

Table of Contents

Lee, SoHui - #865 - WMC Professional Consultants	1
IRA Activity Budget	7

Application Summary

Competition Details

Competition Title: IRA Applications for 2021-2022

Category: Internal Funding

Award Cycle: 2021-2022

Submission Deadline: 11/12/2021 11:59 PM

Application Information

Submitted By: SoHui Lee

Application ID: 865

Application Title: WMC Professional Consultants

Date Submitted: 03/19/2021 9:52 AM

Personal Details

Applicant First Name: SoHui

Applicant Last Name: Lee

Applicant Department: Writing and Multiliteracy Center

Email Address: sohui.lee@csuci.edu

Phone Number:

Additional Applicant Name:

Additional Applicant Email:

Additional Applicant Department:

Application Details

Proposal Title

WMC Professional Consultants

Total Amount Request from IRA

5,898.98

Brief Activity Description

The WMC requests the support of Professional Consultations through an IRA grant from July 6, 2021 to December 10, 2021 for the following:

- **Professional Consultant Tutoring** (Graduate Students, Grad School Applicants, Students with Disabilities, etc.). **Estimated Cost: \$3804.00**
- **Professional Consultant Coordination of First Year Composition Embedded Tutors** (FYC-EMT program). **Estimated Cost: 2,094.98**

OVERVIEW

The Professional Consultants and Weekend Writing Boot Camps 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, professional consultants with specialized and advanced skills. All professional consultants have graduated university, and most have M.A. degree or higher. WMC’s graduate school-related tutoring, writing boot camp, FYC-EMT coordination can only be led by Professional Consultants through the IRA grant. The only other source of funding for the WMC is the MSFT, but it can only be used to fund undergraduate tutors.

NEED FOR PROFESSIONAL CONSULTANTS

IRA grant allows for professional consultant tutors to be hired to perform a range of tutoring and other necessary functions that support learning of specialized writing and communication, which cannot be supported by undergraduate tutors. They 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. For instance, graduate-level or post-baccalaureate-level tutoring for writing cannot be performed by undergraduate tutors because they lack the experience and expertise. Likewise, most undergraduate tutors cannot effectively guide students who are applying for graduate schools and writing research statements because of the lack of experience and expertise with the genre. Moreover, they provide support during hours that the Faculty Director and Assistant Director are not available: after 5pm during weekdays or on weekend. By providing specialized tutoring support during the times that directors are not available, the professional consultants extend the range of support that CI students need.

Since the start of 2020, the WMC has been tracking the number of students who visit the WMC for graduate school applications. For Fall 2020, 6% of visits are related to graduate school applications; 2% of visits are by graduate students. In Spring 2021, the visits for graduate school applications jumped to 11% of tutorial visits (double from Fall), with 5% of visits from graduate students. In addition, we are recording a growing number of CI alumni who are visiting the WMC for help with graduate school applications (approx. 3% in Spring 2021). We anticipate continued growth in two areas and need professional consultants who are trained and qualified staff to support these specialized writing needs.

This IRA proposal requests for the support of professional consultants who will work during Summer (June of 2021) and Fall Semester of 2021.

July 2021 (July 1, 2021 to July 29, 2021)

Prof. Consultant	Rate	Total Hours	Total	Rationale
M.A.	\$24.00	48	\$1152	A professional consultant with a M.A. degree is paid \$24.00/hr.

Fall 2021 (August 23, 2021 to December 10, 2021)

Prof. Consultant	Rate	Total Hours	Total	Rationale
M.A.	\$24.00	110.5	\$2652	A professional consultant with a M.A. degree is paid \$24.00/hr.

FYC-EMT Coordination

Furthermore, WMC needs a professional consultant to support our First Year Composition embedded tutoring program, by providing training and mentoring to embedded tutors, conducting surveys, serving as a liaison of the Composition Program for the WMC, and creating online modules and other course materials for online

online embedded courses. Embedded tutoring in writing provides vital support for first year CI students, particularly its multilingual learners. This is because these embedded tutors establish trust and encourage first year students to visit the WMC for more extensive tutoring. 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 over 50% of CI students last year were Hispanic or Latino. Moreover, academic research over the past decade confirms 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 subskills 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, FYC-EMT coordination (supported by IRA) provides the additional boost many of our students need. The FYC-EMT program cannot run without a coordinator and the WMC has no funds to support the program without the IRA.

For the Spring 2021 semester, the Professional Consultant will be provided 54.5 hours of service: meeting with the Faculty Director, providing two hours of training for all tutors at the start of the Spring semester, providing 52 hours of coordination (including zoom meetings held three times a semester with tutors to mentor them during their embedded assignments, zoom meetings with the WMC Directors, and creating, distributing, and assessing surveys). The Professional Consultant is an expert in the field of first year composition and is a Lecturer in the CI Composition Program.

	Pay (Hourly)	Hours for Semester	Total
Professional Consultant for FYC-EMT coordination	38.44	54.5	\$2,095.00

Activity or Event Date

07/6/2021

List all classes that relate to proposal

All CI Courses involving Writing and Communication, but particularly ENGL 103, ENGL 105, GVAR and Capstone courses

Learning Outcomes & Relation to Course Offering

FYC EMT Coordinator supports composition faculty who choose to have EMTs and tutors who work with students taking embedded courses.

Through training and on-going support through the semester, tutors have the following learning outcomes as a result of the EMT Coordinator's support:

- **Effectively engaging with and tutoring first-year composition students in embedded courses** (through live or synchronous support or asynchronous support through office hours and writing boot camps hosted by EMTs). The coordinator also supports tutors with embedded tutoring throughout the semester, working out logistics between tutor and the faculty.
- **Effectively communicating with faculty about embedded courses**
- **Learning how to navigate online tutoring through customized services for different faculty**

Faculty have the following learning outcomes as a result of the EMT Coordinator's meeting with faculty and semester-long support:

- **Understand the various ways that courses can get support** through the three tiers of student engagement that EMT program provides
- **Learn how to embed customized EMT modules specific to their course in Canvas**
- **Learn pedagogical strategies for effectively integrating embedded tutors for their synchronous and asynchronous courses** through one-to-one consultations

In Spring 2020, the WMC worked with 27 first-year courses with approximately 540 students. We also launched EMT canvas-modules. The Coordinator will be essential for the continued success of the First-Year Composition embedded tutor program.

Student learning outcomes (as a result of the support of Professional Consultants) follow the goals of the Writing & Multiliteracy Center in general:

- **Developing stronger writing, oral, visual, and multimodal proficiency across cohort levels and across disciplines;**
- **Understanding how communication contexts and genres impact on writing and communication; and**
- **Developing confidence in writing and communicating at the undergraduate and graduate level.**

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 by passing GWAR-approved courses to graduate. Finally,

student support in writing is also essential for the successful and timely graduation of CI students. From first-year students to graduate students, this IRA activity (Professional Consultations, Weekend Writing Camps, FYC-EMT Coordination) supports students' metacognition of their writing process and encourages students to develop and strengthen their writing skills so that they can successfully complete their courses and graduate on time.

For Spring 2019 (Due to COVID-19, last year's data does not provide an accurate picture of WMC work), our professional consultant helped the following students in these majors work on papers or graduate school applications:

Major	No. Of Visits
Anthropology-BA	2
Art History-BA	1

Studio Art-BA	3
Biology-BA	9
Business MBA	34
Business-BS	37
Communication--BA	34
Econ-BA	1
ECS-BA	1
English-BA	1
ESRM-BS	4
Health Science-BS	14
IT-BS	1
Liberal Studies-BA	4
Math-BS	4
Nursing-BS	1
Nursing	3
Psychology-BA	13
Education, Single Subject-Cert	10
Sociology BA	5
SPED-CT	1

The table above provides an example of the range of majors that our professional consultants support in writing and communication. In addition, end-of-semester assessment of surveys of students' experiences with professional consultants point to extremely high satisfaction scores (5.0 out of 5.0).

Is this activity off campus ?

No

Off Campus - Describe benefit brought back to campus

n/a

**CSU Channel Islands
IRA Proposed Budget**

IRA Activity Budget (No Travel) - 2020-2021

SAMPLE

Please layout in detail when various components of your plan will be completed in order to achieve key milestones. This information will be used to forecast the spending of IRA within the fiscal year.
PS: all purchases/services need to be received and billed to CI before June 30th to account for the current fiscal year or special arrangements will need to be made.

IRA Activity Title
Global Studies Capstone Global Awareness Event

Name of Sponsor
Joe Smith

Total Requested
\$\$
\$2,160

IRA Planning Budget Calendar 2020-2021

Operating Expenses Budget	Comments/Notes	July	August	September	October	November	December	January	February	March	April	May	June	Grand Total
Honoraria (Price set by CI)														\$ -
Honoraria (Price set by CI)														\$ -
Professional Svcs/ Speaker Fees (Price set by vendor)	Speaker fees for multiple speakers/organizations; fees set by us. We hope to bring 2-3 speakers.				\$ 300.00	\$ 300.00	\$ 300.00		\$ 300.00	\$ 300.00	\$ 300.00			\$ 1,800.00
Special Consultants (existing CI employees)														\$ -
Other Consultants /Other Professional Services														\$ -
Independent Contractor(s)														\$ -
Printing	Student posters and posters to advertise event				\$ 50.00	\$ 50.00	\$ 50.00		\$ 50.00	\$ 50.00	\$ 50.00			\$ 300.00
Advertising (such as in a magazine or publication)														\$ -
Copier Chargeback														\$ -
Event Signage (wayfinding on day of event)														\$ -
Event or Parking-related Staffing														\$ -
Rentals or Leases														\$ -
Promotional Items (with logo)														\$ -
Awards														\$ -
Registration- Conferences & Meetings														\$ -
Supplies & Services- Other														\$ -
Supplies & Services- Other														\$ -
Parking (please describe)	Parking passes for up to 5 speakers/visiting organization staff				\$ 10.00	\$ 10.00	\$ 10.00		\$ 10.00	\$ 10.00	\$ 10.00			\$ 60.00
Other (specify)														\$ -
Other (specify)														\$ -
Total		\$ -	\$ -	\$ -	\$ 360.00	\$ 360.00	\$ 360.00	\$ -	\$ 360.00	\$ 360.00	\$ 360.00	\$ -	\$ -	\$ 2,160.00

**CSU Channel Islands
IRA Proposed Budget**

IRA Activity Budget (No Travel) - 2021-2022

Please layout in detail when various components of your plan will be completed in order to achieve key milestones. This information will be used to forecast the spending of IRA within the fiscal year.

PS: all purchases/services need to be received and billed to CI before June 30th to account for the current fiscal year or special arrangements will need to be made.

IRA Activity Title

Name of Sponsor

**Total Requested
\$\$**

WMC Professional Consultants

Sohui Lee

\$ 5,899.00

*formulas will calculate totals

IRA Planning Budget Calendar 2020-2021

Operating Expenses Budget	Comments/Notes	July	August	September	October	November	December	January	February	March	April	May	June	Grand Total
Honoraria (Price set by CI)														\$ -
Honoraria (Price set by CI)														\$ -
Professional Svcs/ Speaker Fees (Price set by vendor)														\$ -
Special Consultants (existing CI employees)	Professional Consultant w/ Ph.D. (CI faculty) providing specialized writing support as coordinator of the first year embedded writing program (54.5 hours/semester)			\$ 523.75	\$ 523.75	\$ 523.75	\$ 523.75							\$ 2,095.00
Other Consultants /Other Professional Services	Professional Consultant w/ M.A. providing specialized writing support for grad students, students applying for grad school, etc. (July; 48 hours)	\$ 1,152.00												Err:508
Other Consultants /Other Professional Services	Professional Consultant providing specialized writing support for grad students, students applying for grad school, etc. (Fall Semester, 110.5 hours)			\$ 663.00	\$ 663.00	\$ 663.00	\$ 663.00							Err:508
Printing														\$ -
Advertising (such as in a magazine or publication)														\$ -
Copier Chargeback														\$ -
Event Signage (wayfinding on day of event)														\$ -
Event or Parking-related Staffing														\$ -
Rentals or Leases														\$ -
Promotional Items (with logo)														\$ -
Awards														\$ -
Registration- Conferences & Meetings														\$ -
Supplies & Services- Other														\$ -
Supplies & Services- Other														\$ -
Parking (please describe)														\$ -
Other (specify)														\$ -
Other (specify)														\$ -
* you can add lines to your budget by inserting lines here														\$ -
Total		\$ 1,152.00	\$ -	\$ 1,186.75	\$ 1,186.75	\$ 1,186.75	\$ 1,186.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Err:508