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Dean Richard Hughey
Vice Provost and Dean of Undergraduate Education
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Dear Dean Huey,

As the Coordinator of this year's Writing Assistant Program (formerly called the Writing Tutors Program) in the Department of Anthropology, I am writing to let you know about some really exciting plans we have for the program this year and to give you an estimate of our operating budget as a platform for us to discuss funding this initiative going forward into the academic year. There was some confusion about the budget last year, I believe, as the administrative responsibility for this program shifted from Learning Support Services to the department itself, but we have compiled as much of the data about our budgetary needs over the last three years as we can and will use that as a guide going forward.

As you know, our WA Program began in 2010 as an effort to provide extra support for anthropology students' writing; anthropology majors who are identified as excellent writers in their sophomore and junior years are recruited and trained to work with their peers both one-on-one and in groups in designated courses. Over the last three years, we have put in place a workable, sustainable administrative structure and plan for the program and the majority of classes in anthropology now use a WA every quarter.

We feel that this is a year for growth, particularly in two arenas. First, we were lucky enough to have one of our fine graduate students, Suraiya Jetha, receive the Chancellor's Graduate Internship to study the current impact – the educational outcomes – of the WA program. She will be working in consultation with the present and past Coordinators, the tutors themselves, anthropology faculty, and current students to develop robust ethnographic tools to help us better understand the issues our student writers face, how working with peer WAs helps student writing, and what we might do to improve outcomes for our undergraduates.

Second, we would like our Writing Assistants more involved in the development of tailor-made supplemental materials for use with students. We are calling this “program work,” and it will involve the design and development of handouts, bookmarks, and other media that can serve as touchstones for our student writers – we want to put special emphasis on accessibility and tangibility, as we believe that some of our student writers struggle in a support landscape now dominated by hyper-links and web-text presentations. This is our effort to get all of us back to the practical basics and material practices that make good writing and, consequently, good, critical thinking. We are planning to allow WAs to do up to three hours of program work per week or, alternatively and if they so desire, to work with Suraiya on various tasks related to her research for up to three hours per week. These will represent new costs for the program but again, are central to how we envision broadening the scope and impact of our WA Program.

This summer/fall I am also creating a new training pamphlet, entitled “Responding to and Commenting on Student Papers in Anthropology.” This is a reprised version of a similar resource created by Cissy Freeman and others in the Writing Program years ago. We are updating the text and making it more discipline-specific, but building on an excellent model that is already a part of the UCSC writing environment. We hope to print enough copies in the first “run” to use this for about three years to come.

Here, then, is how we envision our budget for 2013-2014:

Budget:

1. Tutoring hours and project work (12 tutors across 3 quarters, includes individual and group sessions)
Approx: **\$5,000**
2. Materials provided to Writing Assistants:
 - a. Writing Assistant Reader (\$14.80/reader x 12 WAs + additional 5 copies for department and Coordinator); please see enclosed estimate from UCSC Print Services
\$251.60
 - b. *A Writer's Reference*, 7th Edition. Hacker and Sommers (\$46.59 x 14 copies); *Note: this is a one-time cost, as these will be retained by the WA program for use in future years
\$652.26
3. Reprised pamphlet “Responding to and Commenting on Student Papers in Anthropology” (\$7.04 x 150 copies) **\$1056.52**; please see enclosed estimate from Community Printers, Soquel Ave., Santa Cruz
4. Materials created by WAs for use with students, such as handouts, bookmarks, and note cards
Approx **\$200** (for Xeroxing, lamination, etc.)

TOTAL: \$ 7160.38

By way of reference, our total budget for tutoring hours last year was \$3,696.16. We foresee an increase this year for two reasons. First, as we were not in charge of our own budget for the last three years, we did not have accurate information about the cost of the program and actually limited our use of tutors in accordance with requests from LSS. It turns out that we could have used more tutoring hours as the actual cost of the program and what we were told seems to be discrepant. Second, with the addition of program work and some assistance to Suraiya's research on evaluation, tutors will be able to consistently participate in up to three hours of WA work per week should they choose to. We believe the latter change is quite positive. The main obstacle that faces the WA Program, and any similar program, is that it is very hard to predict how many hours a WA will be used per quarter and thus plan both recruitment and budgets. Every professor uses the WAs differently, and the needs of each class are unique. In past, some of our WAs have wanted more work than they got; others were swamped at a particular point in the quarter. This is very much a learning process and we are trying to use past years as a model while adapting and allowing room for the growth of this unique initiative.

Last winter, a group of us discussed cost-sharing for the WA Program in future. The Department submitted a proposal for a cost-share in our 2013-14 Temporary Academic Staffing budget request to Dean Kamieniecki; however, this request was denied on the basis that support for undergraduate writing assistance is a campus, rather than a divisional, responsibility. This year, the Department of Anthropology will be paying for the third quarter of Suraiya's internship (a cost that itself outweighs the entire requested budget here, at \$10,188.84), and the Department is covering the cost of hiring Jude Todd to teach our two-unit Writing Assistant Training course (ANTH 113, \$3,957.45). With the understanding that this may change in future, we request funding from you in the amount of \$7,200 to help us continue and expand the Anthropology Writing Assistant Program.

Please e-mail or call with any additional questions or if anything presented here requires clarification. I regret that I will be out on medical leave during fall quarter, but, allowing for very slow correspondence times for the first two weeks of September, I will be able to handle most e-mail business as usual.

All best wishes and thanks in advance for your consideration,

Megan Moodie
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