

WRITING CENTER

Mission

The mission of the Writing Center is to enhance the writing culture at Oklahoma State University. We work to achieve this end by offering one-to-one writing instruction, providing writing reference materials to the university community and sponsoring graduate and undergraduate research in writing.

Vision

Locally, the Writing Center will continue to foster a writing culture at OSU by working to support writers across the community and by facilitating writing research at the post-graduate, graduate and undergraduate levels. Regionally, the writing center will continue to serve as a leader in writing center studies and writing research.

Core Values

Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.

Integrity – We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.

Service – We believe that serving others is a noble and worthy endeavor.

Intellectual Freedom – We believe in ethical and scholarly questioning in an environment that respects the rights of all to freely pursue knowledge.

Diversity – We respect others and value diversity of opinion, freedom of expression, and other ethnic and cultural backgrounds.

Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

Goals, Critical Success Factors, Objectives, and Strategies

Goal 1: Availability of assistance: Make writing assistance available to all students and faculty.

Critical Success Factors:

- Increase budget by 20%.
- Increase available tutoring hours.
- Increase students contacts each year by 20%.
- Increase contact with underrepresented student populations by 20%.

Objectives:

Objective 1.1: Secure increased funding for increased tutoring hours.

Strategy:

- Distribute annual report to colleges across the university with an explanation of the services the center provides to their students.

Objective 1.2: Increase awareness of writing center services among students and faculty.

Strategies:

- Distribute writing center promotional materials at orientation.
- Advertise in campus newspaper and on KOSU.
- Conduct in-class presentations concerning writing center services in courses with a significant writing component.
- Make presentations concerning writing center students to student organizations that attract at-risk students.

Goal 2: Reputation: Expand local and regional reputation as a leader in writing center studies.

Critical Success Factors:

- Achieve 25% tutor staff participation in regional and national writing center conference participation.
- Facilitate five staff publications in writing studies journals.
- Achieve 25% tutor membership in regional and national writing studies professional organizations.

Objectives:

Objective 2.1: Promote research among writing consultants.

Strategies:

- Develop research project to be presented in poster display at International Writing Center Association Conference (IWCA).
- Hold workshops on conference proposal writing for IWCA and College Composition and Communication conferences.
- Advise tutors of publication opportunities in writing center studies.

Objective 2.2: Maintain position of leadership in regional organization.

Strategies:

- Serve on South Central Writing Center Association Executive Board.
- Retain editorship of regional newsletter for at least two years.
- Present writing center research at regional and national conferences.
- Encourage among staff membership in writing center studies professional organizations.

Goal 3: Technology: Increase effective use of technology.

Critical Success Factors:

- Increase use of technology in tutoring.
- Improve documentation of technology used in writing center.
- Expand web resources by 20%.

Objectives:

Objective 3.1: Expand resources available on writing center website.

Strategy:

- Develop additional writing resources for website.

Objective 3.2: Train writing center staff in the use of computer technologies that aid in the composing process.

Strategy:

- Include unit on computer-aided tutoring in writing center training.

Objective 3.3: Increase staff comfort with writing center technology.

Strategy:

- Create written instructions for writing center database and website.

Goal 4: Staff and environment: Maintain a high quality writing center staff and working environment.

Critical Success Factors:

- Initiate a peer tutoring program.
- Full participation in tutor training assessment for all writing center staff.
- Documented, equitable and consistent assessment procedures.

Objectives:

Objective 4.1: Recruit and support excellent staff.

Strategies:

- Create job descriptions for all positions.
- Inform diverse populations of position vacancies.
- Provide annual assessment for all writing center employees.
- Provide mentoring and training for all new writing center employees.
- Develop peer tutoring program.

Objective 4.2: Promote excellence in instruction among writing consultants.

Strategies:

- Increase professional development training opportunities for staff.
- Provide client feedback via anonymous evaluations.

Goal 5: Accuracy and accountability: Increase assessment accuracy and accountability to institution.

Critical Success Factors:

- Accurate data for and analysis of writing center usage.
- Ongoing communication with administration regarding writing center funding and usage.

Objectives:

Objective 5.1: Maintain accurate and up-to-date client usage records.

Strategy:

- Develop client database to improve understanding of user demographics.

Objective 5.2: Maintain accurate records concerning expenditures for salaries, supplies, equipment and travel.

Strategy:

- Develop itemized annual budget.

Objective 5.3: Communicate writing center assessment to university community.

Strategy:

- Post writing center annual report on website to enhance community access.