



<http://www.csuci.edu/ira/index.htm>

Application
Instructionally Related Activities Funds Request
2013-2014 Academic Year

DEADLINES: Application Submitted to AVP:
Fall and Academic Year 2013-14: 03/01/13
Spring 2014 deadline: 10/01/13

Submittal Process: Applications must be first be signed by your program chair and then submitted to the appropriate AVP for approval. AVP's will next forward application to the IRA Coordinator for review. If there are questions or concerns, you may be asked for revisions or additional information. The IRA Coordinator will then forward applications to the IRA Committee for consideration.

Fiscal Management: Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

Duplicate requests- if Sponsor is submitting multiple proposals for recurring events involving speakers, musicians, etc., please combine your requests into one proposal.

Activity Title: Southern California Writing Centers Association *1000 Tutor Conference*

Project Sponsor/Staff (Name/Phone): Kathleen Klompien, x2762

Activity/Event Date(s): March 1, 2014

Date Funding Needed By: Feb. 1, 2014

***Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2013 and for Spring Requests early January 2014.*

Previously Funded? YES NO If Yes, what Semester/Year? **spring 2007**
 Proposal(s) # 50,091

***If previously funded, please attach copy of post-event IRA Report**

Report submitted for previously Funded Activity?: YES NO

Academic Program or Center Name: **University Writing Center**

Estimated total Course Fee revenue: **\$0**

Amount Requested from IRA: **720.00** (Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: **10**

Conditions and Considerations

Please check if any of the following apply to your IRA:

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 themselves.

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

Equipment Purchase- If requesting large equipment purchase -over \$200, or will be a fixture installed on campus- Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines.

Field Trip- Sponsor must comply with all policies found at <http://www.csuci.edu/hr/AcademicFieldTripGuidelinesandForms.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.

Exempt from IRB Approval –If your project is exempt from IRB review, include copies of correspondence with IRB Board. It is the Project Sponsor's responsibility to inquire with the IRB **prior** to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed.

IT Requirements- If your activity has IT requirements, your application requires proof of correspondence and approval from IT Administration.

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.

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/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration.

Late Submission - Requires explanation for emergency funding.

Other -

Application
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2013-2014 Academic Year
Southern California Writing Centers Association Tutor Conference

Please provide the following in your application:

1. **Brief Program Description.** The University Writing Center serves the CI campus by supporting all members of the CSUCI community with their writing at any stage of the composing process. Our peer writing consultants assist students with academic projects, help them to understand and brainstorm their paper assignments, organize their essays based on a thoughtfully constructed main idea, develop and document their ideas, and learn to polish and edit their own papers. The fifth annual Southern California Writing Centers Association Tutors Conference will be held at UC Irvine, in North San Diego County, and will be attended by over two hundred tutors from colleges and universities across Southern California. The event is unique in that it is designed especially for writing tutors—the tutors choose the sessions, lead the discussions, and then return to their respective institutions to disseminate what they have learned. This conference is not only a good chance for tutors to meet one another around Southern California and share tutoring strategies, but it also affords them an opportunity to include conference participation on their curriculum vitas.
2. **Relation of the IRA Program to Course Offerings.** Writing tutors assist as in-class tutors in several courses: ENGL 102, 103, 105, and 107 are a few examples. It is important to note that in order for tutors to work in the University Writing Center they need to take a tutoring course, ENGL 329; attending this conference relates directly to the work of the course. The experience of attending an academic conference and the knowledge the writing tutors gain for this conference in particular will expose them to a larger academic community. It will help them to realize that writing tutoring is not merely an isolated activity that takes place on our campus, but it is an enterprise that is grounded in theory and is taking place across Southern California and worldwide. Finally, learning how to be a more effective reader of others and ones own writing is vital and this conference will help the tutors who attend the conference to do so with more confidence—regardless of the course.
3. **Learning Outcomes.** In the course of their tenure at the writing center whether that be as brief as one semester or as long as three years, upon leaving the center, tutors will:
 - Understand writing processes—including their own—as explained by researchers, theorists, and fellow writers.
 - Recognize how culture, language, and differences in ability affect writing and how to work with writers with differing needs.
 - Learn theories of writing center work.
 - Prioritize writing problems, taking into account individual writing processes and rhetorical context, and suggest effective revision strategies.
 - Communicate successfully with other writers through listening, speaking, and writing.
4. **Activity Budget.** Please see attached.
5. **Activity Assessment.** Each semester I observe a tutoring session and meet with each of the tutors to assess their tutoring. For those students who attend the conference, I can refer to strategies they might have gained from the conference in the context of that assessment. The

CI tutors will facilitate a session at the conference which will be attended by up to twenty other tutors. While I will not attend the session (directors are discouraged from attending sessions as their presence can result in tutors becoming inhibited or reluctant to discuss certain aspects of their tutoring), but will observe a “test run” of the session and assess it. I will also interview the tutors after the event to gauge their response to the offerings. The tutors and I will also use their assessment of the usefulness of the conference as a means of deciding whether or not to attend again in the future.

6. **Sources of Activity Support.** There is no funding available from the University Writing Center tutors to attend conferences. IRA funding makes this kind of experience possible for the tutors. We are also seeking funding from SRSC to cover what IRA is unable to help with—since this activity is not linked to a specific course we cannot expect to cover any of the funding through course fees.
7. **Sustainability.** While the term “sustainable” is most commonly applied to the consumption of natural resources in our physical environment, the term can also apply to social systems. At CI we must ask ourselves, “Are we making the most of our student resources?” “Do we provide opportunities for our students to enrich their educations and prepare for the future?” Here at the UWC, we can answer those questions with a resounding, “yes.” Many of our tutors plan to go into teaching careers—from childhood to university levels—or work in interpersonal settings. The experience of tutoring is invaluable for these students. The one-to-one experience proves to be a good precursor to the rigors of classroom teaching and other workplaces. Tutors learn to communicate with students who have a variety of learning styles, backgrounds, and interests. Providing opportunities for tutors to participate in conferences not only enriches their knowledge of the work of tutoring, but allows them to meet tutors whose tutoring contexts differ from our own, but will also improve the effectiveness of the center which is accessed by over 2000 CI students per year. In addition to increasing the sustainability CI’s tutoring program for our tutors, what tutors learn will improve their resilience as tutors. We are confident that nearly all students who receive writing tutoring will see some, and many will see dramatic, improvement in their writing.
8. **Images.**



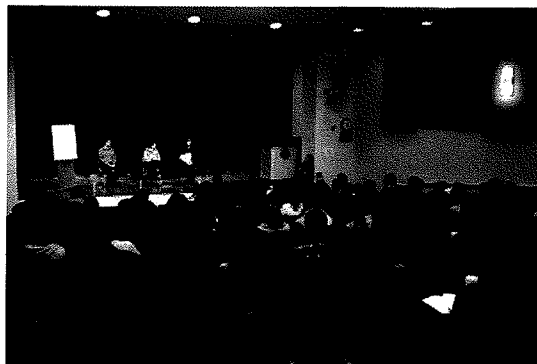
A breakout group during a session



Presenters (current tutors)



Audience for the plenary



Plenary Presenters (former tutors)

- 9. Acknowledgement.** Tutors will acknowledge and thank IRA during the conference presentation and again when they come back to the center and inform tutors who were unable to attend about their experience at the conference. If the *CI View* or *Wavelength* run an article on the conference in their publication, we will be sure that IRA is thanked and recognized as well.

Signatures and Dates

Project Sponsor

Date

Program Chair

Date

Dean

Date

IRA Travel Activity Budget



California State University

INSTRUCTIONALLY RELATED ACTIVITIES CHANNEL ISLANDS

Activity Title: Southern California Writing Centers Association Tutor Conference

2013-2014

Sponsor Name: Kathleen Klompfen

10 Number of Students Participating:

2 Number of Faculty:

I.	Student traveling expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			\$0.00	
	Ground Transportation			\$0.00	
	Lodging			\$0.00	
	Registration Fees	\$25.00	10	\$250.00	
	Entrance Fees			\$0.00	
	Meals (included)			\$0.00	breakfast & lunch
	Cultural Activities			\$0.00	
	Vehicle/Van Rental	\$300.00		\$300.00	
	Other: gas	\$100.00		\$100.00	
	STUDENT TRAVEL TOTALS	\$425.00		\$650.00	
II.	Faculty Traveling Expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			\$0.00	
	Ground Transportation			\$0.00	
	Lodging			\$0.00	
	Registration Fees	\$50.00		\$50.00	
	Entrance Fees			\$0.00	
	Meals (included)			\$0.00	
	Cultural Activities			\$0.00	
	Other:			\$0.00	**
	FACULTY TRAVEL TOTALS	\$50.00		\$50.00	
III.	Operating Expense Budget	Cost/ea	# Requested	Total	Comments/Additional Notes
	Supplies			\$0.00	
	Other: printing & copying	\$20.00		\$20.00	
	Other:			\$0.00	
	OPERATING EXP. TOTALS	\$20.00		\$20.00	
IV.	Out of Pocket Student Expenses	Cost/ea	# Requested	Total	Comments/Additional Notes
	Health Insurance			\$0.00	
	Tuition/Registration			\$0.00	
	Travel Insurance			\$0.00	
	Out of Pocket Meals	\$15.00		\$15.00	dinner
	Other:			\$0.00	
	STUDENT EXP. TOTALS	\$15.00		\$15.00	
V. UNIV 392 INTERNATIONAL TRIPS ONLY. Total costs of the trip. Please Note that Formulas Calculate Automatically					
	Total Student Traveling Expenses			\$650.00	
	Faculty Travel Expenses, if funded at 100%			\$50.00	
	Operating Expenses, if funded at 100%			\$20.00	
	TOTAL IRA FUNDING REQUESTED			\$720.00	
	Out of Pocket Student Expenses			\$15.00	Not funded by the University
UNIV 391/392 & International Trips only					
	Maximum IRA student funding @ 2/3rd of student total cost			\$435.50	
	1/3 of total cost payable by students through course fee			\$214.50	
	TOTAL IRA FUNDING REQUESTED FOR INT'L TRIPS			\$505.50	
	Out of Pocket Student Expenses			\$15.00	Not funded by the University

**Instructional Related Activities
Report Form**

SPONSOR	DEPARTMENT
Kathleen Klompfen	University Writing Center
ACTIVITY TITLE	DATE (S) OF ACTIVITY
So. Cal. Writing Center Association Tutor Conference	February 10, 2007

PLEASE EXPLAIN

(1) DESCRIPTION OF ACTIVITY;

The fourth annual Southern California Writing Centers Association Tutors Conference was held at CSU San Bernardino, and was attended by over one hundred tutors from colleges and universities across Southern California. The event was unique in that it was designed especially for writing tutors—the tutors chose the sessions, led the discussions (two of our tutors, led a session on the CSUCI in-class writing tutoring program), and then returned to their respective institutions to disseminate what they have learned. This conference was not only a good chance for tutors to meet one another around Southern California and share tutoring strategies, but it also afforded them an opportunity to include conference participation in their curriculum vitas.

(2) HOW DID THE ACTIVITY RELATE TO A COURSE(S)

In order for tutors to work in the University Writing Center they need to take a tutoring course, which is currently being proposed. In fall 2006, the course was offered as an independent study—English 494. All three of the tutors who attended the conference took the tutoring course in fall. Writing tutors assist as in-class tutors in several courses, ENGL 102, 103, and 105 are a few examples. The experience of attending an academic conference and the knowledge the writing tutors gain for this conference in particular will expose them to a larger academic community.

(3) WHAT YOU LEARNED FROM THE PROCESS.

The conference helped the tutors to realize that writing tutoring is not merely an isolated activity that takes place on our campus, instead it is an enterprise that is grounded in theory and is taking place across Southern California. The tutors commented that preparing for the presentation helped them to “clarify and concretize what we do in the classroom in order to talk about it with others.” Another tutor who attended a session on helping students write science papers realized the different expectations of various genres. The tutors worked together to produce a video promoting our center and that experience gave them the opportunity to work as a team.

****Please attach assessment forms from students, list of attendees, peoplesoft program report
Attendees:** Scott DeLoach, Casey Chaine, and Jason Aflabé

E-mail to the Dean’s Office
30 days after activity