

BUDGET NEEDS ASSESSMENT APPLICATION

Fall 2016

Name of Person Submitting Request:	Diane Hunter
Program or Service Area:	Writing Center
Division:	Arts and Humanities
Date of Last Program Efficacy:	2013
What rating was given?	Continuance
Amount Requested:	\$4,000.00 per semester
Object Code:	110200
Strategic Initiatives Addressed: (See http://www.valleycollege.edu/about-sbvc/office-of-president/college_planning_documents/documents/strategic-plan-report-working-doc-8-25-15-2.pdf)	2.1.1, 2.1.2 , 2.6.1, 2.6.4

Note: To facilitate ranking by the committee, please submit separate requests for each general area of budget augmentation needed. Do not request a lump sum to encompass many different areas.

One-Time Ongoing

Does program or service area have an existing budget? Yes No

Are there alternative funding sources? (for example, Department, Budget, Perkins, Grants, etc.)

Yes No

If yes, what are they: The Writing Center had received money in 2015/2016 from SSSP, but the spending is restricted to support and supplies, not money for tutors.

1. Provide a rationale for your request (Give a detailed explanation of why this budget increase is needed.)

-One of the primary objectives of the Writing Center is to promote student empowerment by helping them to be better writers. To help provide this environment for student success, we are requesting a budget augmentation in the amount of \$4,000 per semester for additional re-assigned time for the Lead Instructor of the Writing Center (to equal 50%) in order to meet the current and growing needs of the San Bernardino Valley College student population.
-This increase funding will allow for the Lead Instructor to devote time to the day-to day-operations required of running a facility as large as the Writing Center, which is important for the success of the Center and student success, both on-campus and online students.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.)

The following data indicates the number of students served by The Writing Center, which contributes to the workload of the Lead Instructor:
From fall 2013 to summer 2014, the Writing Center served 5374 students.
From fall 2014 to summer 2015, the Writing Center served 5655 students.
From fall 2015 to summer 2016, the Writing Center served 6426 students.
-The data indicates that there has been a steady and continual increase of students who have used the Writing Center services, which corresponds to the number of hours spent by the Lead Instructor to ensure the center is running smoothly, with enough qualified tutors to help students succeed.

-In addition to teaching 11 units (plus the current .27 re-assigned time), the Lead Instructor devotes approximately 36 hours per week per semester performing the daily duties of the Writing Center, including training tutors, conducting regular meetings with tutors, scheduling tutors, calculating and submitting timesheets, finding substitutes when tutors cannot meet their schedule obligations, maintaining SARS and creating the necessary accountability reports, maintaining online services, maintaining and updating daily student records for students who have appointments, ensuring the Writing Center is a safe and presentable learning environment, dealing with technological issues, administering, recording, calculating, and writing college Service Area Outcome reports for the Writing Center, attending meetings to advocate for increased funding, creating, staffing, and promoting inter-disciplinary workshops, advertising the services of the Writing Center (including creation and updating of brochure), creating and updating instructional handouts for students, giving in-class presentations advocating the services of the Writing Center, conducting class tours and informative sessions for the Writing Center, acquiring technology for the Writing Center and maintaining and updating the Valley College website, and purchasing operating materials for the Writing Center. These duties alone would fill the day of a full-time employee, yet the Lead Instructor must perform these duties while also teaching 12 units. The workload has clearly moved beyond the original design for this position.

3. Indicate any additional information you want the committee to consider (*for example, regulatory information, compliance, updated efficiency, student success data, or planning, etc.*).

In addition to the tutoring services provided by the Writing Center, the center hosts a number of workshops regularly each fall and spring semester that are the responsibility of the Lead Instructor. These workshops include the following topics: grammar, composition, scholarship, ESL pronunciation, idiom awareness, as well as list skills. The following data supports the request for re-assigned time:

From fall 2013 to spring 2014, 655 students attended workshops.

From fall 2014 to spring 2015, 743 students attended workshops.

From fall 2015 to spring 2016, 539 students attended workshops.

4. Indicate any related costs (including any ongoing maintenance or updates) and department/program plans to support those costs.

There are no on-going costs other than money to allow re-assigned time for the Writing Center Lead Instructor

5. What are the consequences of not funding this budget request?

If the funds requested are not granted, all of the services and functions of the Writing Center will continue to languish since the one person who is also teaching 11 units is also responsible for the day-to-day services of a support center that services ALL students, regardless of class or major. All courses at the college that require writing assignments will be adversely affected in some if the Writing Center Lead Instructor is not granted 50% re-assigned time.