1. Membership (include ex-officio members).

**REGULAR:** Dori Dennison, Hospitality Leadership; Carolyn Dunn (Vice Chair), Tech. & Computer Science; Laura Levi Altstaedter, Foreign Languages; Elizabeth Swaggerty (Secretary), Education; Hector Garza (Chair), Theatre and Dance; Anne Marie Spuches, Chemistry; Glenn Hubbard, Communication; Kevin Moll, Music

**EX-OFFICIO (with vote):** Michelle Eble, Rep. of Chancellor; Wendy Sharer, Rep. of Provost and VC for Academic Affairs; Janice Neil, Rep. of VC for Health Sciences; Will Banks, Director of University Writing Program; Terry Atkinson, Rep. of Chair of the Faculty; OPEN, Rep. of Faculty Senate; OPEN, Rep. of Student Body

**EX-OFFICIO (without vote):** Tracy Morse, Director of Composition & Writing Foundations

2. Meeting Dates (include members present*).


**October 14, 2013:** G. Hubbard, H. Garza, A. Spuches, E. Swaggerty, D. Dennison, W. Sharer, T. Morse, M. Eble, T. Atkinson, W. Banks, J. Neil

**November 11, 2013:** G. Hubbard, H. Garza, A. Spuches, E. Swaggerty, C. Dunn, W. Sharer, T. Morse, J. Neil

**December 9, 2013:** G. Hubbard, H. Garza, A. Spuches, E. Swaggerty, D. Dennison, W. Sharer

**January 13, 2014:** No meeting

**February 10, 2014:** G. Hubbard, H. Garza, A. Spuches, E. Swaggerty, D. Dennison, C. Dunn, W. Sharer; T. Atkinson, J. Neil, T. Morse, M. Eble

**March 3, 2014:** G. Hubbard, H. Garza, A. Spuches, E. Swaggerty, D. Dennison, T. Morse, W. Banks

**April 14, 2014:** G. Hubbard, H. Garza, A. Spuches, E. Swaggerty, D. Dennison, T. Morse, W. Banks, M. Eble, W. Sharer, T. Atkinson, J. Neil

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

Subcommittee to revise WAC course proposal form was carried over from the 2012-2013 year. This committee was made up of Hector Garza, Carolyn Dunn, Elizabeth Swaggerty, Will Banks and Wendy Sharer. Its purpose was to work to revise the Writing Across the Curriculum WI Course Proposal form in preparation for presentation to Faculty Senate. This was accomplished in November, 2014.
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.**

In addition to carrying out the approval/removal of WI status from courses as noted in #5, the WAC Committee also addressed the following:

- **WI Course approval/removal for the following courses was addressed during the April, 2014 meeting. These courses have not yet been addressed at the Faculty Senate level.**
  
  - Request for addition of Writing Intensive designation for SPED 3005: Instructional Programing in Special Education by Dr. Stacy Weiss. **Action Taken:** Committee vote was unanimous to approve Writing Intensive credit for SPED 3005. Mr. Garza will follow up with approval memo.
  
  - Request for removal of Writing Intensive designation for SPED 3100 and SPED 3200 by Dr. Stacy Weiss. **Action Taken:** Committee vote was unanimous to approve the removal of WI designation from SPED 3100 and SPED 3200.
  
  - Request for removal of Writing Intensive designation for NURS 4150 by Dr. Josie Bowman. **Action Taken:** Vote was unanimous to remove WI designation from NURS 4150.
  
  - Request for removal of Writing Intensive designation for the following chemistry courses:
    - CHEM 2250 Quantitative and Instrumental Analysis (BS/BA, 3 credit hr.)
    - CHEM 3450 Elemental Inorganic Chemistry (BA, 3 credit hr.)
    - CHEM 3850 Introductory Physical Chemistry (BA, 4 credit hr.)
    - CHEM 3950 Physical Chemistry I (BS, 4 credit hr.)
    - CHEM 3960 Physical Chemistry II (BS, 4 credit hr.)
    - CHEM 5350 Instrumental Analysis (BS, 3 credit hr.)
  
    **Action Taken:** Vote was unanimous to remove WI designation from CHEM 2250, CHEM 3450, CHEM 3850, CHEM 3950, CHEM 3960 and CHEM 5350.

- **WAC recognizes the continuance of Writing Intensive status for ATEP 4320: Leadership & Management despite course name change. **Action Taken:** None necessary.

- **Secured Faculty Senate approval of changes to WI courses/course proposal form.**
  The WAC Committee conceptualized six resolutions to be presented at the November, 2013 Faculty Senate meeting. Discussion and revision of the items resulted in the following list (some resolutions are included in the proposed Writing Intensive Proposal Form):
  The Writing Across the Curriculum Committee proposes:
1) The elimination of Writing Intensive by Section.
2) That all Writing Intensive courses require students to upload writing samples for the purposes of programmatic assessment.
3) That all Writing Intensive courses have a maximum of 25 students per section.
4) That courses designated “Writing Intensive” will engage students in the University Writing Outcomes established by the QEP; attention to these outcomes replaces the five WI models currently in place. This change is reflected in the new Writing Intensive proposal form (see attached).
5) That the current “Writing Intensive Syllabus Statement” be revised to reflect the changes of Writing Intensive courses from model-based to outcome-based. This change is reflected in the new Writing Intensive Proposal Form (See attached).
6) By Fall 2015, each unit will submit an initial self-audit report to the WAC Committee. This process will involve unit-level discussion of writing intensive courses, identification of courses that comply with the new writing intensive designation, and inclusion of a plan for changes in WI Courses that are not in compliance. Each unit will submit the self-audit to the WAC Committee.

Action Taken: The committee agreed to present the resolutions and proposed Writing Intensive Course Proposal Form at the November Faculty Senate meeting.

On November 5th, 2013 Faculty Senate voted to approve the revised Writing Intensive Proposal Form and the 25 student cap on Writing Intensive courses. The elimination of writing intensive by section was not approved.

- **Development/Delivery of memo to all academic departments re: new WI guidelines**
The committee decided the WAC Committee Chair and the Director of the University Writing Program could work collaboratively to draft the memo that would address the changes to WI at East Carolina University as a result of November, 2013 Faculty Senate decision. This memo was delivered to all ECU academic units via e-mail in April, 2014.

- **One credit hour WI Courses**
From registrar’s office, there are two choices when determining satisfaction of the WI requirement: by counting WI credit hours or by counting instances of WI courses. Further investigation of the impact of this change is required.

**Responsibilities of WAC Committee:**

**A.** The committee promotes the University Writing Program and recommends policies and guidelines governing the development and offering of courses and seminars that are officially to be designated as writing-intensive courses.
**B.** The committee reviews and approves proposals for writing-intensive courses, makes recommendations to the Faculty Senate regarding proposals carrying the writing intensive designation, and reports those recommendations to the University Curriculum Committee.
C. The committee periodically reviews existing writing-intensive course offerings and recommends, as appropriate, changes to course writing-intensive status in order to ensure that standards for writing-intensive credit are being met.

D. The committee reviews the activities of the University Writing Program, advises the administrative leadership in that program, and serves as a liaison between the University Writing Program and the Faculty Senate.

E. The chair or appointed representative serves as an ex-officio member of the Honors College Advisory Committee.

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

Resolution #13-90
November 5, 2013 (held for further review) Course cap of 25 students per section for Writing Intensive (WI) courses.
Approved by the Faculty Senate: November 5, 2013
Being Held by the Chancellor for further action: November 15, 2013 (for further review)

Resolution #13-91
November 5, 2013 Writing-Intensive course proposal form
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: not applicable

Resolution #13-92
November 5, 2013 Request for removal of WI designation for SOCI 4385: Theoretical Perspectives and Applications and a request for WI status for POLS 2090: Writing for Political Science.
Approved by the Faculty Senate: November 5, 2013
Approved by the Chancellor: December 12, 2013

Resolution #13-101
December 3, 2013 Curriculum matters acted on and recorded in the November 11, 2013 Committee meeting minutes, including requests for writing intensive course designation for WI status for SPAN 4560: Major Latin-American Authors and NURS 4910: Nursing leadership and the healthcare system.
Approved by the Faculty Senate: December 3, 2013
Approved by the Chancellor: January 17, 2014

Resolution #14-13
February 4, 2013 Curriculum matters acted on and recorded in the Writing Across the Curriculum Committee meeting minutes of December 9, 2013, including requests for writing intensive (WI) designation for ECON 4700: Applications of Economic Analysis, ENGL 3875: Peer Tutoring, and ENGL 3290: Asian-American Literature and removal of WI designation for COMM 4905: Media Ethics.
Approved by the Faculty Senate: February 4, 2014
Approved by the Chancellor: March 3, 2014

Resolution #14-23
February 25, 2014 Curriculum and academic matters contained in the Writing Across the Curriculum Committee’s meeting minutes of February 10, 2014 including approval of writing intensive (WI) designation for HMGT 4700 and removal of WI designation for HMGT 3990, 3991, 3992.
Approved by the Faculty Senate: February 25, 2014
Approved by the Chancellor: April 1, 2014

Resolution #14-34
March 18, 2014 Curriculum and academic matters contained in the Writing Across the Curriculum Committee meeting minutes of March 3, 2014, including approval of writing intensive (WI) designation for UNIV 4990 and READ 4534 and removal of WI designation for GERM 3350, ENGR 2070, and ENGR 3000.
Approved by the Faculty Senate: March 18, 2014
Approved by the Chancellor:

5. Business Carried Over To Next Year (list in priority order).
   - Agenda Item: Audit for WI Courses
     Determining how an audit of WI courses will be enacted will remain a goal for the committee.
   - Agenda Item: Review and revise Writing Intensive Handbook
   - Agenda Item: Continued discussion of impact of 1 CH WI courses. From registrar’s office, there are two choices when determining satisfaction of the WI requirement: by counting WI credit hours or by counting instances of WI courses. Further investigation of the impact of this change is required.

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

   A. Charge: Committee fully met its charge and made significant progress, most notably in revising the WI course proposal form and other WI related issues and shepherding this process through the Faculty Senate

   B. Personnel: The committee personnel worked well together and contained an excellent mix of faculty and ex officio members with administrative experience in various writing initiatives across campus.

   C. Attendance: 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 a mechanism by which that member’s slot can be filled by another faculty member from an unrepresented department.

   D. Responsibilities: Finalizing the changes to the WI course proposal form and other WI issues has been a central focus of this committee’s work for several years, and its adoption through Faculty Senate was a significant responsibility met.
E. **Activities**: Finalizing the changes to the WI course proposal form and other WI issues has been a central focus of this committee’s work for several years, and its adoption through Faculty Senate constituted a significant activity for the committee this year.

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

   A. Charge: None

   B. Personnel: None

   C. Attendance: 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 a mechanism by which that member’s slot can be filled by another faculty member from an unrepresented department.

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

Signed:

**Hector Garza**

______________________________

Chairperson –

**Elizabeth Swaggerty**

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Secretary –