

May 9, 2022

To: Dr. Sohui Lee  
Director, Writing & Multiliteracy Center

From: Dr. Mitch Avila,  
Provost, CSU Channel Islands

Re: Agreements regarding actions items to conclude WMC Program Review

First, I would like to thank you for engaging fully with this cycle of program review. At its best, program review offers an opportunity to collectively assess how the program is serving our students and to think about how to deepen that service in the future. It is clear that you and the WMC faculty have taken full advantage of that opportunity. It is also clear that you have invested heavily in the important work of building up the WMC, and that the WMC and its programs are well-designed and well-implemented – and it provides services that are absolutely essential to student success at CSUCI.

This memo – and the attached signature page – represent the concluding step of program review: Formalizing agreement regarding the action items for the program to focus on in the near future. The attached page includes the list of action items collectively agreed upon by faculty and administrators. Please review those action items, along with any expected outcomes, and sign the document to indicate agreement.

Thanks once again for your commitment to our students. We look forward to seeing the progress of the Writing & Multiliteracy Center, and please know that I stand ready to support your efforts in the future.

**Writing & Multiliteracy Center Program Review**  
**Concluding Memorandum of Understanding / Action Items**

The following represent the action items collectively agreed upon by faculty and administrators at the meeting on April 13, 2022.

- There is administrative agreement at all levels to hire a second full-time 12-month Lecturer in the WMC to provide essential teaching/staffing needs. This position was awarded to the WMC for immediate recruitment in late-Spring 2022. Moreover, the Dean is committed to requesting another tenure track position in the WMC at the earliest opportunity.
- There is administrative agreement at all levels to seek to expand the current Administrative Support Coordinator position into a full-time 12-month Administrative Analyst. Partial funding has been secured for the next four years through the AYUDAS grant that will provide essential support for the WMC and efforts will be made to pursue position reclassification and permanent funding through existing channels.
- The Dean and Provost recognize the need for ongoing predictable funding to hire Instructional Student Assistants and Student Assistants; for the immediate future; the WMC should apply for funding through sources such as IRA while the university moves to a predictable block funding model.
- The Dean and Provost recognize the creation of the WMC Student Advisory Board, and stand ready to support that initiative where necessary.
- The Dean and Provost commend the work being done on the redesign of Broome 2675 as it moves toward a Hyflex classroom. We encourage the WMC to request support for minor capital improvements as they emerge.
- The Dean and Provost encourage the WMC Director and faculty to work with the permanent AVP for Academic Programs and Continuous Improvement to develop a comprehensive plan for Writing Across the Curriculum across campus.

The signatures below indicate collective agreement on the action items enumerated above:

*Mitch Avila*

Mitch Avila (May 28, 2022 07:05 PDT)

05/28/2022

Dr. Mitch Avila

Date

Provost

California State University Channel Islands

*Alicia Virtue*

05/28/2022

Dr. Alicia Virtue

Date

Dean, Library & Learning Resources

California State University Channel Islands

Colleen Harris

Colleen Harris (May 27, 2022 08:53 PDT)

05/28/2022

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Dr. Colleen Harris  
Chair, Library Program  
California State University Channel Islands

Date

Sohui Lee

05/28/2022

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Dr. Sohui Lee  
Director, Writing & Multiliteracy Center  
California State University Channel Islands

Date