# CCLA Peer Consultant Fall 2022 Kick-Off Info

* Who are we
  + The mission of the Doane Center for Computing in the Liberal Arts (CCLA) "...is to provide a collaborative and supportive environment for Doane students, faculty, and staff who are interested in incorporating computing into their schoolwork, projects, or research. Our operating analogy is that the CCLA is like a Writing Center, but for computing instead of prose. Ultimately, the CCLA aims to foster a *culture of computing* at Doane…" [2022-2023 CCLA Consultant Handbook, pg. 3]
* Who you are (in this context)
  + You are going to be a CCLA Peer Consultant (PC). See handbook, pg. 6 for the differences between a consultant and an instructor, tutor, etc.
* Who do we help
  + Doane students, faculty, and staff
  + Our term for them is "collaborators;" see handbook, pg. 7
* Where do we help
  + CCLA hours will be held in the 24/7 lab at the front of the Learning Commons
* When do we help
  + Priority hours are 7 - 11:00 p.m., Monday through Thursday evenings, and Thursday mornings from 8 - 11:00 a.m. Additional hours may be scheduled by PCs, but we should prioritize these hours.
  + **Schedule your hours via shared the scheduling spreadsheet [pinned in *pc\_docs* channel of the CCLA 2022-23 Slack workspace]**
    - Keep in mind the number of hours you are allowed to work; I won't approve more hours than your limit
* Workflow (needs to be updated)
  + Clock in
  + Set up shop w/ name tent, nametag w/ lanyard
  + Log into the Slack channel
  + <check schedule for appointments>
  + Meet with scheduled or drop-in collaborators
    - Record interaction in one of the tracking spreadsheets [pinned in pc\_docs channel of the CCLA 2022-23 Slack workspace]
  + Clock out

(OVER for key tasks for this academic year)

* Key tasks for 22-23
  + All year: Increase visibility and drive more interactions with students and faculty
  + ASAP: implement an online scheduling system
  + **ASAP: each PC complete specialties / competencies survey [pinned in *pc\_docs* channel of the CCLA 2022-23 Slack workspace]**
  + Update handbook to reflect current practice re. scheduling, reporting, etc **[handbook is pinned in *handbook* channel of the CCLA 2022-23 Slack workspace]**
  + Update Web site
  + Travel somewhere to spread the word to a larger audience