Demographic and Institutional Questions

As part of an IWCA-funded research project, we are creating a shared repository for writing center session notes and the forms that individual writing centers use. This repository will allow writing center administrators to engage with a large and multi-institutional set of data that includes both completed session note forms and the attendant questions that these forms ask. These data are useful for conducting assessment, for pedagogical purposes, and for re-envisioning individual center's session note practices.

Because these data are aggregated and de-identified, and are currently collected for non-research purposes at many writing centers, our IRBs said that this project does not qualify as human subjects research and therefore no IRB approval is required. Indeed, BLANK session note forms/questions can be shared, as these do not involve human subjects but are artifacts. HOWEVER, please check with your individual IRBs before sharing completed session note forms. While we have been given a confirmed response that these data do not fall under human subjects research from our institutions, this may not be the case at other institutions. So, please share this information, as well as the Qualtrics survey with your IRBs before participating.

For questions, please contact the researchers:

Genie Giaimo (Middlebury College): ggiaimo@middlebury.edu
Christine Modey (University of Michigan): cmodey@umich.edu
Joseph Cheatle (Iowa State University): jcheatle@iastate.edu

Title of Institution and Name of Writing Center

Primary Contact name

Primary Contact Email Address

<div style="border:1px solid #ccc; height:40px;"></div>

Primary Contact Phone Number

<div style="border:1px solid #ccc; height:40px;"></div>

Secondary Contact Name

<div style="border:1px solid #ccc; height:40px;"></div>

Secondary Contact Phone Number

<div style="border:1px solid #ccc; height:40px;"></div>

Writing Center Website Link

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Institutional Type (Check all that apply)

- ☐ Two-Year College
- ☐ Four-Year Liberal Arts College
- ☐ Regional/comprehensive university with Master's or specialist degree programs
- ☐ Research intensive or extensive (Research I) university
- ☐ Historically black college/university
- ☐ Tribal College
- ☐ Hispanic Serving Institution
- ☐ Other

If Other, can you please list your institutional type?

Client Population Served (check all that apply)

☐ Undergraduate Students

☐ Graduate Students

☐ Professional Students (Medical School, Law School, etc.)

☐ Faculty/Staff

☐ Community members

☐ High School/Secondary School Students

☐ Alumni

☐ [   ] Other

What kinds of tutors/consultants do you employ in your writing center? Check all that apply

☐ Professional Staff Tutors

☐ Faculty Tutors

☐ Graduate Student Tutors

☐ Undergraduate Student Tutors

☐ [   ] Other

What kind of scheduling system do you use in your writing center?

○ WCOnline

○ Home grown online system

○ Tutor Track

○ Google Forms

○ Paper forms

○ [   ] Other

Session note/client report form use

Do you use session notes/client report forms (summative notes describing each writing center session) in your writing center?

○ Yes

○ No

Do you share your session notes **internally** (with your staff) or **externally** (outside of the center)?

☐ Yes, we share our session notes

☐ No, we do not share our session notes

If you share your session notes/Client Report Forms **externally (outside your center)**, whom do you share them with?

☐ Students/clients

☐ Instructors

☐ Other external stakeholders (Deans, RAs, Counseling etc.)

☐ By student/client request

☐ [   ] Other

If you share your session notes/client report forms **internally (with your staff)**, how do you do this?

☐ Tutors can review previous notes from other sessions

☐ We share representative notes among tutors

☐ The Director/Administrator reviews notes and reports out findings to staff

☐ [   ] Other

Do you conduct training on session note completion for tutors?

○ Yes

○ No

If you conduct training on session note completion for tutors, please describe the training and its aims.

I inherited my session note form/questions from a previous administrator

○ Yes

○ No

I amend the session note form questions/language:

○ Once a semester

○ Once a year

○ Once every other year

○ Once every 2 - 5 years

○ Never

Session note research and assessment

Please identify to what extent you agree or disagree with the following about session note use in your center:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Though session notes are used in my writing center, I have not examined the process closely	○	○	○	○	○

I currently do research/assessment on my session notes

○ Yes

○ No

Please describe your research/assessment on session notes.

[text box]

I would like to do research or assessment with session notes.

○ Strongly agree

○ Agree

○ Somewhat agree

○ Neither agree nor disagree

○ Somewhat disagree

Session notes are an important element of tutor development.

○ Strongly agree

○ Agree

○ Somewhat agree

○ Neither agree nor disagree

○ Somewhat disagree

I am unsure of how to use session notes effectively in research/assessment.

○ Strongly agree

○ Agree

○ Somewhat agree

○ Neither agree nor disagree

○ Somewhat disagree

I would like to join a multi-institutional research project on session notes. If so, we would love to contact you!

○ Definitely yes

○ Probably yes

○ Might or might not

○ Probably not

○ Definitely not

Institutional data collection

For our grant, we are collecting artifacts related to the practice of using session notes. Here, please attach a BLANK session note form, as a screen shot, or share the questions on your session note form in a .doc or .docx file.

If you have a second form only, please attach a BLANK session note form, as a screen shot, or share the questions on your session note form in a .doc or .docx file.

I certify that I have the authority to upload these writing center session notes.

○ Yes

○ No

We are also collecting session notes from writing centers in Higher Education Institutions. Attach a single file (.csv or .xls) with all session notes from your institution. All identifying information must be redacted prior to upload.

I certify that I have redacted identifying information in these writing center session notes.

○ Yes

○ No

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