1. Membership (include ex-officio members).
   Regular Members: Anne Marie Spuches, Glenn Hubbard, Kevin Moll, Timm Hackett, Cynthia Bickley-Green, Paige Averett, Elizabeth Swaggerty, Susannah Berry.
   Ex-Officio: Michelle Eble, Wendy Sharer, Virginia Stage, Will Banks, Heather Ries, Mark Matulewicz, Tracy Morse

2. Meeting Dates (include members present and those who contributed to committee action, but were not at the meeting)
   September 14, 2015: John Stiller, Chair of the Faculty Senate, Susannah Berry, Anne Spuches, Cynthia Bickley-Green, Paige Averett, Elizabeth Swaggerty, Virginia Carraway-Stage, Will Banks, Heather Ries, Jordan Hodges, Lori Lee, and Ashleigh Taylor.
   September 28, 2015: Susannah Berry, Anne-Marie Spuches, Glenn Hubbard, Elizabeth Swaggerty, Tracy Morse, W. Banks, W. Sharer, J. Hodges
   November 9, 2015: Susannah Berry, Anne Spuches, Cynthia Bickley-Green, Paige Averett, Elizabeth Swaggerty, Glenn Hubbard, Timm Hackett, Virginia Carraway-Stage, Will Banks, Heather Ries, and Jordan Hodges, Wendy Sharer
   January 11, 2016: Susannah Berry, Glenn Hubbard, Elizabeth Swaggerty, Timm Hackett, Virginia Carraway-Stage, Will Banks, Heather Ries, Jordan Hodges, Wendy Sharer, Tracy Morse, Michele Eble
   February 8, 2016: Susannah Berry, Glenn Hubbard, Elizabeth Swaggerty, Timm Hackett, Anne Marie Spuches, Heather Ries, Wendy Sharer, Tracy Morse
   March 14, 2016: Susannah Berry, Virginia Stage, Ann-Marie Spuches, Heather Ries, Wendy Sharer, Tracy Morse, Will Banks, Michelle Eble, Ashleigh Taylor
   April 11, 2016: Susannah Berry, Timm Hackett, Ann-Marie Spuches, Elizabeth Swaggerty, Heather Ries, Wendy Sharer, Tracy Morse, Will Banks, Ashleigh Taylor

3. Subcommittees established during the year (include progress and/or completion of work).
   WI Course Review Subcommittee to draft review rubric (Members Will Banks, Tracy Morse, Wendy Sharer) The goal of this committee was to develop a rubric for the committee to use while conducting WI course reviews. The committee completed a draft that was reviewed and a final version was voted on during the April meeting.

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.
   • Worked to operationalize the WI Course review procedures, which included the development of a review rubric
   • Review of WI course audit for Nursing Program was completed
   • The committee reviewed and discussed WI Transfer policy-no revision is suggested at this time
   • Committee reviewed the QEP Assessment Report for 2014-2015
   • Committee reviewed the Writing Program Annual Report for 2014-15

5. Reports to the Faculty Senate (include dates and resolution numbers).
   Resolution #15-86 Curriculum and academic matters contained in the Writing Across the Curriculum Committee’s meeting minutes of September 28, 2015 including changing JUST
3200 from “WI” to “WI by section” and writing intensive (WI) course designation for ART 4942, ART 4944 and ART 4948.

Resolution #16-08 Curriculum and academic matters contained in the Writing Across the Curriculum Committee’s meeting minutes of February 8, 2016, including writing intensive (WI) course designation for HIST 3840 and AAAS 2500.

6. Business carried over to next year (list in priority order).
Implement WI Course Audit and Program Review with adjusted timeline. The committee chair will send letters to the programs slated for the 2015 (now adjusted for 2016) review prior to the end of 2015-16 AY. Programs will submit and the committee will begin review in October 2016.

7. Evaluation of the committee (include anything that hindered or assisted the committee's work during the year).
Charge: Committee fully met its charge and made significant progress.
Personnel: The committee members represented both faculty and ex-officio member with administrative experience in various writing initiatives across campus.
Attendance: Several committee members struggled to attend meetings this. Of the eight regular members, only three were able to attend consistently. This made it difficult to carry work from one meeting to the next, which is one reason it took so long to get the WI Course Review operationalized.
Responsibilities:
Committee fully met the following responsibilities.
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.
Activities: The committee was actively engaged with all aspects of the charge this year.

8. Suggestion(s) to the Chair of the Faculty and/or Faculty Senate for improving the effectiveness of the committee. - Going forward as the committee begins implementing the WI Course Audit and Program Review, it will be imperative to have committee members who have time and an investment in the work.

9. Does the Committee’s organizational meeting next year need to be earlier than the date set this year? No

Chairperson  Susannah Berry
Vice Chair  Elizabeth Swaggerty
Secretary  Cynthia Bickley-Green