

# Reading Writing Lab Coordinator

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## Fall 2007

1. Meeting with Skyline Coordinator
2. Regular meetings with Dean of Humanities
3. Individual consultation and group meetings:
  - English
  - ESL
  - Learning Center

## *Reading/Writing Lab (9-206) for Humanities*

1. Calendar
2. General assistance
3. Software and hardware

## *English Department*

Facilitate student/faculty support

- Presenting workshops (Grammar Workshops)
  - Compiling syllabi and handouts used in English/Reading Classes
- 1. Open Lab for Writing**
    - Discussion**
      - Staffing-faculty, tutors
      - Location (9-206 needs to be open for other disciplines)
      - Structure-if it's not required, will students come? Will e replicating tutoring services? Maybe we should build on them.
        - Is there a need and interest to provide a .5-1.0 unit lab requirement for writing classes? If so, we must also address the needs of the evening students.
  - 2. A flexible unit Reading class**
  - 3. A flexible unit writing class (or a combination of reading, writing and grammar)**
    - Discussion**
      - COR
      - Materials
      - Staffing-faculty, tutors

#### 4. Workshops

##### Discussion

- Faculty lead (I can present with you)
- Use PowerPoint and handouts to post on the web and to be made available for HBA (Hour by Arrangement)
- Tutors attending the workshops will receive training

#### 5. Rotation of Coordinator position

##### Discussion

- As we discussed when this position was opened, we might want to think of rotating. This is not to say, I am not enjoying the collaboration, but if anyone is interested in working as coordinator for fall 2008, we should discuss this at the meeting.

#### *ESL Department*

- Presenting Workshops
  - Grammar Workshop series
- HBA folder

#### *Learning Center*

- Tutoring Workshops
  - Grammar
  - portfolio creation