Dr. Elizabeth Swaggerty called the meeting to order at 3:30pm.

**ACTIONS OF MEETING**

**Agenda Item: Approval of minutes**

Discussion: Dr. Swaggerty asked for a motion approving the January minutes of the WAC Committee. Dr. Hector Garza made a motion to approve the minutes. Carolyn Dunn seconded the motion.

Action Taken: The motion to approve the minutes from the January meeting passed unanimously.

**Agenda Item: ENGL 3660 proposal presentation**

Discussion: Dr. Marianne Montgomery and Dr. Helen Feder of the English department presented a proposal to request writing intensive designation for ENGL 3660. The WI designation for this course had previously been removed, and the English department would like to reinstate it. Dr. Banks suggested the addition of an outcome that directly related to writing in the course syllabus. Dr. Montgomery requested that the suggestion to include writing-based outcomes be added to the WAC Committee website as part of the materials which provide guidance for faculty presenting courses for WI designation.

Action Taken: After some discussion, primarily about the final essay exam (weighted 50%), the WAC committee tabled discussion of the proposal in order to seek additional information. The committee will vote on this proposal at its next meeting.

**Agenda Item: CLAS 2220 and 2230 proposal presentation**

Discussion: Dr. John Stevens (Classical Studies) presented a proposal requesting WI designation for CLAS 2220 and 2230. He is also asking for the removal of the WI designation from CLAS 2000. Dr. Banks suggested the addition of an outcome that directly related to writing in the course syllabus.

Action Taken: Dr. Michelle Eble made a motion to approve the adding of the WI designation to the two courses in question. Dr. Banks seconded the motion. It passed unanimously. The removal of the WI designation to CLAS 2000 does not require a vote by the committee; departments are simply asked to inform the WAC Committee when a removal of the designation is necessary or requested. The removal of the WI designation to CLAS 2000 is noted.
Agenda Item: Additional Changes/Requests to WI Courses

RCLS 4990: Catalog Change – the course name is being changed. This course was already approved as WI in 2011.
MRCH 4300/4209: Catalog Change – pre-requisite change for two writing intensive courses
ACCT 4611: Removal of WI designation

Discussion: There was some discussion of which curricular actions require WAC Committee review. The changes and requests being discussed had already been through the UCC process and been approved. The WAC committee therefore is simply noting the changes as made, and will request updated syllabi from the courses being changed. In the case of a simple removal or name change, the actions were noted by the WAC committee.

Action Taken: The Committee noted the removal of the WI designation from ACCT 4611. Dr. Michelle Eble made a motion to continue the WI approval for RCLS 4990 course. Dr. Banks seconded the motion. It was unanimously approved.

Assigned additional duties to: Dr. Swaggerty will request updated syllabi for CMGT 4601 and MRCH 4300 and 4209.

Agenda Item: Discussion of revising WI proposal guidelines to include writing outcomes

Discussion: Given that the WAC Committee usually asks those requesting the WI designation to add an outcome that specifically relates to writing, there was some discussion about how best to alter the WI proposal form to include that request. Dr. Wendy Sharer was asked to bring the student learning outcomes (SLOs) devised for the QEP to the next WAC Committee meeting for the committee to review.

Assigned additional duties to: Dr. Wendy Sharer will bring the QEP writing outcomes to the next meeting for WAC Committee review and discussion

Agenda Item: Update from the University Writing Program

Discussion: Dr. Banks noted that the WAC Academy is ongoing. Spring WI syllabi have been collected. Plans for the West Campus Writing Center are progressing. The search for the University Writing Program Director is also ongoing – campus visits by the candidates have concluded.

NEXT MEETING: March 12, 2012

ITEMS TO BE DISCUSSED: Which curricular acts require WAC review?
Storage of WI proposals: discuss the possibility of moving to SharePoint

The meeting was adjourned at 5:05 pm.

Respectfully, submitted, Carolyn K. Dunn