

Writing Across the Curriculum Committee

Minutes

November 12, 2018

3:00 pm

Meeting Facilitator: Jen-Scott Mobley, Chair

Present: Regular Members: Jen Scott Mobley, Ann Mannie, Lisa Ellison, Heather Ries, Jeanette Avery, Ex-Officio with vote: Wendy Sharer, Abby Schwartz, Ex-Officio without vote: Tracy Morse

Call to order at 3:10pm

Approval of Minutes

- Minutes for September 10, 2018 approved pending removal of sentence related to QEP discussion, beginning with "Proof-reading and editing..."
- No minutes for October 15, 2018 due to meeting cancellation

Old Business

- QEP Impact Report
Based on positive feedback from committee members, the QEP report has moved forward for additional approval

New Business

- SPED 3005: Notification of Changes to Prerequisites
Committee discussed and acknowledged notification. Changes do not impact writing components of the course
- University Writing Program Annual Report
Discussion was tabled pending feedback from Will Banks
- 2018-19 WI Course/Program Review Procedures
Committee discussed general procedures regarding annual WI course/program audit. There are 40 courses to review for 18/19, and each committee member will review assigned courses (via completed rubric) and report back to designated group leaders. It was suggested that group leaders serve as second reviewer when significant deficiencies are reported by primary reviewer, or other approaches may be employed per group consensus. Timeline for review is as follows:

November 12: Begin Review – Group members review assigned courses and report to group leaders regarding missing/inadequate materials/information. Group leaders should contact Jen ASAP re missing materials.
December 10: Initial Report to WAC Committee: Additional Materials - provided by group leaders based on group reviewers feedback
January 14: Final Report to WAC Committee; provided by group leaders based on reviewers evaluation of all final materials submitted by units. WI Removals Read into Minutes
February 11: Departments/Programs Notified
- WI Transfer Policy Review
Discussion was tabled pending feedback from Will Banks

Announcements

- No news to report in any areas

Next meeting of the committee is December 10, 2018.

Adjournment at 3:44pm

Respectfully submitted,
Ann Mannie
November 12, 2018