TO: Traci Freeman, Colket Center Director
FROM: Tracy Santa, Writing Center Director
DATE: June 20, 2014

WRITING CENTER
ANNUAL REPORT, 2013-2014

Core Staff
Carol Emmer (ESL Specialist), Molly Gross (Associate Director of the Writing Center), Sarah Milteer (Staff Assistant for Tutoring Services), Tracy Santa (Director of the Writing Program/Writing Center), Brenna Swift (Professional Tutor)

Writing Center Usage 2013-2014
The CC Writing Center was open 62 hours a week during our regular academic schedule. This academic year, into Block 8 (5/1/14), the Writing Center had:

- Tutored 732 students
- Held 2503 appointments.

Although these do not represent year-end totals, the Writing Center held tutorials with over 37% of enrolled CC undergraduates. Writing Center use as measured in tutorials increased by over 7% this year and has increased 16% over the past two years.

Disciplinary Use
Measured in individual appointments, CC students working in the following disciplines used the Writing Center most frequently: English (211), History (134), Political Science (123), Sociology (98), Comparative Literature (96), Religion (92), Art History (90), Psychology (85), and Economics & Business (75).

Blocks 1-2: FYE student traffic: During FYE in 2013, the Writing Center

- Tutored 291 first-year students
- Held 596 appointments with first-year students.

Year-to-date tutorials by Class/Year

- First-years: 900
- Sophomores: 512
- Juniors: 244
- Seniors: 731
- Graduate/Alumni: 76

Writing Center tutorials recorded to date (2502) have exceeded by a significant number the highest total we have seen prior to this year, 2336 tutorials in 2006-2007.

Use rose sharply among sophomores (+55%) and among seniors (+46%) while declining less dramatically among first-year students (-16%) and juniors (-21%).
Student Consultants
The Writing Center employed 40 student writing consultants trained to assist writers at any stage of the writing process. In 2013-2014, student consultants:

- Offered 1497 tutorials
- Staffed and administered the Writing Center during evening hours and Sundays
- Contributed to professional development through presentations at weekly staff meeting
- Mentored tutors in training during GS 300 Theory and Practice of Peer Tutoring.

As has been customary, the Writing Center was well-represented at Academic Honors Convocation, where members of our peer staff were recognized as top students in Art History (Adele Moss), Economics and Business (John Richmeier), English (Jessalin Nagamoto), Health Professions (Sean Buck), and Political Science (Katherine Dougherty).

Professional Staff
The professional staff of the Writing Center tutors students, alumni, and faculty, offers extended format and adjunct courses in writing, trains new tutors, and supports ongoing student tutor staff development. Into Block 8 (5/01/14), the Writing Center professional staff have

- Offered 1006 tutoring sessions (an 11% increase over 2012-2013)
- Provided ongoing support for students with long-term assistance needs, serious writing issues, learning disabilities, and second language challenges
- Coordinated outreach efforts by organizing referrals and consulting with faculty and advisors to determine outreach needs and appropriate methods
- Reviewed faculty Writing Evaluations, identifying struggling students
- Provided classroom visits and workshops to promote the Writing Center to students and faculty
- Observed, mentored, and supervised 40 student tutors
- Presented 24 senior consultants with College Reading and Learning Association tutor certification
- Fashioned rigorous tutor training courses (GS 300/395) and managed the tutor apprenticeship over the course of the spring semester for 21 new tutors
- Served as voting and ex-officio members of the Writing Committee and FYE Committees
- Facilitated the work of the CC Writing Program Director and Chair of the FYE Committee
- Contributed to a better understanding of the Writing Proficiency requirement among students and faculty
- Oriented faculty and students to the FY portfolio
- Offered workshops and consulted in support of local K-12 initiatives

Writing Center professional staff members Carol Emmer, Molly Gross, and Tracy Santa enrolled 112 students in 11 credit-bearing adjunct and extended format courses in 2103-14.

To 5/1/14, the Writing Center staff had offered:

- 469 tutorials with international students (up 20%)
- 347 tutorials with seniors working on thesis or capstone projects
- 298 tutorials with students drafting resumes, cover letters, applications, or Watson and Venture Grant proposals.