PRESENT:
Regular Members: Susannah Berry, Bryna Coonin, Daniel Dickerson, Heather Ries, Jen Scott Mobley
Ex-Officio (with vote): Will Banks, Stacy Weiss
Shaquille Dixon (SGA At Large) Kerri Flinchbaugh (UWP), Ashleigh Taylor (UWP), Lori Lee (Faculty Senate), John Stiller (Chair, Faculty Senate)

1. John Stiller welcomed the committee, reviewed the charge, and oversaw the election of officers for 2016-2017: Susannah Berry (chair), Jen Scott Mobley (vice-chair), Bryna Coonin (secretary).

2. Committee SharePoint site is up and running. Link is available on the Committee’s Faculty Senate web page: http://www.ecu.edu/cs-acad/fsonline/wc/wc.cfm Please let Lori know if you cannot access the SharePoint site.

3. Meeting dates confirmed for the coming year (all on Mondays at 3:00 in Rawl Annex 142):
   - 2016: October 17, November 14, December 5
   - 2017: January 9, February 13, March 13, April 10

4. Business carried over
   - Dept. of Technology Systems requested that IENG 2020 to be removed from designation as writing intensive. No vote was required – notification only.
   - Will Banks was approved by the Committee to serve as our representative to the Honors College Faculty Advisory Committee.
   - Course Audit and Program Review: Nursing has already submitted their review, which was voted upon and approved. Programs will submit and the Committee will begin review in November 2016.
   - Consideration of information provided electronically by the University Registrar in relation to proposed cap of 25 students per section for Writing Intensive courses. Will Banks provided some background on this issue. Lori will place spreadsheets relevant to this on the Committee’s SharePoint site. Please review them, as we will discuss these at out October 17 meeting.

MEETING ADJOURNED at 3:45 pm

Respectfully submitted,
Bryna Coonin,
Secretary
9/19/2016