First, I want to say that I appreciate your support for continuing to have the University Writing Center located in the Library. Not only is it a central location that makes us easy to find, and allows us to collaborate with Library and other services, but it also provides a clear statement about the importance of writing within the University. We look forward to continuing our partnership with the Library in the years to come.

In creating the list below we have been imagining our needs in the Writing Center in terms of continued growth. As I’ve mentioned in the past, since I became director in 2011 we have increased our number of sessions each year by about ten percent. Last year we held 5,429 sessions. Currently we are well ahead of our pace from last year, so our increase may be more than ten percent. These increases can be attributed to increased attention to marketing and outreach in the past three years, particularly to graduate students, student service organizations, international students, and an increase in social media use. I see no reason not to expect continued growth, particularly if I can add the numbers of staff I hope to add and hold more evening and weekend hours, both for face-to-face and virtual sessions. A move to the first floor, and greater visibility, will also no doubt add to an increase in our number of sessions each year. Rather than think about our minimum needs for space, then, I am imagining spaces in which the Writing Center could grow in years to come.

There are several reasons it is important for the Writing Center consulting space and offices to be located in one space. First, in training out GTA tutors, it is important to be in a place where we can be nearby to support and mentor them during and after sessions. Also, a single space allows the flexibility to work with students individually, or in groups, and reconfigure our spaces accordingly. Having the single space also helps establish a sense of community, among our consultants, during our consultations, and during special events such as our Dissertation Writing Retreats. Finally, by providing the resources and consulting for students in one space, it is easy for students, faculty, and staff to remember where to come to get help with their writing projects. It is important that we have a space with “real” walls to manage issues of sound.

There Writing Center spaces can be divided into Consulting Space, Office Space, and Other Space needs.

**Consulting Space**

**Face-to-Face Consulting Space:** 2,000 square feet (current – 1,700 sq. ft.)

Rationale: The heart of the Writing Center is an open area available for in-person consultations. We imagine this space as having tables that could be arranged in different configurations to
allow for both individual and group consultations. Having an open, yet flexible space is important in the way we engage in writing pedagogy as well as for establishing a sense of community. In such a space we would like to include an area with a digital whiteboard that would be available for group sessions, brainstorming sessions, and so on. The space would also have to include between 7-10 computer workstations with internet access (either wired connections or wireless). Our current in-person consulting space, in the two open areas of the Writing Center, is about 1,700 square feet, but the partition has made it less flexible in terms or holding consultations. We think, with a small increase in space and a different configuration we could come close to doubling the number of sessions we can hold at any given time.

Digital Consulting Rooms:  
300 square feet  (current – none.)  
3 rooms of 100 square feet each.

Rationale: Three individual consulting rooms with appropriate digital resources would allow us to hold three kinds of sessions that are vital to our work.

- **Online, synchronous chat sessions through our Virtual Writing Center.** We hope, with our new scheduling and chat software, to move to a Virtual Writing Center that operates solely through synchronous sessions. This would allow us to provide the most effective writing pedagogy for students not able to attend in-person sessions. In order to hold these sessions and deal with issues of privacy and sound, we need to have separate rooms with solid walls. Currently synchronous sessions have to be done in the offices of the director or the associate director.

- **Tutoring sessions on multimodal projects.** We are seeing an increasing number of students who are working on digital media projects and we can work most effectively with these students in rooms with appropriate technology and where the doors can be closed to minimize noise.

- **Tutoring sessions with students with disabilities.** Individual conference rooms allow us to work more effectively with some students with disabilities by minimizing noise and distraction and by providing adaptive technologies.

**Office Space**

The following office spaces are needed:

**Director’s Office**  
200 square feet (current – 120 sq. ft.)

Rationale: The director’s office needs space for small conference table for staff and other meetings.

**Associate Director’s Office**  
120 square feet (current – 120 sq. ft.)

**Assistant Directors’ Office**  
240 square feet (current – 240 sq. ft.)
Rationale: There are four Assistant Directors (Ph.D. students) sharing the one office. They each need a desk and computer space. Their work ranges from mentoring, special projects, assessment, social media and web page work, and so on.

<table>
<thead>
<tr>
<th>Consultants’ Office Space</th>
<th>800 square feet (current – 620 sq. ft.)</th>
</tr>
</thead>
</table>

Rationale: Consultants use their office space to prepare for sessions and to enter their session notes. It is also where we keep reference materials to support their tutoring work. Our consultants are graduate teaching assistants and also use the space for studying during their breaks from appointments. It needs to be a space that can be comfortably shared by 10-18 students, depending on how much staffing increases. There also need to be 3-4 computers in the office.

**Other Spaces**

<table>
<thead>
<tr>
<th>Reception Area</th>
<th>120 square feet. (current – 120 sq. ft.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Storage Space for office supplies, records technology, etc.</th>
<th>100 square feet (current – none)</th>
</tr>
</thead>
</table>

Rationale: Right now storage happens in various offices and behind bookshelves, limiting what can be done with those spaces.

**Total** 4,510 square feet

**Possible Classroom/Meeting Space**

Although I did not include this in the list above, in an ideal configuration we would have a small classroom/meeting space (capable of holding about 25 people) where we could hold workshops, give presentations, and host tours of the Writing Center. I would envision this as a space that would be available to the Library and others for scheduling when not in use by the Writing Center. It is not essential for us to have such a space, but would allow us to stop having to travel around campus holding workshops in a variety of different spaces.