MEETING DATE: 2.9.2015

PERSON PRESIDING: E. Swaggerty

REGULAR MEMBERS IN ATTENDANCE: G. Hubbard, A. Spuches, E. Swaggerty, P. Averett, C. Bickley-Green

EX-OFFICIO MEMBERS IN ATTENDANCE: T. A. Morse, W. Banks, W. Sharer, S. Knight, M. Eble

OTHERS IN ATTENDANCE: NA

ACTIONS OF MEETING

Agenda Item: Approval of 1.12.15 Minutes


Action Taken: Minutes approved 2.9.2015

Agenda Item: Notification of a change in pre-requisites for the following WI courses: GEOG 4320 (course does not require instructor consent) and 4325 (course does not require instructor consent and has no prerequisite). Notification from Dr. Burrell Montz, Professor and Chair of Dept. of Geography Planning and Environment.

Discussion: NA

Action Taken: NA

Agenda Item: Notification of a change in pre-requisites for WI course PSYC 2210 from “PSYC 2101 or equivalent” to the following acceptable alternative statistics courses: BIOS 1500, MATH 2228, MATH 2283, or PSYC 2101. Notification from Dr. Marion Eppler, Dept. of Psychology.

Discussion: NA

Action Taken: NA

Agenda Item: University Writing Program Report, Dr. Will Banks

- “Technologies for teaching writing across the disciplines” workshop series is ongoing and faculty are encouraged to attend upcoming workshops.
  - Registration link: https://collab.ecu.edu/sites/cferegistration/default.aspx
- Eli Review--Training
  - ELI Review Link: http://elireview.com/
  - Online peer review tool developed by Drs. Grabill, Hart, and McLeod at Michigan State University.
  - Members of WAC Committee urged to look at online tutorials and discuss this technology with colleagues teaching WI courses.
**Agenda Item: QEP Report, Dr. Wendy Sharer**

- Writing portfolio upload appears to be inconsistent. It has been observed that many students who have failed to upload materials have not even created portfolios. This observation suggests that the portfolio upload requirement is not being stressed or relayed to the students.
- Above issue will be addressed at the upcoming Writing Liaison meeting.
- The following “Writing and Metacognition” workshops provide WI faculty with tools and strategies to implement SLO 4 and 5:
  - Introduction to metacognition in WI courses—February 17th, Joyner 2709, 9:30 to 10:45
  - Strategies to promote metacognition in WI courses—March 31st, Joyner 2709, 9:30 to 10:45
  - Implementing metacognition assignments and strategies in WI courses—April 14th, Joyner 2709, 9:30 to 10:45
  - Videos of sessions 1 and 2 may be viewed at the following website: http://www.ecu.edu/cs-acad/ofe/sessions-2013-fall.cfm
- All committee members are encouraged to share this information with faculty teaching WI in their units or programs.

**Agenda Item: WI Course Audit Process Task Force Report, Dr. Will Banks**

- Dr. Banks distributed a revised document of the WI Audit and Program review document.
- The document contains a schedule for completing this review as well as a list of items to be requested from each college, department, or program. The list includes the following:
  - Memo from unit administrator listing courses that should be considered WI/WI* and those that should be removed.
  - A chart indicating the WI/WI* courses taught during the past five years, # sections, # Students per section, and which courses required by majors and minors.
  - Sample syllabus per course and assignment descriptions
  - An explanation of how assignments are intended to meet the five learning outcomes.
- The review will begin in the fall of 2015 with the document due by October 1st.

**Discussion:** Professor Sharer noted that the October 1st due date will provide units and programs with the entire month of September to compile documentation. The subcommittee and the writing Liaisons will work together to provide heuristics to aid faculty in developing these documents. Drs. Spuches and Morse suggested that an example chart (second bullet point) be provided as well. Dr. Banks stressed that this chart will be important to both the faculty and WAC committee reviewing the WI offerings in each unit or program. Dr. Sharer suggested and the committee agreed to first share the document with Writing Liaisons prior to the March Faculty Senate meeting to obtain further feedback.

**Action Taken:** The committee agreed to submit the revised document to the Faculty Senate for feedback.

**Agenda Item: WAC Website and SharePoint Site. Drs. Banks and Swaggerty**

- WAC documents (e.g., proposal forms, syllabi) will be regularly uploaded to the WAC Committee SharePoint site.
- Drs. Banks and Swaggerty are working to update both the “WAC Committee” and “Writing Across the Curriculum” websites to more accurately reflect the most up to date resources and procedures for obtaining (or removing) WI status for courses.
• The Committee is seeking a separate email address for WAC proposal submissions to streamline the submission process.

• Drs. Banks and Swaggerty also presented an updated WI syllabus statement that includes wording regarding the upload of student writing samples to the University Writing Portfolio.

**Discussion:** Dr. Spuches suggested the inclusion of sample proposals to the “WAC Committee” webpage. It was suggested that all faculty senate approved documents uploaded to the website contain the date of approval.

**Action Taken:** NA

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**Agenda Item:** Revised WI Syllabus Statement

• Drs. Banks and Swaggerty presented an updated WI syllabus statement that includes a brief statement regarding the upload of student writing samples to the University Writing Portfolio.

**Action Taken:** Committee voted to approve wording of updated WI Syllabus Statement to include information about writing portfolio upload requirements.

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**NEXT MEETING:** March 2\textsuperscript{nd}, 2015

[http://www.ecu.edu/cs-acad/fsonline/wc/wc.cfm](http://www.ecu.edu/cs-acad/fsonline/wc/wc.cfm)

Submitted by Anne Spuches