

**From:** Jimenez, Albert  
**Sent:** Thursday, January 18, 2018 11:46 AM  
**To:** Capps, Nicole <[Nicole.Capps@norcocollege.edu](mailto:Nicole.Capps@norcocollege.edu)>  
**Subject:** RE: Quick question

Hi Nikki! I am here Monday – Friday 9-5:30pm. That'll be awesome and let me know if you would like for us to order any additional books, handouts for both tutors and students. I think I answering your question about tutor training in person would be more accurate, sound good? Let me know when you want to meet up. Have a great rest of the week.

***Albert B. Jimenez, Ma.Ed***  
**Director, Learning Resource Center**  
**LRC, Rm. G114A**  
**(951) 738-7793**

***“CARPE DIEM”***

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**From:** Capps, Nicole  
**Sent:** Thursday, January 18, 2018 10:19 AM  
**To:** Jimenez, Albert <[Albert.Jimenez@norcocollege.edu](mailto:Albert.Jimenez@norcocollege.edu)>  
**Subject:** Re: Quick question

Thanks, Albert! I think the changes in the LRC sound great. When are you in your office this winter? I will stop by with some books and to see if the handouts need to be replenished before spring.

Let me think about the question you posed regarding tutoring certification. I'm not sure if tutor training and the writing center would be linked. I think they would still be totally separate entities (even if writing tutors are housed there). I'll get back to you about that.

What would a prospective tutor at level 1 be able to do? Would that include CRLA training as well?

**Nikki Capps**  
**Associate Professor, English**  
**Writing Lab Coordinator**  
**PTK Honor Society Advisor**

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**From:** Jimenez, Albert  
**Sent:** Wednesday, January 17, 2018 10:19:08 AM  
**To:** Capps, Nicole  
**Subject:** RE: Quick question

Hi Nikki! Yes space is always an issue here unfortunately. But we are working on expanding floor space for "writing drop-in tutoring" – currently where the math express. We are in the process removing the front desk on the north side of LRC and will be moving the math/science express there. Writing express will be moved to the east side of the LRC with tables, writing materials and any book shelves with tutoring and writing materials the English department recommends we have. Let me know your thoughts or come on by so I can give you a visual. Thanks! Oh before I forget, is obtaining CRLA certification for Eng. 4 relevant to the planning process of a Writing Center? I am thinking prospective tutors can get a certificate for Level 1 after completion of ILA 1 and get Level 2 after completing Eng.4. Let me know your thoughts OK. Talk to you soon!

Best regards,  
***Albert B. Jimenez, Ma.Ed***  
**Director, Learning Resource Center**  
**LRC, Rm. G114A**  
**(951) 738-7793**

**"CARPE DIEM"**

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**From:** Capps, Nicole  
**Sent:** Wednesday, January 17, 2018 7:29 AM  
**To:** Jimenez, Albert <[Albert.Jimenez@norccollege.edu](mailto:Albert.Jimenez@norccollege.edu)>  
**Subject:** Quick question

Hello!

I'm just following up on our previous discussion about a writing center. I know you were looking at space for that. Are there any updates I can share with my colleagues? Jessica Dobson and I have been tasked with getting the ball rolling on it. What would the first step be in the process? I know space is the major issue.

Thanks!

Nikki

**Nikki Capps**  
**Associate Professor, English**  
**Writing Lab Coordinator**  
**PTK Honor Society Advisor**  
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