

## ANNOUNCEMENTS

## STAFF MEETING

### 1. First day with regular hours!

- How to read your schedule -- Reaching out to WRT 150 profs -- Drop-ins, Appointments, and Workshops

### 2. Last semester --

- with ScheduleIT - replacement TBD (Starfish, EAB, or WOnline)
- with Lindsay Ellis - new director announced soon
- with SurveyMonkey - switching to Qualtrics
- using Blackboard evals for WRT 098/150 - switching to Qualtrics

### 3. ECWCA (East Central Writing Center Association) Conference, 2019: April 4-6, 2019, at University of Dayton, OH

- **What is it?** "*Soaring to New Heights: Breakthroughs, Inventions, and Progress in Writing Centers*"
- **PROPOSALS DUE JANUARY 21st**

### 4. Changes to CHS hours - Only offering hours on **Mondays @ 11am-2pm**

### 5. New Communication tool - No more writerspad as it was -- GOOGLE GROUP -- [writerspad@mail.gvsu.edu](mailto:writerspad@mail.gvsu.edu)

### 6. Read Where You Live

### 7. Employee Survey - Linguistic Diversity Master's Thesis Survey by Ben Sparks (past consultant, MA Linguistics)

## REMINDERS & ADAPTATIONS

1. **BUSY HOURS -- Wednesdays @ 11am & Wednesdays @ 1pm** - Everyone who is available is in a workshop at these times (no subs, busy on 2/13 and 2/27)

2. **BUDGET CRUNCH** -- way you can help us stay within budget: **Fill out work study if available to you (FAFSA)**

3. **SMALLER STAFF** -- What does this mean for you? Smaller staff means **less ability to cover missed shifts**. When you miss a workshop or WRT 150, **you send an apology**. Because we can't send someone from drop-ins, an absence (even if you had no control over it), still carries a consequence for students and faculty, and fellow consultants.

4. **CLASSROOM PRESENTATIONS** -- anyone who has the availability will be doing classroom presentations on WC services

## OPPORTUNITIES & FUTURE PLANS

1. **Kenya learning opportunity** - with Professor Kaitany and Sister Lucia Treanor - summer learning opportunity - Information meeting on Friday, January 25th @ 3:30-4:30pm in LOH 120

### 2. **More opportunities to be leaders on staff**

- Social Media team
- STEM task force
- Handout committee & Other learning/teaching resources

3. **Online Consulting** - Google Docs and Email support

4. Keep a lookout for **students who would make good consultants** - Applications go live Feb 1st and are due Mid-March

5. **Becoming a Lead** - Change in process but consistent in goals

6. **Reconsidering a normal NAP** - NAP happens in March, near Spring Break. Things might have to be different this year.