

# Workshop Organizing a Writing Center

## Setting up a New Writing Center



### Do research

- Writing center theory
- Current business and educational trends
- Prospective advances in technology
- Demographics of the community
- Global issues

### Make a plan, considering:

1. What institutional goals will the writing center meet?
2. Whom will the writing center serve?
3. Where will it be located?
4. What will it look like physically and what image does that project?
5. What resources do we want?
6. How will we function within the daily/weekly/yearly schedule?
7. Who do we want to work in the writing center?
8. How will we train staff?
9. What services do we want to provide?
10. What should our goals and objectives be?
11. To whom does the director report?
12. How will we function within the institutional organization?

### Set Goals and Objectives

- One-year, Three-year, and five-year goals
- Specific, measurable objectives to meet the goals within a definite time frame
- Regularly evaluate to see if you are meeting the goals

### Create a Vision for Your Writing Center

Adapted from:

Childers, P. (2006). Designing a strategic plan for a writing center. In *The Writing Center Director's Resource Book*. 53-61.



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