Committees at the UWC

These committees are standing committees of the UWC. Membership in them is consistent in that each consultant serves on only one committee throughout their time at the UWC (but they might collaborate with other committees). The committees themselves are somewhat fluid and respond to current needs of the UWC, English Dept, School of Liberal Arts, IUPUI, etc. That is, the specific work of each committee might shift and grow over the years, but the committees are here to provide stability to the UWC and provide a way to extend our programming and share opportunities (and responsibilities) with the entire staff.

The director and associate directors will each sit on one or more committees but will work with additional committees. Each staff member, however, will only be responsible to one committee. Individuals should work diligently on committee-related projects (as well as other supported projects) during open appointments and time designated as “project time.” Project time should account for approximately 10-20% of your weekly hours.

The purpose of the committees is to
- Promote a consistent, positive, and accurate image of the UWC across campus,
- Create and maintain stable and sustainable UWC programming,
- Expand UWC programming beyond one-to-one consulting,
- Encourage research in writing, pedagogy, curriculum, culture, etc. in the UWC, and
- Enhance professional development opportunities for UWC staff.

All committees will
- Include at least 3 members and should include a fairly even mix of new and experienced consultants
- Designate a coordinator who will be the liaison to the director (director or an associate director will act as co-coordinator with another individual if they are on a committee). If possible, the coordinator should work at the UWC in both the fall and spring semester of the academic year.
- Meet with the director regularly (as a whole committee at least once a semester, just the coordinator at least once a month)
- Prioritize goals and create plans for each semester and report on progress at the end of the semester

Committees are encouraged to
- Delegat specific projects to particular consultants. Committee members might complete projects or portions of projects in small groups or individually and then bring that work back to the larger committee before presenting it to the director or the entire UWC staff. For example, a subcommittee of the Resource Management committee might revise the employee handbook.
- Ask to meet with the director and/or associate directors as necessary (we can meet with individuals, subgroups, or entire committees). When possible these meetings should be set in advance (email to request a meeting or drop by during designated office hours)
Digital Community & Resources
This committee is responsible for the development and maintenance of our digital and material resources.

- Consulting with technology—research and promote ways we can incorporate technology into our face-to-face consulting practices in meaningful ways
- Web presence
  - Website: update our website periodically to be accurate and user friendly
  - Social Media: create sustainable plan for a more active social media presences, for our public Facebook page, our closed staff group on Facebook, our blog, and our YouTube channel
- Wiki and digital repositories for our resources—work with the resource management group to manage our electronic/digital resources
- Update handbook periodically
- Review our current resources (handouts, etc.) and update or retire as necessary
- Develop needed resources (but don’t recreate the wheel—no need to create resources that are made redundant by the Purdue OWL or other outside resources)
- Link relevant resources from our website
- Look into resources we might want to acquire
- Create protocols for managing and maintaining resources (books, technology) we already have
- Organize supplies and space (with input of entire community)

ESL Support
This committee is responsible for ensuring continued training for working with multilingual students and for developing and maintaining relationships with programs that enroll large numbers of multilingual students (such as the EAP Program)

- Develop programming that provides consultants with additional ESL training and resources
- Consider revisiting the ESL fellows program in which a few consultants are embedded in EAP courses to improve their consulting with EAP students and to foster better communication and understanding

Online Consulting
This committee is responsible for developing and maintaining our online consulting system.

- Develop training for online consulting for our consultants
- Research how online consulting happens at other WCs
- Develop plans for how to enable more online consultations at IUPUI (grant writing for more tech, more space, etc.)
- Research online consulting techniques and apply to our practices
- This might start out as a smaller committee since online consulting is currently very limited.
Outreach
This committee is responsible for outreach to the larger IUPUI community with the aim of promoting the UWC as a space for collaboration that is kind and open.

- Philanthropy—support our community, the larger IUPUI community, and important causes with activities/events (link to campus-wide initiatives and programs when possible)
- Plan social events for staff (Stacked Pickle, holiday party, end of semester event, St. Hermione celebration)
- Promote visibility across campus—WC open houses in fall and spring, special programming during midterms, dead week-finals, public representation of WC (resource fairs, etc.)
- Develop programming to show how friendly the UWC staff is and to show how writing can be fun (fairytale workshop, freewriting workshop, etc.—different than academic workshops developed by the WAC committee)
- Work with Digital Community & Resources Committee to develop guidelines for promotional materials and then use those guidelines to create advertising for our public events
- Work with Digital Community & Resources Committee to advertise public events on social media
- Oversee annual t-shirt contest (should we have the funds for this)
- Oversee logo contest

Research and Assessment
This committee works with the Director to develop and carry out appropriate assessments of the UWC. This committee also works to promote research in the UWC.

- Develop assessment instruments that will help us determine if we are providing consistent programming that embraces current WC theory and practice (e.g. consultant self-assessment, extended client survey, session observations, administration focus groups)
- Review and potentially revise assessment instruments we already use—CRF, client survey, etc.
- Promote research in and alongside the University Writing Center
- Support consultants presenting about WC work at conferences (ECWCA, IWCA, IWAC, Watson, CCCC)
- Encourage publication about WC work (WLN, Praxis, WCJ)
- Identify gaps in consultant training
- Identify professional development opportunities for staff
**Writing Across the Curriculum**

This committee is responsible for developing, maintaining, and promoting UWC workshops on academic writing to be given in-Center and in classrooms for writing-intensive assignments and courses.

- Rethink our visits to classrooms in ways that make them more meaningful and interactive
- Develop interactive in-class workshops to offer the campus community
- Develop interactive in-center workshops to offer the campus community (long term goal—we might do this in partnership with particular departments, schools, etc.)
- Promote language that accurately represents our work to campus community (‘scripts’ for classroom visits and resource fairs, the ways we name our work, the writing terms we use, terms to avoid using since they give people the wrong idea, etc.)
- Future directions—development of workshops for faculty, development of graduate writing groups, creative writing groups, etc.