

WRITING LAB

Status of Writing Lab, Spring, 1983

Presently, clients of the Writing Lab include foreign students, students referred by faculty in the English Department, and students scoring below _____ on the _____ test. During the last three years, the average number of students assisted each hour/week, along with the average staff hours, is as follows:

<u>semester</u>	<u>avg. students/hr.</u>	<u>avg. student hrs./wk.</u>	<u>avg. staff/hr.</u>
fall	6	210	3
spring	4	140	2
summer	10	350	3

When the writing requirements (Vick Committee) are implemented and the two-course requirement of writing across the curriculum is added, the probable result will be an increase in referrals from other colleges. In fact, a ^{spring, 1983} poll of Business Communication instructors in the College of Business revealed that 5 to 10 percent of each class would be referred to the Writing Lab for additional instruction and drill. Along with this projected increase in referrals, beginning in Fall, 1983 all students enrolling in upper-division Radio-Television-Film Classes must pass the Grammar-Spelling-Punctuation Test. Furthermore, the passing score on the GSP Test will be raised to 72 percent which means, based on past experience, that 61 percent of the students will fail on the first try. (Dean R. Jeffery, College of Communication)

Finally, the committee predicts that when more writing courses are designed and offered across specific disciplines (Engineering, Nursing, Physical Education, etc.) that instructors will be willing/eager to refer students with deficient skills to the Writing Lab.

A conservative estimate of students expected to need and use the Writing

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is as follows:

<u>semester</u>	<u>avg. students/hr.</u>	<u>avg. students/wk.</u>
fall	15	525
spring	15	525
summer	25	875

David, too low??

The numbers will increase. The question is, will the Lab have the materials and equipment needed to meet this increase?

Materials and Equipment

At present the Lab has the following materials and equipment:

David, list

The equipment and materials listed above is sufficient to serve only _____ clients. With the anticipated increase in students needing work in the Lab, the present equipment and materials are inadequate. In fact, even with the planned expansion of Lab hours, ^{future} students needs will not be met.

To correct this situation, and to meet the needs of the students and professors, the Committee suggests the following equipment and materials be obtained.

David, list materials and equipment. Include here the need for computer terminals to enable the staff to write and test materials to be used with both lower and upper division students.

The addition of materials and equipment listed above will enable the staff to meet the needs of students. However, meeting the needs of students by adding new materials and equipment will make the present physical facilities inadequate.

Facilities

At present the Lab is housed in _____. This room (x by x square feet) can comfortably handle only _____ students and lab assistants per hour. The projected increase in Lab use will necessitate expansion of the Lab. The Committee recommends the following.

Parlin * be immediately expanded by combining Parlin * and *. This can be accomplished by either removing the wall separating the two rooms or by placing one or two doorways between the two rooms. This proposed increase in facilities will increase the available space from _____ to _____.

On addition to expanding the basic LAB,
In the future, and depending on the use of the Writing Lab, the Committee ~~furt~~ recommends that satellite labs be established in central locations across campus or in high use locations. (Satellite Writing Labs could be housed in the Engineering School, the College of Business, College of Communication, or any number of locations.)

Finally, besides recommendations concerning facilities, the Committee recommends the following.

To make certain students needing help are referred to the Writing Lab, a brochure describing the Lab and its offerings should be prepared and distributed to all faculty.

To broaden the background of Graduate English Majors and perhaps all TA's, the university should require that those on TA appointments work a ^{weekly} minimum number of hours in the Lab. This ^{in addition & present} would be similar to the requirement of taking the teaching course (BA 398 T or other number).

Other suggestions?