AGENDA ITEM: Call to order and approval of minutes from February 8, 2016

Discussion:
Spuches moved to approve the February 8, 2016 minutes with corrections. Banks seconded.

Action Taken:
None

AGENDA ITEM: Curriculum

WI Removal:
- WOST 3500
- WOST 4200

Discussion:
None

Notification:
The Computer Science department is redesigning the BS in Computer Science degree to seek accreditation. Affects two WI courses:
Renumber CSCI 4200 - Software Engineering I to CSCI 3030 - Software Engineering I
Rename CSCI 4710 - Introduction to Developing e-Business Systems to CSCI 4710 - Web Applications.

Discussion:
Noted that content is not changing, just a catalog renumber.

Notification:
The Criminal Justice department is seeking catalog revisions in the BS in Criminal Justice degree. Affects two WI courses:
JUST 3200: Course description revised
JUST 4300: Course description revised

Discussion:
Noted that just course description being revised, no change in content
**Agenda Item: Ongoing Business**

**a) Writing Intensive Course Review**

i) Nursing went ahead and prepared their review (based on Faculty Senate minutes last year)

ii) 3 action items in Nursing memo, including notifications of WI removals
   (1) In the process of removing from the catalog – NURS 440, NURS 440, NURS 4910

iii) Received complete memo and updated syllabi from College of Nursing

iv) WI Course Review Questions/Procedures for Nursing

   (1) **Did we get what we need/want? Is it too much? What’s optional?**
       (a) Memo appears to be clear and concise, very well organized, provides needed content (e.g. representative syllabi), data sheet providing information on the number of WI courses offered and number of students enrolled (5 year report)
       (b) Concise description of how the WI courses function, map out by program within department (useful example for programs that have more than 1 undergraduate program)
       (c) Memo provides nice overall of program which provides good context
       (d) Syllabi – need actual WI statement in addition to portfolio statement (provide in feedback section)
       (e) Each college needs to provide a well laid-out memo, provide program context, describe any courses that are staying/being removed, data sheet (see Faculty Senate resolution)

   (2) **Review Rubric (possible)**
       (a) Start with checklist – Is it a complete package? Do the document include the things that should be present?
       (b) What are the action items for the committee?
       (c) Do the WI enrollments raise any concerns? (e.g. consistently more than 25/section)
       (d) Do the syllabi include the required WI statement? Do they include optional statement about UWPort?
       (e) Do the WI outcomes raise any concerns? Are there any that are clearly not being met/engaged?

   (3) **What will our process be for committee judgment/decisions?**
       (a) Subcommittees report, 1 per meeting? All in the same meeting?
       (b) Subcommittees prepare report based on discussion/vote?
       (c) Setup committees so there is consistency, potentially combine new with old members for mentorship
           (i) Regardless, needs standard rubric form to provide consistency between reviews – establish sub-committee to develop rubric

   (4) **How do we communicate with the departments/programs reviewed?**
       (a) Writing program can ensure program materials are in place an organized prior to providing to sub-committee – WP look at checklist items (e.g. WI statement), Sub-committee would focus on articulation of course as WI
       (b) Use standard rubric as a guideline?
       (c) Primary concern with Nursing – all courses in summer, how will this impact student learning/performance in the long-term

**Discussion:**
Nursing materials are on Sharpoint so we can review at March meeting.

**Action Taken:** None.
b) **WI Transfer Policy** - No new updates at this time

c) **Honors College WI Advisory Committee Update - Banks**
   
   **Discussion:**
   Reviewing proposal for spring seminars, Banks will review to ensure the ones submitted are WI, will work with faculty to ensure they meet course goals
   
   **Action Taken:** None

d) **Updates from QEP – Sharer** - No new updates at this time

e) **Updates from UWP**
   
   **Discussion:**
   Several workshops going on, 1 more teaching with technology event coming up, Just finished WAC academy (all 10 made it to the end! Very successful, now working on their projects); Last week just had first writing retreat – 8 faculty went to Pine Knolls Shores to work on writing projects (goal is to open up in future, possibly one in fall and spring), this year was cost-share (1/2 Department, 1/2 Writing Program – looking for funding from Graduate Studies in the future)
   
   **Action Taken:**

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**Adjourned: 3:55 pm**

**NEXT MEETING:** April 11 2016 at 3:00 pm

**ITEMS TO BE DISCUSSED:**

- Review colleges and timeline that need to review (account for College of Human Ecology change)
- Notify departments that will up for review next year
- Ask committee members to volunteer for reviews etc.