

Writing Across the Curriculum Committee
Meeting Minutes
February 13, 2017
3:00 pm

I. Call to order -- 3:05 pm

Present: Will Banks, Susannah Berry, Heather Ries, Bryna Coonin, Melanie Sartore-Baldwin, Kerri Flinchbaugh (UWP, non-voting), Ashleigh Taylor (UWC, non-voting) Tracy Ann Morse (non-voting ex officio), Jen Scott Mobley, Wendy Sharer

II. Minutes of January 23, 2017 meeting -- approved

III. Curriculum-Notification: BSUS Relocation

Academic Affairs (AA) and the Thomas Harriot College of Arts and Sciences (THCAS) have signed a memorandum of understanding to relocate the [University Studies, BS](#) program from AA to THCAS, Interdisciplinary Programs. Notified because UNIV 4990 is WI course.

This is organizational only. There is nothing to take to Faculty Senate but it will impact us in a future WI course review.

IV. Ongoing business

1) Honors College WI Advisory Committee Update-Will Banks

Work is continuing on other paths to the Honors College.

2) Update from University Writing Program-Will Banks

International Writing Centers Week is being observed by "Writing for Change" (inviting students to drop in at the Writing Center on Feb.15 from 11:00-1:00 pm and write a postcard or letter about changes they would like to see). These workshops are modeled off the National Writing Project's "Letters to the Next President" and are focused on helping students use their voice to enact local, state, and national change through letters.

Faculty Writing Retreat will be held at Pine Knoll Shores. Half the fee is paid. See *Announce* for details.

3) QEP Assessment Report - Wendy Sharer

Please Look specifically at 3 and 5.1 University Portfolios. Sharer to have final report on the

4) Writing Intensive Course review

Allied Health Sciences:

Nutrition – Susannah Berry. Overall these looked good. Question #3 – included syllabus and also addressed in a memo. Very organized. Enrollment history – fair, but they also addressed this. Syllabi rated as good. No issues or follow up necessary. Plan of action: Berry will put the Nutrition material in the WACC on Sharepoint for future needs.

Health Services and Information Mgmt -- For their rubric #3 HSMA 4153 -- need explanation of this. We will send a letter about some issues there. Enrollment history OK. Request we remove WI HSMA

(?) by section 4903-4906 (get from rubric). Syllabus – an issue with outcomes 3,4,5 – for HIMA 4075 issues here as well to be addressed in memo. Neither addressed #5. Some included them but it wasn't clear. We can link it to the outcomes on the writing page when we write back to them. Ask them to address these or remove WI. Addiction and rehab – they did include their explanation in the memo and good enrollment Curriculum change requests: ADRE asked that several not keep the WI by section for those courses, which means they would not have WI at all. Need to confirm that they understand implication of removing WI by section. They do not want WI at all? Clinical Lab #3 did not align assignments with outcomes although they wrote something. We could not tell exactly what they were doing, however. Students prepare a literature/annotated bib but there are no assignment descriptions. It could be OK but we cannot thread out.

How can we help some that do not have enough detail? Can we float an example of a good one, like showing the example from Nutrition? Banks suggests giving them a good example from their own college if possible. Berry will ask Nutrition if we can use theirs.

BITE

Requested WI designation to be removed from three -- ACCT 4611 Taxation for decision-making, MGMT 4252, MGMT 4262. They retained three WI courses. Missing the full chart we asked for. They only gave us info on the courses they are retaining -- syllabi good, enrollment history poor. We should look at Fall 2016 information as well for enrollment. The pressure of getting all the seniors in can help – need to be careful to distribute WI across four years so department does not wind up with a bottleneck. Outcomes good. MGMT has clear rubrics but HGMT not. HGMT has high enrollments. Can we ask the person who submitted the MGMT and HGMT to get in touch with the HGMT folks? Even in the assignment sheets they do have caveats that you don't get credit if you don't upload to website. For COB we said it was fair, just not consistent. Objectives #4 and #5 in HGMT are not clear—for these courses we want more information.

Education

In the chart WI – what does this mean? READ 4534 – want it removed. But they still have 3 courses they offer as WI. ELEM ED they request WI from MIDG 3001 – removed from program scope and sequence – what does this mean? Will checked – it is not in the catalog. If it is not a course we do not have to worry about it anymore. We do not have to do anything about this. But we do need to remove WI from READ 4534. In ENED they have the chart, enrollment history – something missing – sample syllabus. ENED 3815 it was hard to determine because there was no assignment description. Links to assignment don't work because it is PDF but what matters that they did not add descriptions. ENED 4560 –and 4970 need assignment descriptions and how they work toward outcomes. Likely came from a template syllabus. The Special Ed Foundations area: memo included, EDUC 3200 not included in the chart or mentioned in the memo but there was a syllabus for it. Bunch of things – no syllabi for SPED 3005 or UDEC 4400. Ignore 5000-level classes but 5501 is still in catalog as WI. But there is a course in the 5000 level required by undergrads. Let's ask about that course. We should alert them to courses that are/are not WI that their documentation is unclear about. SPED 3200 especially – it is no longer WI but their syllabus says it is. Outcomes: syllabi did not have assignment descriptions although in the memo there was a table with different outcomes and an example from each class but some are no longer WI (like 3200). There EDUC 3200 and SPED 3200 so it is not

confusion in that direction. Take one assignment from each course and explain how it addresses – they need to address the course as a whole. The ELEM MIDDLE grades did not submit assignment descriptions and how they meet the outcomes. ELEM 3200 has a statement about the portfolio but lacks the latest WI statement. ELEM 3500 makes mention of Model 4 and needs updating to most recent MIDG 4010 mentions Model 4 – needs to update to WI statement. BITE or both 3220 and 4390 both mention Model 4 so need updating WI. Enrollment history is fair – they went over by one or two pupils BITE the explanations for 3220 or 4290 did not well address outcomes #3 or #5. Only one mention of drafting/revising in 4290. Need to explain better how it helps students with outcome #5. May have misunderstood what that was getting at. Next time when we request the materials should emphasize how the whole course – if we can provide a form. The four units in ENGR and TECH will be posted on the Sharepoint for the minutes. Several needed clarification. A large class – is it overload for one prof? CMGT 4505 asked to remove. IENG 2020 and 2021 to remove WI. So total three courses in the College.

5) Next meeting -- March 13, 2017