

*Note: This proposal requested funding for Westminster's Writing Center, a portion of the Information Commons project. The proposal was awarded. Confidential information has been removed.*

December 1, 2003

Ms. XXXX X XXXXX  
XXXXXXXXXXXX Foundation  
Salt Lake City Utah, UT 84101

Dear XX XXXXX and Foundation Trustees,

It is my pleasure to submit the attached proposal to the XXXXXXXXXXXX Foundation. The XXXXXXXXXXXX Foundation has been a consistent and generous supporter of Westminster College over the years. Your long-term support of our academic initiatives has been instrumental to the success the college. Thanks to this support, Westminster's local and regional reputation continues to rise.

One year ago, the XXXXXXXXXXXX Foundation provided Westminster with the opportunity to implement a comprehensive and collaborative planning process. This planning process has guided Westminster in defining our long-range vision and in developing our implementation plan. From this plan emerged the need for a Writing Center in Westminster's new Information Commons. The Writing Center reinforces a campus-wide initiative to make writing the focus of learning across the curriculum.

I believe writing skills are vital to our students' success. The Writing Center will provide students with tools to enhance their writing skills and help them understand the writing process. The Writing Center will also assist our faculty in developing ways to use writing as an important tool for learning in all their courses. The attached proposal outlines how a Writing Center will provide our students with program to develop their writing abilities.

Westminster College is grateful for the continued support of the XXXXXXXXXXXX Foundation. Your generosity helps us realize our highest aspirations for Westminster College.

Best regards,

XXXXXXXXXXXX

President

## Introduction

Founded in 1875, Westminster College is the only small, private, non-denominational college in Utah, and one of the very few in the Intermountain West. *U.S. News & World Report's* 2004 college rankings list Westminster College in the top three "Best Value" colleges and universities in the Western United States offering a master's degree. For the ninth consecutive year, *U.S. News & World Report* ranked Westminster in the top fifteen institutions in the West. *Peterson's Guide to Competitive Colleges* includes Westminster College in the top 10% of 3,600 public and private colleges and universities nationwide.

Thanks to a special grant from the XXXXXXXXXXXX Foundation, Westminster College has spent the past year engaged in a comprehensive and collaborative strategic planning process. This plan incorporates contributions from the entire college community as it articulates the direction of the college over the next ten years. One of the strategic initiatives in the plan is to create a Writing Center within a larger Information Commons. The Writing Center will help Westminster support all students in using writing as a vital tool for learning across the curriculum.

## Integrated Information Technology Services and Library Resources

Since 1997, Westminster College's Giovale Library has served as a resource for student research and information technology services. Following the model used by University of Arizona, Oregon State University, and Brigham Young University, Westminster will transform the main floor of the library into an Information Commons to serve as the true intellectual center of the campus.

Westminster's Information Commons will integrate information technology and library resources to serve a broad range of student and faculty needs. Westminster's Information Commons will provide our students with a place to engage in conversation, collaboration, and active learning as well as an area which supports their research and technology needs. Within the Information Commons, students and faculty will work together in an open space and a relaxed atmosphere, and will be able enjoy coffee and food within a designated area.

## Writing Center

The most important area of the Information Commons is the Writing Center. This represents a dramatic departure from Westminster's current practice of providing student tutors on an occasional basis. The Writing Center is part of a campus-wide initiative to make writing the focus of learning across the curriculum. The focus of the Writing Center is to enhance students' knowledge and experience with writing in all disciplines, rather than offer proof-reading and editing services.

The Writing Center's goal is to help students understand the writing process and become more competent in their writing abilities. Under the direction of the Writing Center Director, trained assistants will help students organize, develop, and revise papers. Assistants will address specific writing issues and serve as skilled readers to help students improve their writing.

Westminster's strategic plan emphasizes developing distinctive educational programs designed to prepare students for success in the 21<sup>st</sup> Century. Writing skills are vital for student success. Using the Writing Center, students will develop their writing skills as an important tool for learning. The Writing Center will also provide ongoing support for faculty to develop ways to

encourage student writing. The Writing Center Director will coordinate faculty development to demonstrate how to use writing as a focal point in the classroom. Under the Writing Center initiative, faculty will make learning more meaningful for their students by integrating writing into all their courses.

The Writing Center will offer appointment-based services until staffing is sufficient to offer drop-in services. In addition to individual sessions, the Writing Center plans to offer online services to off-hours and remote users, including bulletin boards and online tutoring. The Writing Center will also provide in-house resources and references.

## Information Commons Facility

The Giovale Library already has some of the components of an Information Commons. The defining characteristics of an Information Commons include open space for true collaboration and a single point of service for information technology and library resources. The following spaces will now be included on the library's main floor.

- **Writing Center**

The Writing Center is an important strategic initiative supported by the Center for Teaching and Learning. The most important function of the Writing Center is to help students with writing and research projects. The Writing Center will be in a centralized location to coordinate and collaborate closely with technology and research staff.

- **Seamless technology and reference support**

From a single service point, the Information Commons will provide seamless technology and reference support to meet the myriad needs of students. The Information Commons will provide a single service point for students seeking information technology services and library resources.

- **Collaborative and individual work areas**

Breakout rooms, collaboration tables and workstations will replace library stacks, providing a place where discussions and teamwork is encouraged. Collaborative tables will have computer access and technology assistance readily available.

- **Tutoring support**

The Information Commons will provide a central location for tutors to meet with and help students. Tutors provide students with individualized peer-to-peer help with all courses at any level.

- **Cyber Café**

The Information Commons Cyber Café will be a designated area where drinks and snacks will be available during study or research projects. Similar to the 19th century salons where the intelligentsia met to discuss the issues of the times, the café will be a perfect location for special interest discussion groups to meet. A coffee bar, staffed by an independent contractor, as well as vending machines will be available.

## Request

Westminster College requests a gift of \$XX,000 from the XXXXXXXXXXXX Foundation to establish the Writing Center in Westminster's Information Commons. This gift to establish the Writing Center will be integral to transforming the main floor of Westminster's Giovale Library into an Information Commons and the true intellectual center of the campus. The Writing Center will provide support for Westminster's students in using writing as a vital tool for learning across the curriculum.

## Information Commons Potential Funders

Westminster College will seek other foundation, corporate and individual support for the Information Commons. The following are potential Information Commons funders:

- (proprietary information removed)

## Attachments

- Writing Center project budget detail
- Information Commons floor plan

## Budget

XXXXXXXXXX Writing Center Budget	
Bricks & mortar location start-up:	
Store-front window	\$X,000
HVAC & air return work	\$X00
Printer	\$X,X00
Four desktop PCs	\$X,X00
SMART white board	\$X,X00
Hitachi projector	\$X,X00
Four flatscreen monitors	\$X,X00
Furniture (see detail)	\$XX,X00
Total bricks and mortar	\$XX,000 Subtotal
Implementation:	
Release time for one four-credit hour class, Spring 2004, for facult member (adjunct replacement); includes initial design of Tutoring Program	\$X,000
Visiting two small colleges with writing centers for two faculty members & one librarian	\$X,000
Writing Center references & resource materials	\$X,000
Recruitment for Writing Center Director & bringing three applicants to campus	\$X,000
<b>Total Writing Center cost</b>	<b>\$XX,000 Total</b>
<b>Furniture detail:</b>	
Chairs w/casters (8)	\$X,X00
Tables/desks (4)	\$X,X00
Blinds	\$X00
Reading lamps for desks (4)	\$X00
Trash can	\$X00
<b>Furniture Total</b>	<b>\$XX,X00</b>

