



Center for Writing Excellence

Director

Table 1. 2007-2012 CWE Short-Term Goals and Objectives

1. Identify Operational Benchmarks for overall CWE use.	1.
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Employees of the Center for Writing Excellence report to the director, as does the administrative assistant. The director reports to the Associate Vice President for Academic Affairs. Consultants are regularly solicited for input and creation of office policies and procedures, which can be created individually or collaboratively; as a response to issues and challenges in the center or proactively; and in staff meetings or training class or during day-to-day operations. All new policies are distributed and vetted electronically via e-mail, and are included in an employee handbook, created and revised regularly by the staff and the director. This open-ended approach to office management allows student employees to maintain an active involvement and investment in the office, keeping with the director's philosophy that employees who have a voice and an active stake in the workplace will be happier and more productive.

1.5

SOAR Program revisions now include a place for the Writing Center to display services and distribute bookmarks during the first morning session. Prior to SOAR 2012, the CWE was allotted only a 5 minute presentation slot for parents only (LT Goal 1.4).

After a few semesters of informal training and two years of training conducted through Continuing Education, a formal three credit training course, UNA 300: Writing Centers & Writing in the Disciplines: Theory & Practice, was approved by the University Curriculum Committee and will be offered each Fall semester (LT Goal 2.1).

Instead of relying on opening orientations, a monthly staff meeting has been implemented. About two-thirds of the staff can attend this meeting (LT Goal 2.2).

2.4 Appropriate documentation to support the assessment of departmental/area goals

Documentation for all assessment data may be found on the writing center website at <http://www.una.edu/writingcenter> under the "reports" section.

2.5 Brief analysis of those areas in need of improvement and an action plan for improvement in these areas

The CWE must continue to improve the quality of resources, especially those available on the web

3. Facilities and Resources that address the adequacy of resources and support services to support the goals and objectives of the department/area

3.1 Equipment

Current equipment is largely up to standard, although the anticipated move to the academic Commons Building in 2014 will substantially improve the quality of the computers. A book budget of \$1000 for adding and upgrading the CWE library needs to be part of the goal for each year.

3.2 Space

The current space in Collier Library is adequate, although the anticipated move to the academic Commons Building in 2014 will substantially improve the quality of the physical space.

3.3 Staff

The addition of an Assistant Director beginning October 1, 2012 will dramatically improve the quality and frequency of training in the CWE. Having lost half the CWE staff to graduation in 2011-2012, this addition is crucial to bringing new employees up to speed quickly.

3.4 Other

Travel money is needed so that the Director and Consultants can attend conferences in the field. \$3,000 would be adequate.

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