

Ancillary Unit Annual Review
Reporting Period: October 2022

Deadline for submission to Reporting Administrator: October 30

**This report is required by FAM 105.4 – POLICY GUIDELINES FOR THE FORMATION
AND REVIEW OF CSUSB ANCILLARY UNITS**

Basic Information

Ancillary Unit's name	COE Watson & Associates Literacy Center
Director(s)	Dr. Gregory Richardson
Administrator to whom the unit reports ("Reporting Administrator")	Chinaka DomNwachukwu, Dean
Purpose and goals of the Ancillary Unit (from the original proposal or updated operating documents)	The Watson and Associates Literacy Center exists is to provide diagnostic and intensive literacy support to K-12 students. The Center collaborates with local school districts and surrounding communities to support their ongoing literacy instruction. The Center works with local families to through the continuance of remediation and/or tutoring support. The goal of the WALC is to increase literacy levels for K-12 students, to encourage

Advisory Board

Please list your current Advisory Board, their positions outside the Advisory Board, and their roles on the Advisory Board (if applicable)	James R. and Judy R. Watson, Benefactors, development corporation, council Mary Jo Skillings-Prigger, Founder, retired educator, council Chinaka DomNwachukwu, Dean, J.R. & J.R. Watson College of Ed'n, council Nicole Klimow, CSUSB COE Professor, council Andrea Street, Reading Specialist, Watson & Associates Literacy Center Gregory Richardson, Director, Watson & Associates Literacy Center Latrese Gerren, parent, community member, council Victoria Gonzalez, parent, community member, council
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Ancillary Unit Activity

Please summarize the top three (3) accomplishments of your Ancillary Unit (AU) during this reporting period. This should highlight the substantive activities that support and advance the purpose/goals of the AU, and the relationship between the activities and the purpose/goals.

Please highlight the most significant activities of the AU that engage the community or other entities on campus, if any.

Substantive Activities undertaken by the AU during reporting period

Activity (please describe)	Funds spent	Goal advanced (and extent)
Watson & Associates Literacy Center Open House (4-6 PM). Fun activities, games, prizes, parent workshops, raffles, book readings and more.	\$198.00	Marketing of WALC services, soliciting of tutees (via parents) to utilize tutoring. Gave two new books to student attendees. (Note: received 2400 books from a donor).
County literacy campaign with San Bernardino County Superintendent of Schools: "Countrywide Spotlight on Literacy."	\$2880.00	In this school district collaboration, about 1200 TK, K, 1st, and 2nd grade students attended. Sectioned into three groups they rotated through author reads, puppet show, and a guided tour.
1) Purchase of reading software: Renaissance Accelerated Learning. Performed Early Literacy and STAR Reading assessments. a total of 62 total. 2) Instructed ISAs in literacy assessment and intervention strategies.	\$6,600.00	1) Online assessment for pre- and post-testing produce growth reports, which are shared with parents/guardians. Pre- and post-testing of all K-12 tutees determined each students' reading ability. Ongoing progress monitoring occurred during tutoring, and a final

Describe planned activities for the current academic year and how each of them will advance the purpose/goals of the AU.

Planned Activity	Connection to Purpose
<p>Writing Celebration: Weekly, tutees follow the writing process to complete oral reports, with a focus on informational or persuasive writing. Tutees select a topic, perform research, and prepare final document using digital technology.</p>	<p>Promotion of written and oral language skills as defined by the appropriate grade level of the California State Standards.</p>
<p>Students will read self-selected material from the WALC library by-weekly. A personal evaluation is performed of the text, using the designated form, under the guidance of the director or reading specialist.</p>	<p>Students (tutees) learn how to research, which is useful in all aspects of life. Tutees develop critical thinking skills from content presented in diverse literacy genres.</p>
<p>Renovated existing library located in the literacy center. Integrated 2.5K books received through donation and added to our existing library. Total books are now approximately 6,000. The new system is color code, and is separated by grade level and genre.</p>	<p>1) All books are categorized, and the color code provide quick access for tutee/tutor in selecting books of interest. 2) Books are in an electronic data base, which includes authors and most Lexile levels.</p>
<p>.</p>	<p>.</p>

Complete the Annual Use of Funds form

	Year 1		Year 2		Year 3	
	Internal	External	Internal	External	Internal	External
Salaries	\$ 31729	\$ 38926	\$ 0	\$ 47903	\$ 9670	\$ 13012
Assigned Time	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 20330
Travel	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Supplies	\$ 0	\$ 1231	\$ 0	\$ 486	\$ 0	\$ 1312
Contractual	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Other*	\$ 0	\$ 6331	\$ 0	\$ 9948	\$ 10450	\$ 4831
TOTAL	\$ 31729	\$ 46488	\$ 0	\$ 58337	\$ 20120	\$ 39485

**Other can include items such as: External Contracts, Grants, Sponsorships, Marketing and Outreach, Communications, Data Processing, Facilitates Operation, Printing, Postage*

Certification

Greg Richardson

Director Name

Co-Director Name


Co-Director Name



Director Signature

Co-Director Signature

Co-Director Signature

Unit Reporting Person recommendation	
Name and title: Chinaka DomNwachukwu	
Recommendation:	Active
<p>Recommendations and comments including the criteria and data reviewed. Please attach additional page(s) as necessary.</p> <p>Center Director needs to implement new initiatives to increase enrollment at the center. Programs needs to be marketed to the local School districts. Director needs to begin to explore external funding to help make the center become financially independent.</p>	
 _____	Nov 2, 2022 _____
Unit Reporting Person Signature	Date