1. Membership (include ex-officio members).

REGULAR: Hector Garza (Chair), Carolyn Dunn (Vice-Chair), Rose L. Bailey (Secretary), Ashley Egan, Dori Dennison, Laura Levi Altstaedter, Elizabeth Swaggerty,
EX-OFFICIO (with vote): Michelle Eble, Wendy Sharer, Rebecca Benfield, Will Banks, Terry Atkinson, Mike McCammon
EX-OFFICIO (without vote): Tracy Morse

2. Meeting Dates (include members present*).

September 10, 2012 – Hector Garza, Mark Sprague, Carolyn Dunn, Elizabeth Swaggerty, Nara Newcomer, Rose Bailey, Michelle Eble, Wendy Sharer, Rebecca Benfield, Will Banks, Terry Atkinson, Tracy Morse, Lori Lee

November 12, 2012 – Hector Garza, Carolyn Dunn, Elizabeth Swaggerty, Nara Newcomer, Ashley Egan, Michelle Eble, Wendy Sharer, Rebecca Benfield, Will Banks, Terry Atkinson, Tracy Morse, Kerry Flinchbaugh, Lori Lee

December 10, 2012 - Hector Garza, Carolyn Dunn, Elizabeth Swaggerty, Nara Newcomer, Ashley Egan, Rose Bailey, Michelle Eble, Wendy Sharer, Rebecca Benfield, Will Banks, Terry Atkinson, Tracy Morse, Kerri Flinchbaugh, Lori Lee

February 11, 2013 - Hector Garza, Carolyn Dunn, Elizabeth Swaggerty, Dori Dennison (new member), Rose Bailey, Michelle Eble, Wendy Sharer, Tracy Morse

March 7, 2013- Hector Garza, Elizabeth Swaggerty, Dori Dennison, Rose Bailey, Ashley Egan, Michelle Eble, Wendy Sharer, Tracy Morse, Rebecca Benfield, Will Banks, Terry Atkinson,

April 8, 2013 - Hector Garza, Elizabeth Swaggerty, Carolyn Dunn, Dori Dennison, Rose Bailey, Ashley Egan, Michelle Eble, Wendy Sharer, Tracy Morse, Rebecca Benfield, Will Banks, Terry Atkinson,

3. Subcommittees Established During The Year (include progress and/or completion of work).

Subcommittee formed including Hector Garza, Elizabeth Swaggerty, Carolyn Dunn, Wendy Sharer and Will Banks to accomplish the following:

(i) Review & propose to the committee clear articulation of required outcomes and writing activities of approved Writing-Intensive (“WI”) courses;
(ii) Assess & propose any needed revisions regarding the sufficiency of the QEP outcomes required in the WI courses;
(iii) Assess & propose any needed revisions to the WI course proposal form;
(iv) Propose standards for monitoring of WI of course achievement of required course outcomes.

Subcommittee’s work was reviewed, discussed and ultimately approved by the full committee with recommendation to present the WI Course Proposed draft with edited and revised QEP outcomes and other form revisions to the Faculty Senate in March.

4. Accomplishments During The Year, Especially As Addressed Through Committee Goals. Please Include Recommendations Made To Any University Agency Other Than The Faculty Senate That Will Be Noted Under #5.

Responsibilities of WAC Committee: Review proposals to make courses WI; approve courses WI; remove WI designation from existing courses;

Courses WI Designation Approved: (i) THEA 3021 – "Writing Solo Performance"; (ii) UCC Proposal HNRS 4500-Senior Honors Project I; (iii) UCC Proposal HNRS 4550-Senior Honors Project II; (iv) ENGL 2201 – Writing About the Disciplines; (v) ENGL 4110 - Topics in English Drama to 1800; (vi) NURS 4904-Professionalism in Baccalaureate Nursing Practice and (vii) NURS 4905- Nursing in a Global Society.

Revision of Title, Course Description & Outcomes of WI Courses: (i) ENGL1100 changed to Foundations of College Writing; (ii) ENGL 2200 changed to “Major American Writers”; (iii) Renumbering of ENGL 4360 World Literature changed to ENGL 2400; (iv) ENGL 3870 changed to “Introduction to Editing and Publishing”. ENGL 3885 changed to “Writing and Document Design”.

Courses WI Designation Removed: (i) SOCW 3401 (Social Work Research & Statistics);

She also noted that there will be two faculty forums to discuss the writing intensive student outcomes and suggested a 25-student limit for WI courses with specific information on the forums distributed to all faculty via email once locations are reserved.

4. Reports To The Faculty Senate (include dates and resolution numbers).

October 2, 2012
November 6, 2012 - FSR #12-92
December 4, 2012 - FSR # 12-105
January 24, 2013 - FSR # 13-04
February 26, 2013 - FSR #13-18
March 19, 2013 - FSR #13-42

5. Business Carried Over To Next Year (list in priority order).
1) Seek Faculty Senate Approval of Revised Course Proposal Form after Incorporating Discussion from Faculty Forum Feedback & WAC Committee’s Vote on Revisions/Proposals after Faculty Forum

2) Determination first of whether to audit WI Courses and then determine the appropriate process for auditing WI Courses, if applicable.

3) Review and revise, where appropriate, Handbook?

7. Evaluation Of The Committee (include anything that hindered or assisted the committee’s work during the year).

A. Charge:
   a. Committee fully met its charge and made significant progress is identifying need for improvement, incorporating consistency with the QEP standards adopted by the university and attempting to move forward committee initiatives.

B. Personnel:
   a. Given the need to garnish support for committee initiatives, it may be helpful to identify unrepresented departments with concerns &/or support for WI initiatives & invite the chairs to encourage a faculty member from that department to fill one of our open positions. This may help “front-end” objections to WI initiatives & provide better opportunity for compromise on these issues.

C. Attendance:
   a. Attendance is generally strong & consistent among all members, with the exception of one regular member.

D. Responsibilities:
   a. The subcommittee formed this year did an excellent job revising the WI Course Proposal. Their input & expertise will be very beneficial to the committee next year to formalize audit procedures as the next step after the approval of a revised WI Course proposal.

E. Activities:
   a. In addition to the WAC responsibilities above, the Committee conducted two Faculty Forums in April on East & West Campus to facilitate input regarding the revised WI Course Proposal. The forums were recorded to be accessible by those who could not attend.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for Improving the Effectiveness of the Committee.

A. Charge:
   a. Given the pervasiveness of WI requirements across campus, does the committee charge need to specifically integrate a “policy determination” feature?
B. Personnel:
   a. Given the “pushback” on certain aspects of the new revised WI Course Proposal form & particularly the student limit issue, should we consider recruiting a representative from all department/colleges that have a strong concern about the revisions.

C. Attendance:
   a. Attendance is generally good. However, given the need for wide departmental representation from regular faculty members, where a regular member of a committee does not attend even ONE meeting, we should consider how that member’s slot can be filled by another faculty member from an unrepresented department.

9. Does the Committee’s Organizational Meeting Next Year Need to be Earlier Than The Date Set This Year?  No

Chairperson – Hector Garza

Secretary – Rose Bailey