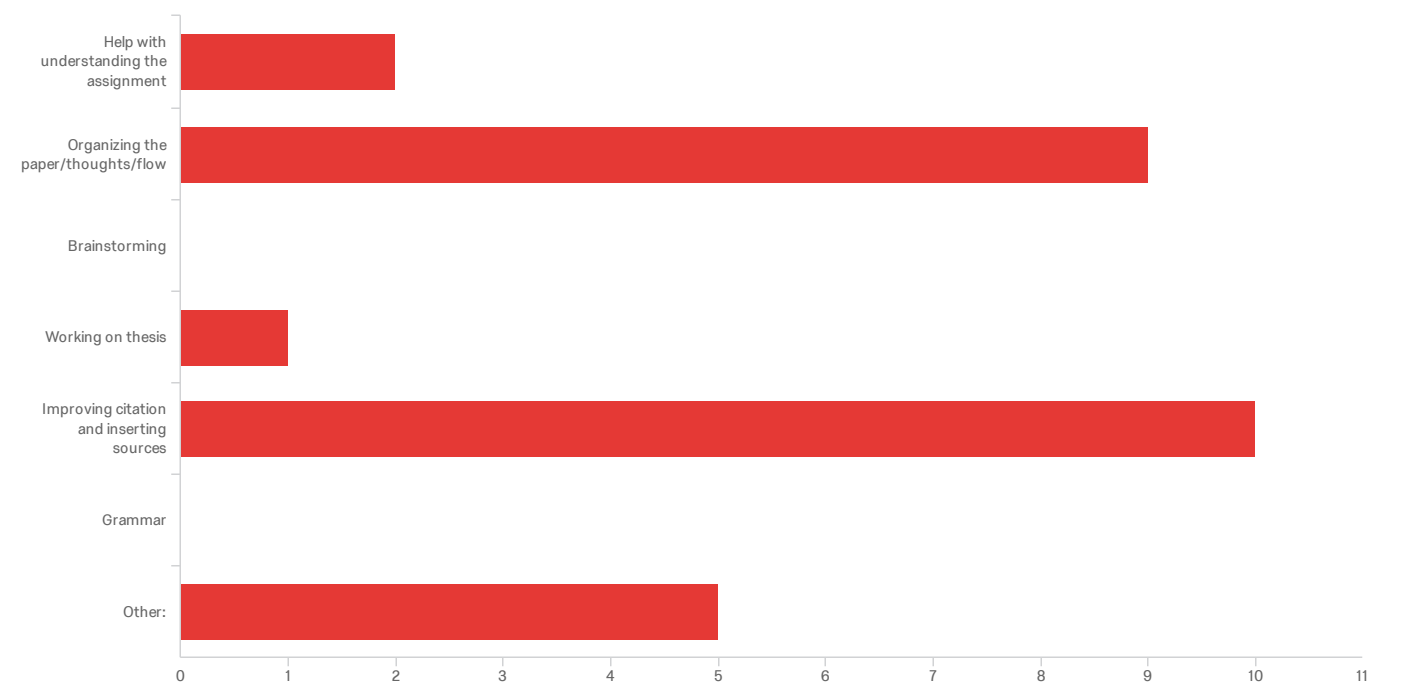
I work here lol

walk in

Q4 - Did you get help from our writing consultant(s)?



Q9 - What kind of writing help did you receive? Please select all that applies.



#	Field	Choice Count
1	Help with understanding the assignment	7.41% 2
2	Organizing the paper/thoughts/flow	33.33% 9
3	Brainstorming	0.00% 0
4	Working on thesis	3.70% 1
5	Improving citation and inserting sources	37.04% 10
6	Grammar	0.00% 0
7	Other:	18.52% 5
		27

Showing rows 1 - 8 of 8

Other:

Other:

Understanding assignment, Paper organization & flow, Ciation & sources

all of the above

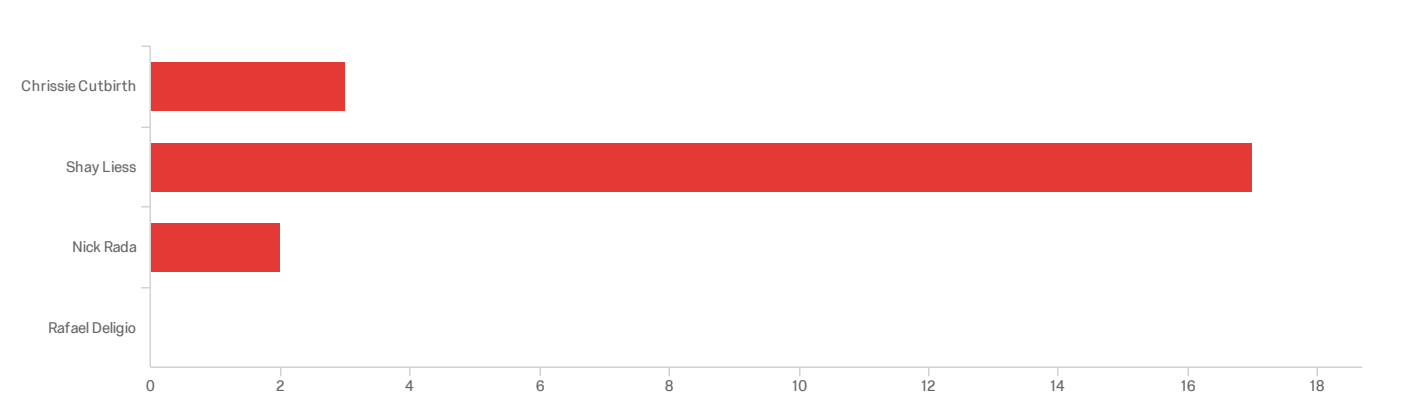
Other:

all of the above

ALL OF THE ABOVE

adding details and more information

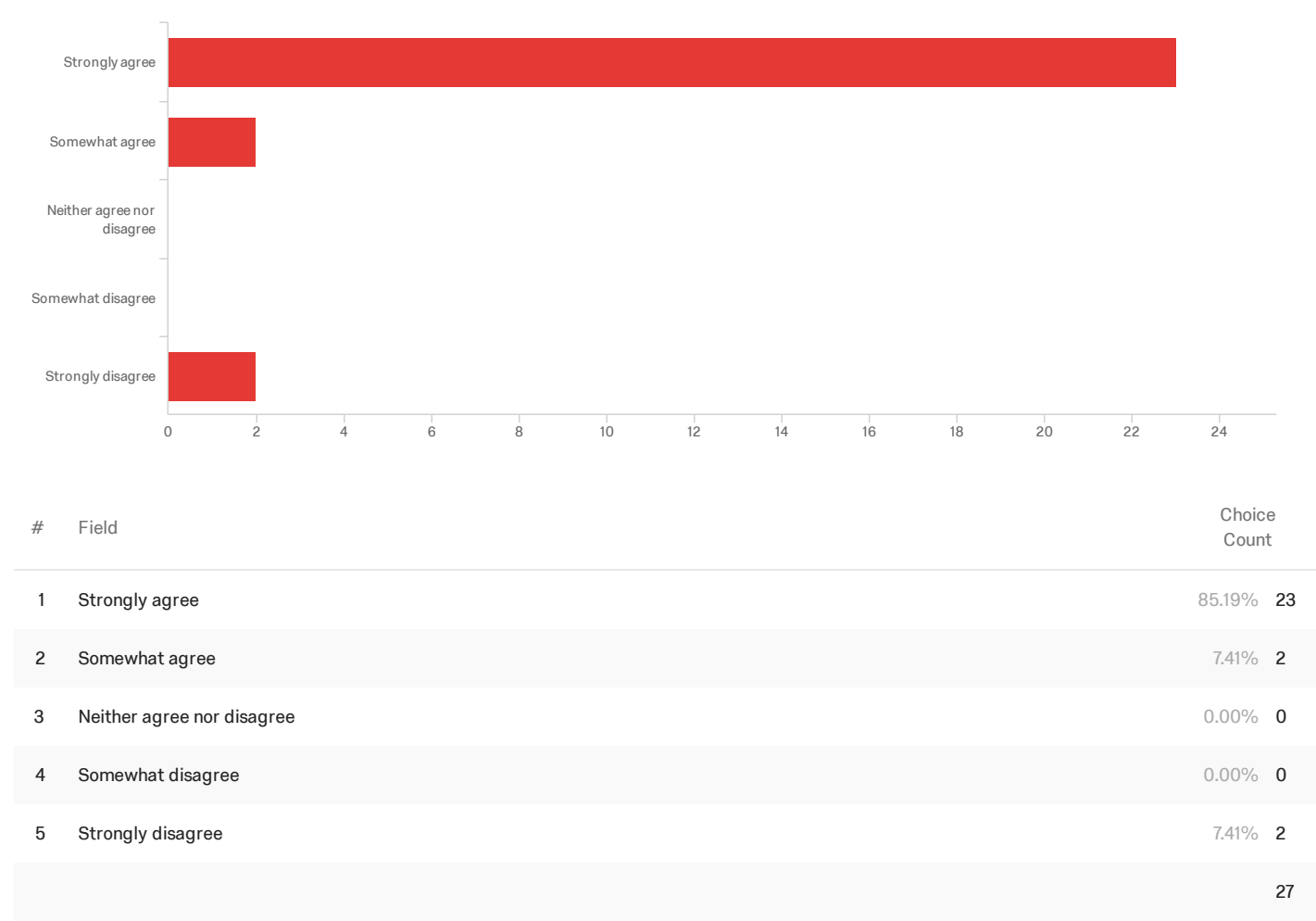
Q16 - Which consultant did you work with? Check all that applies



#	Field	Choice Count
1	Chrissie Cutbirth	13.64% 3
2	Shay Liess	77.27% 17
3	Nick Rada	9.09% 2
4	Rafael Deligio	0.00% 0

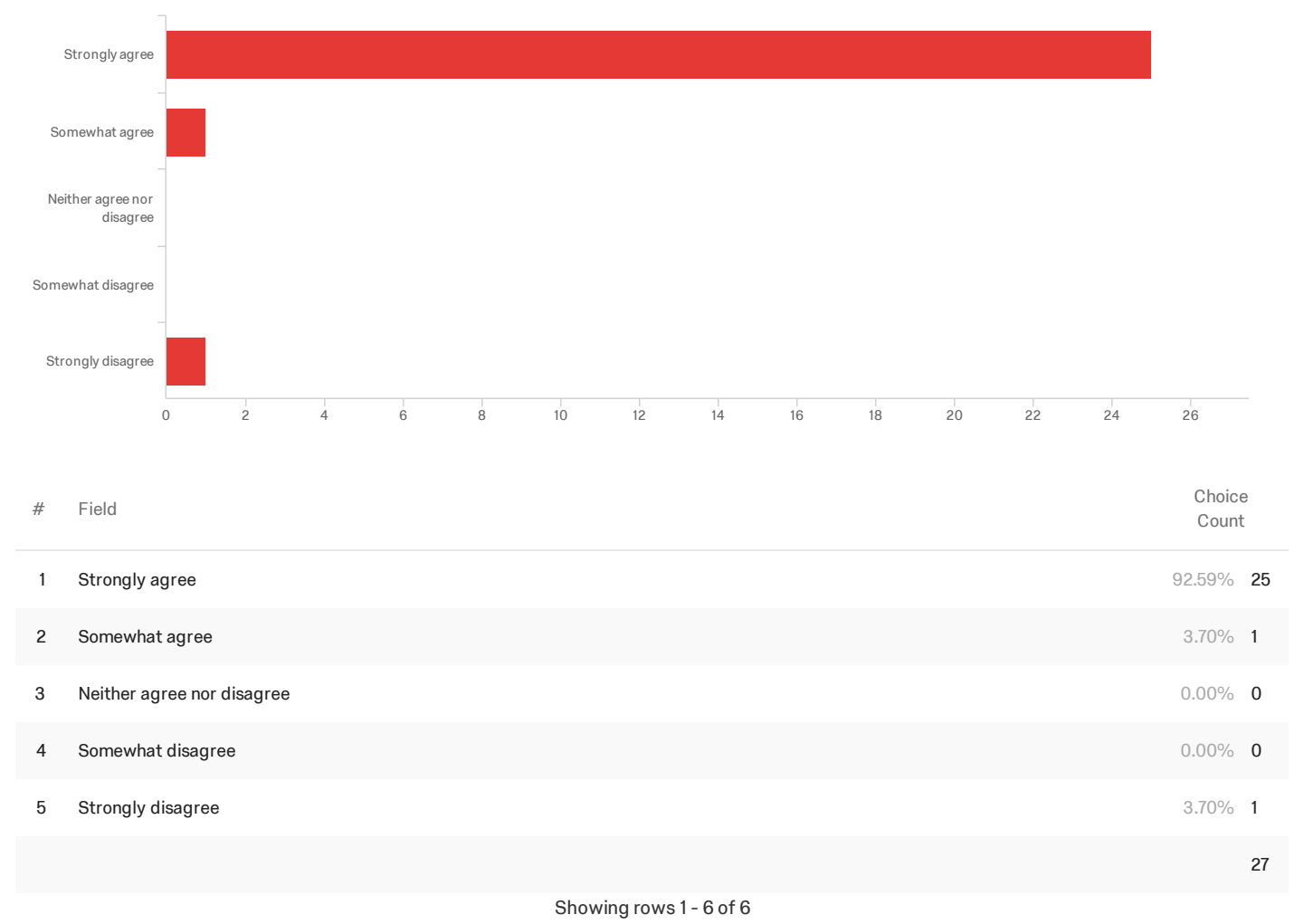
Q14 - Please select the answer that applies best to this question. "The WMC Studio

Hours consultant has knowledge and skills that helped me address my concerns on writing."

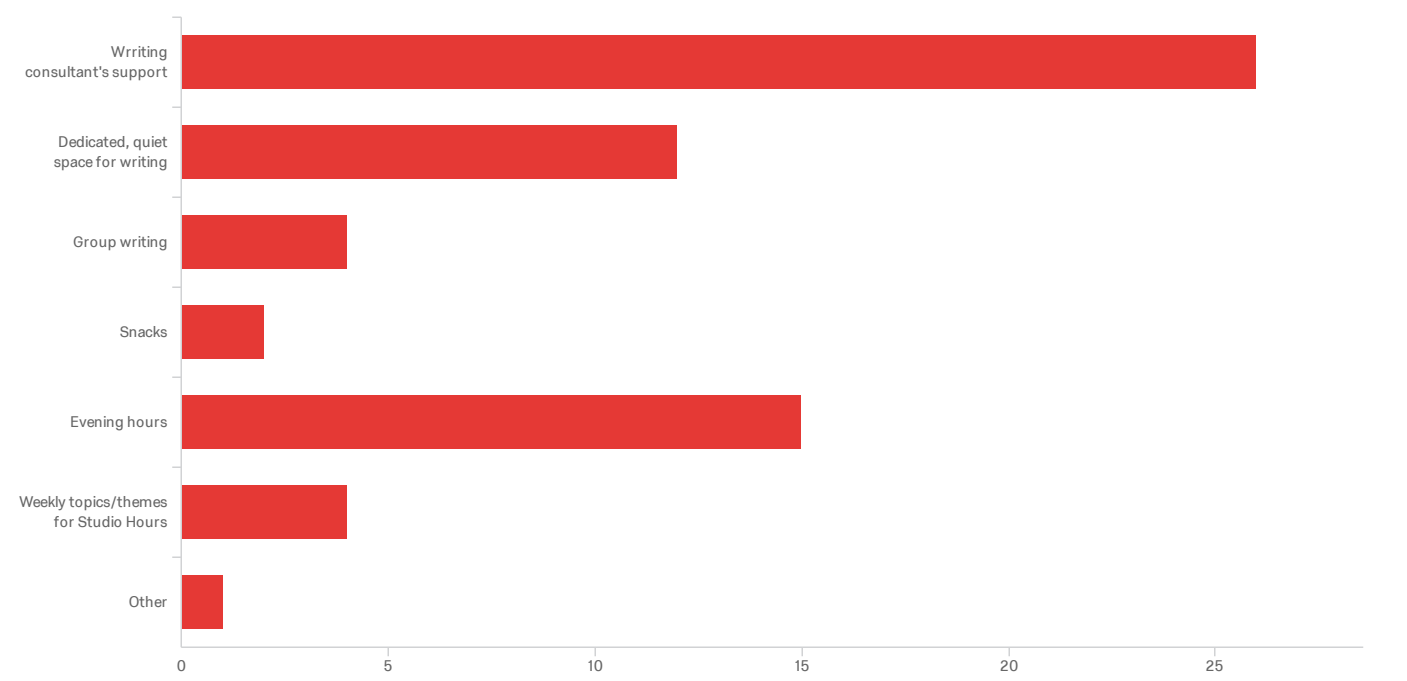


Showing rows 1 - 6 of 6

Q15 - Please select the answer that applies best to this question. "Overall, I found the writing lab session to be helpful."



Q17 - What did you find the most useful about the WMC Studio Hours? Check all that applies.



#	Field	Choice Count
1	Writing consultant's support	40.63% 26
2	Dedicated, quiet space for writing	18.75% 12
3	Group writing	6.25% 4
4	Snacks	3.13% 2
5	Evening hours	23.44% 15
6	Weekly topics/themes for Studio Hours	6.25% 4
7	Other	1.56% 1
		64

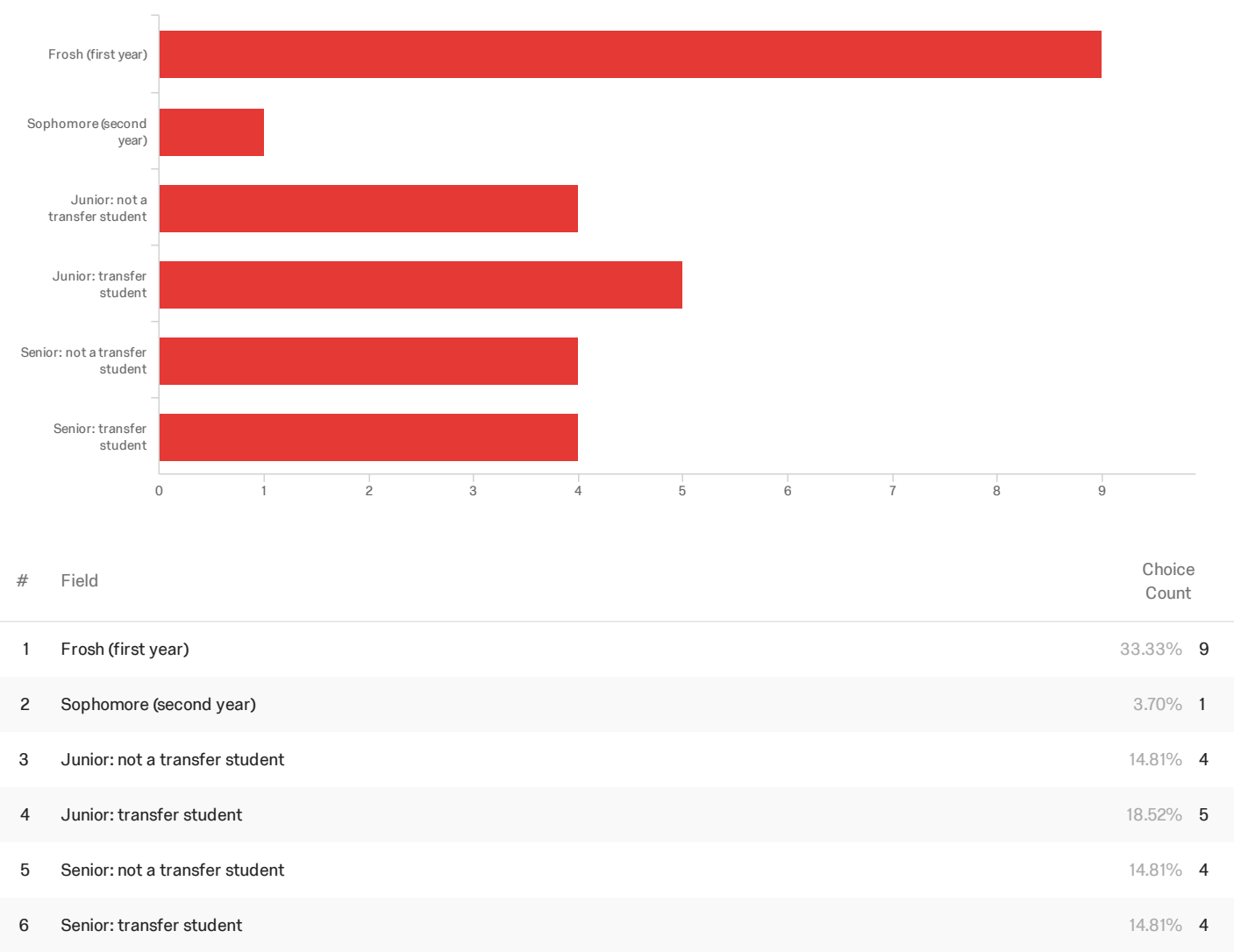
Showing rows 1 - 8 of 8

Other

Other

Amazing Staff

Q13 - Please identify your student status at CI:



Q10 - Do you have suggestions for improving WMC Studio Hours?

Do you have suggestions for improving WMC Studio Hours?

I meant review for Lizzie, name not available.

keep doing good

Everything is working fine

No, Shay and Sherly are awesome!

Starting the studio hours earlier in the day.

keep it up!!!!

monday hours please

No thank you for bringing shay back

More hours!

n/c

its great

Music more snacks, trail mix bars

enjoy the late hours

End of Report