

## WPA on Campus

Editor's Note: In an effort to foster and support development of regional groups of WPAs, the Executive Committee adopted the following guidelines. If you have questions, please contact Richard Bullock, Chair of the WPA Membership and Affiliate Committee (513-873-2220).

### Council of Writing Program Administrators Guidelines for Affiliate Organizations

The goal of the National Council of Writing Program Administrators is to provide opportunities to focus on matters attendant to the administration of college and university writing programs. Its membership includes directors of writing programs, teachers of writing, researchers in rhetoric and composition, editors, and other parties interested in teaching, service, and scholarship in the field of rhetoric and composition. To provide opportunities for members to participate in advancing WPA's goals, the National Council encourages the formation of regional affiliates. The following guidelines govern the formation and operation of affiliates of WPA.

- 1. Proposed affiliates must demonstrate a commitment to the formation and sustenance of the affiliate.** In other words, proposed affiliates should have membership that represents various schools and types of schools in several parts of the region or state; core founding groups should have at least five members, each of whom has agreed to take on a specific role within the new organization (e.g., secretary, treasurer, convener or chair, membership coordinator).
- 2. All affiliate members will hold dues-paid membership in the national Council of Writing Program Administrators.** Corollary to #1, affiliates must demonstrate commitment to the national organization.
- 3. Proposed affiliates must present a clear plan for the organization. The plan must not conflict with the WPA Constitution.** The plan should include a schedule of meetings, dates of mailings and solicitations, and a clear statement of the organization's rationale and goals. What benefits can the affiliate offer to the region's WPAs that are not presently being offered? What needs are not being met?

**4. Proposed affiliates must present budgets covering anticipated income and expenses for the first two years of operation:** anticipated revenue from dues, grants from participating schools, regional conference fees, other sources; anticipated expenses from mailings, solicitations, travel expenses, guest speakers, etc.

**5. All affiliates must submit to the National Council's Executive Board a report by March 1 of each year** that includes the following information:

- Number of members, with analysis of membership patterns by type of institution, regional distribution, etc.
- Budgets, for current and next year.
- Activities carried out during the previous year, including meetings, mailings, reports, research, actions, elections, etc.
- Plans for the coming year.
- Descriptive report on the overall health and vigor of the affiliate.

**6. New affiliates may request start-up grants from the national organization.** Start-up grants will be limited to a maximum of \$500 and may be used for membership solicitation (mailing lists, brochures, trips to conferences and meetings within the state or region, etc.); communication (printing of letterhead and newsletters, postage, telephone charges); costs associated with a regional meeting or conference (to subsidize costs over and above those covered by the conference fee); and other costs associated with starting up the affiliate.

**7. Established affiliates may also apply for grants.** These grants are unrestricted in scope. Normally, though, proposals most likely to be funded will involve activities resulting in:

- Expansion of the membership base of the affiliate.
- Improvement of communication among affiliate members.
- Improvement of writing instruction across the region served by the affiliate.
- Greater understanding of writing and program administration through research activities conducted throughout the affiliate's region.

Proposals asking for less than \$2000 are more likely to be funded than larger ones; proposals demonstrating matching funds or institutional commitments are welcomed. Grants to individuals or groups from single institutions and proposals for the purchase of equipment are unlikely to be funded. Normally, grants will be funded for one calendar year.

**8. The WPA Research Grant Committee will review all grant proposals and recommend approval, denial, or approval with modifications.** The

**Executive Board will approve or deny all grants.** Applicants will be notified of the disposition of their proposals by the president within four weeks of the Executive Board meeting at which the proposal was considered, and grant awards will be announced at the annual business meeting.

**9. Affiliates receiving grants must submit a report to the Executive Board at the conclusion of the grant period** that outlines how the money was spent and assesses the perceived results.

**10. Affiliates may be removed from the national organization** by majority vote of the Executive Board if any of the above policies and guidelines are not followed.



## NOTES ON CONTRIBUTORS

**Jay Carson** is Professor of Communications and Director of Writing Across the Business Disciplines at Robert Morris College. His dissertation, "Writing Across the Business Disciplines at Robert Morris College: A Case Study," is a close examination of the writing-across-the-curriculum program at RMC. He has done extensive work on the PBS/RMC Teleconferences and Resource Videos. He consults on writing across the curriculum and regularly presents papers at national conventions. Presently, he is working with colleagues at Robert Morris on a monograph tentatively entitled, "Narratio to Video: Keeping Our WAC Programs Going with the Best of Ancient and New Research Arguments."

**Brian Huot** teaches graduate and undergraduate courses in composition at the University of Louisville. His work has appeared in *College Composition and Communication*, *Review of Educational Research*, and other journals devoted to teaching and writing. Most recently, he co-edited and contributed to *Validating Holistic Scoring for Writing Assessment: Theoretical and Empirical Foundations*. Presently he is co-editor of a new journal, *Assessing Writing*.