

## Faculty Support for Future Writing Center

Dear Cañada College faculty,

As the faculty Writing Center Coordinator, I will be working with the Learning Center staff to begin coordinating our future Writing Center in Fall 2019. I am writing to you because we need the faculty's support to begin building the foundation for our Writing Center. As a professor, you can help us build the Writing Center by doing the following:

- Submit tutor referrals for your different courses by going to the Learning Center's website (left margin "For instructors"). There is an on-line tutor referral form at the bottom of the page that a professor completes. As soon as the form is submitted, your student, the Learning Center staff, and you will receive a notification via e-mail. It would be ideal to get many tutorial referrals as soon as possible. If we get these referrals by the end of spring 2019 or the beginning of summer 2019, students can be trained to be effective tutors during the summer.
- In fall 2019, hold some of your office hours every week at the Writing Center to draw in more students to the Learning Center where many resources, like the Writing Center, will be housed. You can promote these particular office hours as "Office Hours with Writing Support." All of the full-time English faculty and some of the full-time ESL faculty will be dedicating at least 60 minutes of their office hours each week to providing writing support to their students and other students who drop in for tutoring. To support writing across curriculum, faculty and peer tutors will be giving writing support to any student from any discipline who drops in at the Writing Center.
- Send me via e-mail ([valenzuelay@smccd.edu](mailto:valenzuelay@smccd.edu)) the days and times of the office hours that you plan to schedule in the Writing Center before the fall semester begins. I will make sure to have them posted on the Writing Center's website.

In fall 2019, the Writing Center Team also plans to work with our research department (PRIE) to record the number of students seeking writing support during the day and evening so that we can justify allocating more funding to tutorial services, especially during the busiest times. Please contact me if you would like to learn more about our future plans for the Writing Center.

Thank you in advance for your support.

Yolanda Valenzuela

Writing Center Coordinator

English Professor