To: Assistant Provost  
Valparaiso University  

Date: August 14, 2012  

Subject: 2011 Caterpillar Award Report  

Dear Dr. Gillman,

The purpose of this report is to summarize the use of the Caterpillar Award funds. In addition to the funds provided by the award ($1000), the Dean of the College of Engineering generously provided a match of $1000. Therefore, $2000 was available to me to support teaching at Valparaiso University.

All of the award funds and matching funds were used to support the Hesse Tutoring Center in the College of Engineering. Specific uses of the funds are as follows:

1) Six small whiteboards were purchased. These whiteboards are portable; therefore, the tutors use the whiteboard to solve problems, illustrate concepts, etc. as they move throughout the Hesse Center assisting various students.
2) Twelve workbooks titled the “Essentials of Tutoring” were purchased. These workbooks help better prepare the Hesse Center tutors to assist students.
3) Two hundred pamphlets titled “How to Get Good Grades” were purchased and are provided to at-risk students.
4) A book titled “Becoming a Master Teacher” was purchased and is available in the Hesse Center for use by tutors and the Hesse Center Director.
5) The software module SurveyTrac was purchased to allow the Hesse Center to track student use of the Center and to create surveys to evaluate the effectiveness of the Center. SurveyTrac is available to all tutoring centers on campus.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Gregory S. Duncan  
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