

Writing Center/Learning Center Pre-Accreditation Survey

This survey is to be filled out by institutions seeking accreditation from the National Writing Centers Association and may be accompanied by up to twenty-five pages of supporting documentation. Please read the accompanying directions carefully.

Institution Name

Name of Preparer(s)

Address

Phone:

Fax:

E-mail:

Web address:

Optional: Web site where supporting documentation is located:

I. Institutional Description

☐ Public ☐ Private

☐ Elementary School

☐ Middle School

☐ High School

☐ 2-year college

☐ 4-year college

☐ University

Number of students enrolled:

(Please specify undergraduates/graduates or number of students at each grade level)

Describe the physical size, location, and layout of your Center. Describe where it is located with regards to where the clients it serves are found on your campus. You may attach a sketch or layout as part of your documentation.

II. Level of Accreditation Sought

Applying for

☐ Accreditation

☐ Accreditation with distinction (check which three areas below)

☐ Center of Excellence (check which six areas below)

☐ outreach

☐ service to special needs users

☐ developmental services

☐ ESL services

☐ electronic services

☐ tutor training

☐ marketing

☐ development of original instructional materials

☐ writing across the curriculum/writing in the disciplines

☐ retention

☐ opportunities for research

III. The Center's Place in its Institution

In a Department/Division

In a Program (specify writing, WAC, ESL, etc.)

School-wide

Other (specify Student Services, Students with Disabilities, Student Government, etc.):

Place your Center in your school's organizational chart.

IV. The Center's Mission

If a Writing Center, does it support (check all that apply)

☐ Developmental/remedial courses

☐ Basic writing courses

☐ WAC/WID

☐ Other

If a Learning Center, is it

•discipline-based (e.g. social sciences, women's studies, all subjects, etc.)?

☐ No ☐ Yes , based in _____

•skills-based (study skills, reading, computing, etc.)

☐ No ☐ Yes , based in _____

Does your Center have a clear code or manual for operating policies and procedures?

☐ No ☐ Yes If "yes," include a copy of this code or manual as part of your documentation.

Include your mission statement or statement of your Center's philosophy as part of your documentation. Explain how this mission "fits" with the mission of the sponsoring entity and with the mission of the institution as a whole.

V. Population Served

Number of clients served last academic year (199__ - 199__):

Number of clients served previous academic year (199__ - 199__):

Population served: __Faculty __Staff __ All students __Alumni __Community

Program-specific population of students (describe)

If your client population is limited, please explain how and why these limits were set.

Participation is __ Voluntary or __Mandatory, required by

__course requirement

__Instructor's requirement

__Program requirement

__Test score (specify):

other :

VI. Use of Services

Number of hours of tutoring provided last academic year (19 - 19)

Number of hours of tutoring provided in the previous academic year (19 - 19)

Weekly schedule during term:

Open hours, intersessions and summers:

Scheduling method (check all that apply)

weekly appointments

—regular weekly appointments

—sign-up for 1 hour 2 hour other (specify):

one-on-one tutorials

group tutorials

individualized instruction

self-directed learning (e.g. CAI, worksheets)

class sessions

other (specify)

VII. Staffing

Number of administrative personnel (director, coordinator, advisor, etc.)

Give titles, job descriptions, description of employment status (full-time, part-time, release-time, academic year appointment, administrative, etc.), salaries, and line of command for reporting, etc.

Number of tutors/consultants last year previous year

Give titles, job descriptions, description of line(s) held (e.g. graduate assistant, adjunct, student, yearly, one-term, work-study, etc.), and salaries.

Number of clerical/technical support staff last year previous year

Give titles, job descriptions, lines held (e.g. full-time, part-time, shared-time, work-study, etc.), and salaries.

Average length of employment:

Director/Coordinator

Tutor/consultant

Clerical/technical support staff

How are administrators recruited/assigned?

How are tutor/consultants recruited/assigned (preparatory course, advertisement, word of mouth, etc.)?

Do students get credit for tutoring (course credit, internship, co-op, etc.)? No Yes

If "yes", please describe how such credit is allocated.

VIII. Training

If your institution offers a course in peer tutoring, provide a course description or syllabus as part of your documentation.

Who teaches the course? (Writing Center personnel, English Department, other)

Does your Center offer regular training sessions? No Yes

If "yes," how often are these sessions scheduled?

Who attends (all staff, new staff, voluntary, etc.)?

Who sets the topics for these sessions?

Who designs and runs these sessions?

How is training funded?

If your Center has a mentoring program, how are mentors chosen?

Describe mentors' responsibilities:

IX. Technology

Is your Center

Not computerized

Computerized

Number and kinds of hardware and software available

Networked

To what?

If you are networked, do you have your own server?

What other kinds of CAI or related technology do you have available?

Software:

What kinds are available (e.g. grammar programs, authoring programs, ESL materials)?

Are these locally developed or commercial?

Who selects them?

To whom are they accessible?

Who pays for them?

How are they updated/evaluated?

Who actually uses them, and how often?

Online Services:

Kind(s) [e.g., web pages, gophers, intranets]:

Who designs and writes them?

Who loads and maintains them?

How are they updated and evaluated?

Who 'owns' the server on which they reside?

Can the Center publish directly to the server or must materials go through a gatekeeper?
If the latter, who is/are the gatekeeper(s)?

Who pays for the services?

Who staffs these services?

How are staff trained to use/support these services?

Who actually uses them, and how often?

Interactive Services:

Kind(s) [e.g., OWLs, MUDs, MOOs]:

Who staffs these?

Who supervises and maintains these?

Who pays for these?

Who uses them, and how often?

Other Services:

Kind(s) [e.g., grammar hotlines]:

Who staffs these?

Who supervises and maintains these?

Who pays for these?

Who uses them, and how often?

How were these services designed? Who did the planning and structuring? In what way(s) were potential users (faculty and students) consulted?

How accessible are the online services to students on the campus and how likely are they to use them?

How are these technological services introduced/marketed to the campus?

Are workshops offered to help teachers and students learn how to use the services? If so, how often, by whom, and who pays for them?

How does the Center fight off becoming just one more computer lab? In a hardwired age, how does the Center retain its identity as a site for tutoring?

X. Research and Scholarship Opportunities

Describe what kinds of research and scholarship opportunities are afforded by your Center. Who does this work (Center staff, graduate students, faculty from other departments, outside observers, etc.)? Where and how is this research presented? Who funds this research? How, how much, and in what circumstances (conference registrations, travel, underwriting costs, equipment loans, etc.)?

Who is eligible for this support and in what circumstances?

List all research projects and publications arising from your Center in the last five years.

(May be part of supporting documentation.)

XI. Outreach within the Institution

Describe the number and kinds of outreach services you offer on campus (ex.: in-Center workshops, classroom workshops or presentations, classroom tutoring, faculty and staff development). Describe the frequency and scope of these activities, the staff involved in conducting them, and the source(s) of funding for them.

XII. Outreach outside the Institution

Do you have regular contact with other centers (college)? If so, describe the ways you work together and the projects you have undertaken.

Do you have regular contact with other centers (K-12)? If so, describe.

With professional schools? If so, describe.

Other kinds of outreach (describe):

How is this collaboration conducted? Who initiates it? Who schedules and hosts it? Who pays for it? How are participants recruited?

XIII. Marketing

Describe the way(s) in which you market your Center. Explain how the methods are chosen, who designs and produces the materials, who pays for them, and how the effectiveness of using these methods is evaluated. You may wish to include samples as part of your documentation.

XIV. Evaluation

How do you evaluate the job your Center is doing? Describe the frequency with which this evaluation is done, the method(s) used, and the way the results of the evaluation are incorporated into your operations. You may wish to include samples and/or results as part of your documentation.

Describe how the administrator(s) of your Center are evaluated. To what purpose are the results of this evaluation put?

Describe how the tutor/consultants of your Center are evaluated. To what purpose are the results of this evaluation put?

What outside entity or entities (ex. department, division, upper administrator, etc.) evaluate your Center? On what criteria? To what purpose are the results of this evaluation put?

XV. Budget

These figures will be held confidential.

Total operating budget last academic year previous academic year

Personnel budget last academic year previous academic year

O(ther) T(han) P(ersonnel) S(ervices) Budget last academic year previous academic year

Other (capital budget, technology, etc.)

Grants (specify source and amount)

XVI. Your Turn

What special qualities or features of your Center have we not measured in this accreditation questionnaire? Feel free to attach up to twenty-five (25) pages of documentation (ex. policy manuals, handouts, workshop outlines, training materials, etc.) or to post an equivalent amount on a Web site (give URL).