

Instructionally Related Activities Funds Request Spring 2020

▼ Submitter

Submitter Name

SoHui Lee

Submitter Email

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▼ 1. Basic Details

Activity Title

WMC Studio Hours and Professional Consultants

Activity/Event Date

Feb 5, 2020 to May 15, 2020

Date Funding Needed By

Feb 5, 2020

Previously Funded?

- ☐ No
☒ Yes

▼ Previously Funded Proposal

Semester/Year

Fall 2019

Proposal # (if known)

1204

Report submitted for previously Funded Activity?

- ☒ No
☐ Yes

Additional Proposers

Academic Program/Center/Organization Name

Writing and Multiliteracy Center

Estimated total Course Fee revenue

n/a

Amount Requested from IRA

10,578.92

Estimated Number of Students Participating

380

▼ 2. Brief Activity Description

Describe the activity and its relationships to the educational objectives of the students' program or major

Brief Activity Description

The WMC request the support of an IRA grant during Fall 2019 for:

- Studio Hours program
- Weekend Writing Boot Camps
- Tutoring hours providing by professional consultants in the Writing & Multiliteracy Center (WMC).

The Studio Hours program, Weekend Writing Boot Camps, and the professional consultants ensure the academic success of students at CI by providing specialized support in writing, communication, and critical thinking skills through unique programs managed by trained, experienced tutors.

These WMC's programs (funded solely by the IRA grant) provides vital support for CI students, particularly its multilingual learners. According Dana Ferris, Professor of Linguistics and author of numbers books on writers for whom English is a second or third language, "multilingual is mainstream" in California universities and colleges. The idea of multilingual as mainstream seems to be true at CI, where 50% of CI students last year were Hispanic or Latino. Moreover, academic research over the past decade confirm the following evidence-based pedagogical understanding and approaches for second language learners:

- It takes more time for multilingual learners to learn college-level academic English than native speakers. The process requires more than one formal course on academic writing.
- Conversations on writing and consistent writing support should be integrated throughout students' learning experience at the University. In fact, this idea is recognized by the 2018 CSU GE Task Force that notes that writing and oral communication as "essential (foundational) skills" that should be "reinforced and scaffolded" throughout GE and the major.
- One-on-one conferences are considered the most effective way for multilingual learners to gain confidence through individualized sessions in developing reading/writing skills like summary, paraphrasing and synthesizing information.

The WMC is the only institutional support at CI that offers consistent pedagogical instruction on writing and communication across majors and across student's entire time at the university from freshman year to senior year, and even into Post-Baccalaureate and graduate programs.

Through drop-in and appointment tutoring, the WMC offers all CI students, but especially our multilingual students, opportunities to take more time to learn on an individualized one-to-one basis. However, the special programs supported by IRA (Studio Hours and Writing Boot Camps) provide the additional boost many of our students need: extra or more time working through writing in a friendly, supportive environment.

WMC STUDIO HOURS

Studies in social motivation suggest that people persevere and finish difficult tasks when they see others in the room doing the same thing. This is the rationale for the group writing environment of the WMC Studio Hours and Weekend Writing Boot Camps. Because CI students may find it difficult to find space to be motivated to write without distractions, the Studio Hours provides space, motivation, and support for maintaining best practices in the writing process so that they don't fall behind.

Students are provided some light snacks and free printing to stay in our space. Food insecurity is a very important issue for students at CI. According to a study by Cal Poly, minorities in particular are significantly more likely to be food insecure vs non-minority students. At Cal Poly more than a third of their students were identified with having low food security and CI very likely has equivalent or higher numbers. Thus, the snacks we offer are an important motivator for students--it helps supports highly vulnerable students who are often the same students who need more writing support and are not college-ready in English.

More critically, students have an option to receive quick writing support from a faculty/professional consultant (an experienced consultant, who has graduated with a BA or possesses an MA), who also manages the room and can provide

quick feedback while students write. Majority of students visit Studio Hours for writing support and the peace of mind that they can get help if needed. This semester, the consultant has a MA in English and is faculty member in the English program.

There is no limit to how long students stay to write (up to two hours on weekdays; up to four hours on weekends). Our data indicate that many students take advantage of this opportunity to write slowly and steadily. The average time students spend in Studio Hours is approximately 1 hour, 30 minutes.

Studio Hours provide 14 hours of supported writing time supervised by a professional tutor beginning the second week of the semester and ending at week 15: Tuesdays, Thursdays, Thursdays, 8pm to 10pm; Saturdays and Sundays, 2pm to 6pm. Last semester (Spring 2019), we had the highest turn out to Studio Hours with 369 visits by 151 students who take courses in psychology, ESRM, Health Science, English, Biology, Geology, Nursing, Business, among others.

Semester Total Visits Unique Participants

Fall 2018	282	148
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Spring 2019	369	151
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In Spring 2020, IRA pays for 211 hours of Studio Hours with a professional tutor, light snacks, promotional flyers, and posters for our sandwich boards.

WEEKEND WRITING BOOT CAMP

The Weekend Writing Camp is designed specifically for undergraduate students who want dedicated time for writing and support. Each Weekend Writing Boot Camp provides four hours of dedicated writing space with a professional tutor during weekends of weeks 12 and 14. In Spring 2019, we also offered four Weekend Writing Boot Camps, and it attracted 22 student participants. Like Studio Hours, the Weekend Writing Boot Camp operates "after hours," and it is vital that a professional tutor supervises and supports students who participate.

In Spring 2020, IRA pays for a total of 16 hours of Weekend Writing Boot Camps.

PROFESSIONAL TUTOR'S CONSULTATION HOURS

In addition, IRA pays for some hours that professional tutors provide during WMC's operational hours. This is important because the Faculty Director and Assistant Director are not always available to provide tutoring for more challenging or complex topics and tutoring situations such as students with disabilities, advanced/graduate level writing, or multilingual students needing extra help with grammar or writing.

In Spring 2020, IRA pays for a total of 106 hours of appointment tutoring by a professional tutor. For Spring, we are able to hire a Ph.D. faculty from CI (anthropology/sociology). The higher cost for hiring CI faculty with a Ph.D. is factored into our Proposal (see Spr20 WMC Proposal--IRA budget in Excel).

Please provide a list of administrative support work needed to fulfill the goals of the proposal. Indicate the estimated time of year and amount of time needed for each work item to the best of your ability:

Administrative Time

Administrative time is primarily provided by Assistant Director of the WMC and the WMC Administrative Support Assistant.

▼ 3. Learning Outcomes and Relation of IRA to Course Offerings

All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses.

1. Please list all classes that directly relate to the proposed activity.
2. For each class listed, describe in detail how exactly the IRA activity will be integrated with the class's activities, how often/ on what expected date(s), and to what extent

Learning Outcomes and Relation of IRA to Course Offerings

We invite all students taking classes across disciplines to visit us during Studio Hours.
The following is a list of programs/courses that student identified when using Studio Hours:

Program/Course	No. Of Student Visitors	
ANTH 499, ANTH 443	3	
ART 100, 112, 300	5	
BinT 514	2	
BIO 313, 320, 415	8	
BUS 341, 499	32	
Capstone	5	
CHS 331	3	
COMM 499, 495	17	
COMP 101, 105, 499	3	
EDU 345	3	
ENGL 105, 212, 220, 330, 386, 499	78	
ESRM 100, 329, 341, 450	19	
FIN 100	1	
FJS	1	
Geology	1	
Global studies	2	
HIS 270, 318	6	
HLTH 101, 102, 307, 405	13	
Liberal studies	2	
Linguistics 1		
MGT 307, 309, 310	26	
NRS 348, 356	8	
PA 232	2	
Path 333	1	
PAMU 337	1	
POLS 150	8	
PSY 100, 213, 300, 301, 310, 312, 313, 314, 315, 317, 318, 338, 342, 345, 457	33	
SOC 300, 305, 310, 315, 449, 499	44	
UNIV 105, 349, 392	7	

Last Spring 2019, students using Studio Hours the most came from English, Sociology, Business School, and Psychology.

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 is currently fulfilled (for some students) through the completion of 9 units of Upper-Division Interdisciplinary General Education (UDIGE) courses. When UDIGE is fully phased out, students will need to pass GWAR-approved courses to graduate.

Student support in writing is also essential for the successful and timely graduation of CI students. The WMC Writing Studio and Weekend Writing Camps, as well as consultations offered by professional tutors support to all CI students, but they specifically offer multilingual students the much-needed time, space, and support to get writing done. IRA activity (Studio Hours, Weekend Writing Camps) supports students' metacognition of their writing process and study habits and encourages them to develop/strengthen their writing skills so that they can successfully complete their courses and graduate on time.

▼ 4. Activity Assessment

Describe the assessment process and measures that the program will use to determine if it has attained its educational goals.
Please note that a report will be due at the end of the semester.

Description of Assessment Process

Students are asked fill out a survey that invites them to rate the quality of their experience. We provide this as part of the report at the end of the semester. The survey helps us identify if the experience and tutoring support was helpful and what ways we can improve the program.

In addition, students as asked to check in, providing us with information on course/program. We use this information to identify how well we are drawing from students from across disciplines.

▼ 5. Activity Budget

Please enclose a complete detailed budget of the entire activity. Indicate specific items that you are requesting IRA to fund.

You should use either the Regular Activity budget (for events on campus) or -- if your event involves any travel-- you MUST use the IRA Travel Budget Form.

You can download both of the IRA Excel Budget sheets at <http://www.csuci.edu/ira/application.htm>.

Activity Budget

[Spr20 WMC Proposal IRA-regular-budget.xlsx](#)

▼ 6. International Trips

If your event is an international trip submitted through the Center for International Affairs, you must include copies of:

1. Complete Center for International Affairs/ UNIV 392 proposal
2. The program budget as submitted to the Center for International Affairs (to ensure congruency between the two budgets)
3. as well as a copy of the course syllabus

Center for International Affairs Budget

Copy of Center for International Affairs Proposal

Course Syllabus

Certification

☐ I certify that students attending this trip are not previous or repeat attendees of a prior International UNIV 392 Trip

▼ 7. Sources of Activity Support

Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity. Please indicate if there are no other sources of funding

Other Sources of Funding

None for these activities.

Our tutoring and student assistant staff are funded 100% by MSFT. Professional tutors (non-CI student/faculty tutors) cannot be funded via MSFT.

The Studio Hours program as well as Writing Boot Camps function outside our standard operational hours when WMC administrators are available (evenings 8-10pm or weekends). Consequently, professional tutors who help supervise these programs are essential for its continuation and success.

▼ 8. Promoting Participation

What is your intended audience and how do you intend to market this to your students?

Audience is faculty and students. We will be promoting to faculty via email, WMC website, and the Technology and Learning Innovations blog.

We will be promoting to students via classroom pitches and flyers/posters in buildings, WMC social media (Facebook, Twitter, Instagram, Snapchat).

If this is an event that is off campus, how do you plan to bring back the benefit of this event to campus?

▼ 9. Approval and Acknowledgement

Program Chair/Director

Harris, Colleen

Dean

Virtue, Alicia

Program Chairs and Deans may inform proposer of any staffing capacity needs or limitations (optional comments below):

Conditions and Considerations

☐ **Artist/Performer/Speaker Fees & Honoraria:** On the Activity Budget, please indicate whether the vendor's price was set by you/CI Representative, or is a fee that was set by the vendor.

☐ **Large Event:** For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

☐ **Field Trip:** Sponsor must comply with all policies found at:

<http://www.csuci.edu/rm/programs/academic-field-trip-guidelines-and-forms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

☐ **Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval :** If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects - from simple surveys to complex biomedical procedures - must be reviewed and approved by the IRB prior to starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

☐ **IT Requirements:** If your activity has IT requirements, coordination with and approval from IT Administration is required.

☐ **International Travel:** Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application. Must utilize the University's Foreign Travel Insurance Program (FTIP) and follow all International Travel Guidelines listed at: <http://www.csuci.edu/rm/insurance/foreign-travel.htm>

☐ **Risk Management Consultation:** Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. Requires proof of correspondence with Risk Management.

☐ **Space/Facilities Services Requirements:** Consultation and coordination with Facilities Services is required.

Acknowledgement

☒ I acknowledge that I have reviewed and accepted the Conditions and Considerations herein. Please check off boxes as

appropriate. Please note that late applications will not be reviewed by the committee.

▼ Chair Review

Recommendation

- ☒ I recommend approval of the IRA Funds Request described on this page
- ☐ I DO NOT recommend approval of the IRA Funds Request described on this page

Comments

recommend approval. The WMC is a crucial service for our students' success.

 Colleen Harris Oct 16 2019

▼ Dean Review

Recommendation

- ☒ I recommend approval of the IRA Funds Request described on this page
- ☐ I DO NOT recommend approval of the IRA Funds Request described on this page

Comments

I highly support and recommend approval of this proposal. The intensive and personalized nature of the studio hours, boot camps, and professional consultation services constitute elements of the critical academic safety net of support that the WMC offers to students. Demand increase for the academic support services of the WMC (55% increase in services during Week 7 of Fall 2019 compared to Week 7 of Fall 2018) serves as further evidence of the WMC's programming effectiveness and its vital role in student success.

 Alicia Virtue Oct 16 2019