University of California

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO SANTA BARBARA • SANTA CRUZ

Writing Program
University of California, Merced
5200 North Lake Road
Merced, CA 95340

October 16, 2007

To Whom It May Concern:

Hewlett Grant Workshop (10/26-10/27)

This workshop initiative will create an e-community dedicated to the assessment of student learning and introduce participants to electronic survey technology (SNAP software) with potential application to course evaluations, focus group surveys, and needs assessment. Because this is a Hewlett-sponsored faculty development workshop, coordinators will learn this new software program and develop associated guides, handouts, and activities. The estimated time of three days for each coordinator's preparation accounts for learning design features, codes, and data input. Additionally, coordinators will load the software onto laptops for participants use. Beyond learning and maintaining the SNAP program, coordinators will also design assessment-related presentations, worksheets and activities. In addition to preparation and workshop time, this project will also include a web-based archive of results and analysis, requiring coordinators to develop and maintain this resource.

Ten Writing Program faculty are attending the two-day, six hour workshops, each receiving $500 for that participation. Two workshop facilitators will prepare and offer the workshops. Mike Truong will receive $800 for conducting the Friday workshop, and Anne Zanzucchi will receive $1200 for collaborating on the preparation for the Friday workshop and conducting the Saturday workshop. These amounts are based on remuneration for faculty and TA workshops offered during the summer. An itemized listing of these payments is shown below:

10 workshop participants @ $500 each =	$5000
Truong's workshop preparation: $400 for one session	400
Truong's workshop delivery:	400
Zanzucchi's workshop preparation: $800 for two different sessions	800
Zanzucchi's workshop presentation: $400 for one session	400
TOTAL:	$7,000

Robert Ochsner
Director, Writing Program