

## Oral Communication Across the Curriculum and Speaking Center Projected Timeline for Implementation Start-up needs and Budget<sup>1</sup>

April 25, 2008

### Timeline

- Spring 2008 - Develop and finalize proposal, time line and budget
- Summer 2008 - Program Director begins, Develop Operational Handbook for Speaking Center
- Fall 2008 - Speaking Center Director begins, Appoint Advisory Committee; Identify and train Communication Consultants; design and populate OCXC website; publicize OCXC and Speaking Center; begin consultations with academic units for possible discipline-specific collaborations
- Spring 2009 - Speech Center opens; conclude consultations with academic units for possible discipline-specific collaborations; Begin faculty development seminars; continue publicity
- Summer 2009 - Program evaluation, update website information and resources; update Speaking Center resources; train Communication Consultants
- Fall 2009 - Speech Center operation continues; Continue faculty development seminars; continue publicity; Offer Workshops

### Physical Space Needs

Ideally, The SC will need three –five connected rooms to serve as the physical center: 1-3 rooms for individual and group practice, 1-2 rooms for the work of the Communication Consultants. We recognize, however, that space is currently at a premium on the SU campus. In its early stages, then, the SC may very well operate on a smaller scale by reserving spaces in the GUC or perhaps in the Commons.

### Start-up Equipment

Computers, projectors, and furniture for Speaking Center, 1-3 video/sound recording cameras and playback equipment

Budget<sup>1</sup>

½ time release for the Director of the OCXC  
Summer 2008 support for Director of the OCXC  
½ time release for Director of the Speaking Center  
(begin fall 2008)

|                             |               |
|-----------------------------|---------------|
| Consultant Salaries         | 10,000        |
| Supplies                    | 1,000         |
| Resource materials          | 500           |
| Publications/Publicity      | 1,500         |
| Equipment Maintenance       | 500           |
| Staff Development           | 2,500         |
| Publicity                   | 2,000         |
| Honoraria for Short Courses | 2,000         |
| Stipends for Faculty        | <u>15,000</u> |
|                             | \$39,800      |

<sup>1</sup>Note that the budget projection assumes that both the OCXC program and the Speaking Center operate at expected levels when fully implemented; it is likely that during the first years, costs will not fully approach projections. In addition, we hope that budgetary support will come from the Provost through funds being earmarked for the Student Success Center.