Math Lab Report
(2012-2013 Academic Year)

Assigned Time Responsibilities during the 2012-2013 Academic Year

- Managed the daily operation of the math lab.
- Hired and trained tutors at the beginning of Fall 2012 and Spring 2013 semester.
- Provided continues guidance to math lab tutors and evaluated their work.
- Created and managed weekly tutoring schedule based on the allocated budget for the math lab.
- Verified hours worked by tutors and approved biweekly timesheets.
- Created and conducted various surveys and gathered data to evaluate the effectiveness of the math lab.
- Served as resource instructor in the math for approximately two hours per week to help students who were unable to receive help from tutors.
- Distributed flyers of math lab schedule and send out emails promoting math lab to instructors.

Data

- Number of students tutored during 2012-13 academic year:
  \[ \text{Fall + Spring} = 438 + 895 = 1333 \]
- Average weekly tutor availability during 2012-13 academic year:
  \[ \frac{\text{Fall Hours} + \text{Spring Hours}}{2} = \frac{30 + 38}{2} = 34 \text{ hours} \]
- Average tutor pay per hour: $9.00
- Total contact hours for 2012 – 2013 academic year:
  \[ \text{Fall + Spring} = 469 + 1365 = 1834 \]
- Approximate tutoring cost during 2011-12 academic year:
  \[ \text{(# of weeks)(pay rate)(weekly hours)} = 34*34*$9.00 = $10404 \]
- Average cost per contact hour =
  \[ \frac{\text{Total tutoring cost}}{\text{total contact hours}} = \frac{$10404}{1834} = $5.67 \]
Operating Budget Request

- Based on previous year's cost and to accommodate the increase in visitors, the operating cost for Math Lab for 2013-2014 academic year is projected to be $13,000. The above amount assume 40 tutoring hours per week along with $9/hour pay scale plus $760 equipment cost.

Analysis:

- During the Fall 2012 semester, the math lab made successful transition to its new home from Manaopono 113 to Library Learning Common Room 226. Due to limited tutoring hours and lack of student’s awareness of the new location of math lab, visitor numbers were below expectation. Based on the survey results and my discussion with tutors, space limitation in the math lab seems to be a major factor in low visitor count. Math Lab can currently seat about 13 students. However often times during peak hours (around 11:30am to 1:30pm), the number of students exceed the room capacity. This led to students not entering the math lab.

- During the Spring 2013 semester, visitor counts more than double. This is due to various strategies implemented in spring, such as increase in the number of tutoring hours from previous semester, increase awareness of math lab from previous semester, and tutors encouraging students to utilized math lab off peak hours to get more one on one time with tutors. During Spring 2013 semester, an additional white board was installed in the math lab to accommodate student’s and tutor’s request for more writing space.

- Below are links to various survey results conducted during 2012 – 2013 academic year:
  
  https://docs.google.com/open?id=0B7my1waJmn3aMDFKYkY5MzhTWk0
  https://docs.google.com/open?id=0B7my1waJmn3aOW1CQ0tJWvFQSkU
  https://docs.google.com/a/hawaii.edu/spreadsheet/ccc?key=0Army1waJmn3adFlHZ3k4akwM3o0TEp6QjhCRHpvmMc
  https://docs.google.com/a/hawaii.edu/spreadsheet/ccc?key=0Army1waJmn3adFlHZ3k4akwM3o0TEp6QjhCRHpvmMc#gid=0
Goals

- Math lab has two major goals moving forward to 2013 – 2014 academic year. I will be working with the computing services to transition paper-pencil sign-in and survey into digital system to keep track of visitor count and relative data. Our second goal is to increase the visitor count by increasing math lab awareness. While growth in math lab visitor is directly proportional to the number of students taking math classes at WCC and hours of operation, having limited space in the math lab is a major factor.