1. Membership (include *ex-officio* members).

   Regular Members: Timm Hackett, Cynthia Bickley-Green, Heather Ries, Melanie Sartore, Susannah Berry, Jen Scott Mobley, Bryna Coonin, Daniel Dickerson

   Ex-Officio: Michelle Eble, Wendy Sharer, Virginia Stage, Will Banks, Stacy Weiss, Ryan Beeson, Shaquille Dixon, Tracy Morse (without vote)

2. Meeting Dates
   (include members present and those who contributed to committee action, but were not at the meeting)

   **September 12, 2016**: Susannah Berry, Bryna Coonin, Daniel Dickerson, Heather Ries, Jen Scott Mobley, Will Banks, Stacy Weiss, Shaquille Dixon, Kerri Flinchbaugh, Ashleigh Taylor, Lori Lee, John Stiller

   **October 24, 2016**: Susannah Berry, Bryna Coonin, Daniel Dickerson (phone), Timm Hackett, Jen Scott Mobley, Heather Ries, Melanie Sartore, Will Banks, Stacy Weiss, Tracy Morse, Ashleigh Taylor

   **November 14, 2016**: Susannah Berry, Bryna Coonin, Daniel Dickerson (phone), Timm Hackett, Jen Scott Mobley, Heather Ries, Will Banks, Tracy Morse, Kerri Flinchbaugh, Ashleigh Taylor

   **January 23, 2017**: Susannah Berry, Daniel Dickerson, Michelle Eble, Heather Ries, Melanie Sartore-Baldwin, Ashleigh Taylor, Tracy Morse, Jen Scott Mobley, Wendy Sharer

   **February 13, 2017**: Susannah Berry, Will Banks, Heather Ries, Bryna Coonin, Melanie Sartore-Baldwin, Kerri Flinchbaugh, Ashleigh Taylor, Tracy Morse, Jen Scott Mobley, Wendy Sharer

   **March 13, 2017**: Susannah Berry, Bryna Coonin, Melanie Sartore-Baldwin, Daniel Dickerson, Ashleigh Taylor, Jen Scott Mobley, Wendy Sharer

   **April 10, 2017**: Susannah Berry, Will Banks, Bryna Coonin, Jen Scott Mobley, Tracy Morse, Melanie Sartore-Baldwin, Wendy Sharer, Ashleigh Taylor Kerri Flinchbaugh

3. Subcommittees established during the year (include progress and/or completion of work).

   Writing Intensive Course Review began this academic year. The following colleges submitted their review and the WAC committee established subcommittees for initial review and to lead full committee discussion of submission. Subcommittees were established during the November meeting and presented their review during the February meeting. Letters were sent to each college to inform of status of review (either they had met review requirements or the committee asked for additional material). Additional material was submitted by March and the full committee reviewed during April meeting. The first round of WI review was successfully completed by the committee.

   **College of Education**: Wendy Sharer (lead), Jen Scott Mobley, Heather Ries, Bryna Coonin

   **College of Business**: Tracy Morse (lead), Cynthia Bickley-Green, Virginia Stage

   **College of Allied Health Sciences**: Susannah Berry (lead), Stacy Weiss, Timm Hackett, Kerri Flinchbaugh
College of Engineering and Technology: Will Banks (lead), Melanie Sartore-Baldwin, Daniel Dickerson, Michelle Eble

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.
   • Committee complete first phase of the WI Course Review by completing the review of College of Education, College of Business, and College of Allied Health Sciences, and College of Engineering and Technology.
   • WI Course enrollment was analyzed and reviewed AYs: 2011-2012; 2012-2013; 2013-2014; 2014-2015; 2015-2016. Committee determined that there are units with particularly high enrollment for the WI courses. The committee will address high enrollment courses during the WI Course Review for each college.

5. Reports to the Faculty Senate (include dates and resolution numbers).

   October 4, 2016: Professor Jen Scott Mobley (Theatre and Dance), a member of the Committee, presented curriculum and academic matters contained in the meeting minutes of January 11, 2016, removing WI designation from READ 4534; meeting minutes of March 14, 2016, removing WI designation from WOST 3500 and WOST 4200; and meeting minutes of September 12, 2016, removing WI designation from NURS 4420, NURS 4440, NURS 4910 and IENG 2020. There was no discussion and the Committee report was approved as presented. RESOLUTION #16-51

   November 1, 2016: Professor Jen Scott Mobley (Theatre and Dance), a member of the Committee presented curriculum and academic matters acted on and recorded in the meeting minutes of October 24, 2016, removing WI designation from JUST 3200, renumbering WI courses for IDSN 2700 to IDSN 2103 and IDSN 2750 to IDSN 2203 and removing from catalog WI IDSN 4750. There was no discussion and the curriculum and academic matters were approved as presented. RESOLUTION #16-57

   December 6, 2016: Professor Jen Scott Mobley (Theatre and Dance), Vice Chair of the Committee presented curriculum matters acted on and recorded in the meeting minutes of November 14, 2016 including restoration of writing intensive (WI) designation for CSCI 3030 and CSCI 4710. There was no discussion and the Writing Across the Curriculum Committee minutes were approved as presented. Resolution #16-69

   April 18, 2017: Professor Jen Scott Mobley (Theatre and Dance), Vice Chair of the Committee presented curriculum matters acted on and recorded in the meeting minutes of March 13, 2017 including removal of writing intensive (WI) designation for POLS 2010, ICTN 4020 and ICTN 4022 and renumbering of courses including ARTH 2920 to ARTH 3915 and PHYS 3700 to PHYS 4700. In addition, she noted curriculum matters acted on and recorded in the meeting minutes of April 10, 2017 including removal of writing intensive (WI) designation for SPED 5501 and approval of writing intensive (WI) designation for NURS 4614. There was no discussion and the Writing Across the Curriculum Committee meeting minutes were approved as presented. RESOLUTION #17-37

6. Business carried over to next year (list in priority order).
   • WI Course Review of Harriot College of Arts and Sciences
   • Investigate online WI Review form to ease WI Course review process for colleges
   • Continue to review WI Course enrollment as part of WI Course review process
7. 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.
   
   B. Personnel:
      The committee members represented both faculty and ex-officio member with administrative experience in various writing initiatives across campus.
   
   C. Attendance:
      The committee member attendance was good for AY 2016-2017.
   
   C. 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.
   
   D. 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?  If yes, when do you prefer:_____________________________________________

Signed: Chairperson  _____Susannah Berry

Vice Chair  Jen Scott Mobley________________________

Secretary  Bryna Coonin__