

## Appendix A

Participants in the New Directors Retreat are given a folder with the following materials inside:

1. An agenda for the two-day event (see Figure 1 for a picture of the agenda)
2. A copy of Eliot Rendleman's article "Lexicography: Self-Analysis and Defining the Keywords of Our Missions" from *Writing Lab Newsletter* Sept/Oct 2012
3. A syllabi statement that can be tailored to use on their campuses
4. My Writing Center Tutor Procedure Guidebook as an example handbook
5. My Writing Center Director Guidebook as an example of a handbook
6. A copy of the strategic plan I developed my first weeks at my new job
7. My yearly budget that is linked to my strategic plan
8. A copy of Muriel Harris's "Making Our Institutional Discourse Sticky: Suggestions for Effective Rhetoric" from *Writing Center Journal* 2010
9. A packet of my past flyers, handouts, brochures, and other promotional materials
10. Several syllabi and professional development sequences from myself and my colleagues in our region who agreed to share ways they educate tutors
11. A chapter from Ellen Schendel and William J. Macauley Jr.'s *Building Writing Center Assessments that Matter* for our discussion on assessment
12. A copy of Holly Ryan and Danielle Kane's "Evaluating the Effectiveness of Writing Center Classroom Visits An Evidence-Based Approach" from *Writing Center Journal* 2015
13. A copy of the chapter "Origami, Anyone?: Tutors as Learners" from *The Everyday Writing Center*, to specifically focus on the learning audits discussed in the chapter
14. A write up of the coding scheme that Caswell, Grutsch McKinney, and Jackson used to code the narratives in *The Working Lives of New Writing Center Directors*
15. Pen and sheets of lined and blank paper