COMMITTEE: Writing Across the Curriculum

MEETING DATE: January 11, 2016

PERSON PRESIDING: Susannah Berry.

REGULAR MEMBERS IN ATTENDANCE: Glenn Hubbard, Elizabeth Swaggerty, Susannah Berry.

EX-OFFICIO MEMBERS IN ATTENDANCE: Virginia Carraway-Stage, Will Banks, Heather Ries, Jordan Hodges

OTHERS IN ATTENDANCE:

Convened: 3:00 pm

ACTIONS OF MEETING

Agenda Item: Call to order and approval of minutes from November 9, 2015

Discussion:
Hubbard moved to approve the November 9, 2015 minutes. Swaggerty seconded.

Action Taken:
The minutes were approved.

Agenda Item: Curriculum (There were no curriculum packages)

Notification:
- WI Removal from READ 4534
  - Removing course from reading concentration back to special topics course

Discussion: None

Action Taken: None. Notification only.

Agenda Item: QEP and UWP Assessment Reports

Discussion:
No questions are feedback provided during meeting. Some committee member e-mailed feedback prior to the meeting.

Action Taken: None.

Agenda Item: Ongoing Business

a) Writing Intensive Course Review
• College of Nursing WI Review

Discussion: The nursing program was proactive in completing the review, however was not in the correct format.
Ashley (UWP) will have backup of all WAC files
• Difficulty on getting Banner and Course Catalog to agree, UWP staff working to get at least catalog to line up with UWP has on file
  o Both activities should be complete by Feb 2016
  o Backup will be useful in case digital version on SharePoint fails

Action Taken: Banks will work with the program to get into a format for the committee to review during the next meeting. Going forward it may make more sense to let departments to send in materials and UWP faculty upload documents to Sharepoint.

• Establish sub-committee for approaching ENGL, PHIL, and HIST

Discussion: Only PHIL and ENGL have raised questions at faculty senate. HIST may also need a lot of work because of the number of WI designated courses on the books.
Committee determined that we need to provide directions on format and how to send in materials (workflow). The sub-committee will wait to be established after we decide how we will collect information.
The review of the nursing program may provide insight to the type of directions that need to be provided to programs.

Action Taken: These departments will be approached in March or April with the nursing example and next steps would be determined then.

b) WI Transfer Policy

Discussion: The WI Transfer policy was briefly discussed during the November 2015 meeting.
Banks only sees transfer where there is question/problem with the transfer
  o Course with term “writing” in description may be transferring WI
  o Course with term “communication” may be transfer as well - uncertain how Registrar office is handling

Action Taken: Need to explore the impact changing wording on transfer would have on specific programs (e.g. Engineering). Banks will discuss with Registrar.

c) Honors College WI Advisory Committee Update – Banks

Discussion: No updates. December Meeting was cancelled.
Action Taken: None.

d) Updates from QEP – Sharer

Discussion: Getting started with workshops and liaison meetings. Nothing new to report.
Action Taken: None.

e) Updates from UWP – Banks

Discussion: Workshops/series setup for spring (Caswell and Flinchbaugh). Currently have 41 writing consultants working. At the end of fall 2015 ended with over 3000 consultations with students which is tripled from when QEP started. There are concerns over evening consults with new construction interfering with student parking.
Work is beginning on a new template for website. The website may be “messed up” for a while. They are working on feasibility testing with website. Ultimate goal is to help individuals find what they need and looking for.
Action Taken: None.
NEXT MEETING: February 8, 2016 at 3:00 pm

ITEMS TO BE DISCUSSED: Curriculum, Writing Intensive Course Review