Preparing a WI Course Proposal
As faculty work on course proposals for WI consideration, they should keep in mind that the members of the WAC Committee represent very different disciplines from across campus, and as such the committee holds no singular assumption about the “right” way to design a WI course. The committee is interested in seeing how the course, as articulated on the WI Proposal Form, provides students a scaffold for reaching ECU’s University Writing Outcomes.

As there is no one way for course projects/activities to meet these outcomes, it is likely that faculty will use a variety of writing activities in order to achieve the goals of a WI course. Answers to questions on the WI Proposal Form should be written so that someone outside the discipline of the course can understand the types/genres of writing assigned and how those types/genres are intended to help students reach the outcomes. The staff of the University Writing Program (Joyner 1015) are also happy to meet with faculty and provide feedback on draft version of WI course proposal.

What Documents Should I Send the WAC Committee for Review?
The WAC Committee requests the following documents for all new WI course proposals:
• a completed WI Proposal Form;
• a sample syllabus for the course that contains the WI Syllabus Statement and evidence of the types/genres of writing that will likely be assigned;
• a memo from the unit administrator in support of the proposal.

Submitting a Proposal
Submission materials must be received two weeks prior to the scheduled committee meeting. Meeting dates, times, and locations are available on the WAC Committee website (http://www.ecu.edu/cs-acad/fsonline/wc/wc.cfm).

Submission materials should be submitted electronically to the following email address: wacsubmissions@ecu.edu. An email from the chair of the WAC Committee will indicate that the materials have been received and distributed to committee members for initial review.

How Does the WAC Committee Review Submission Materials?
The WAC Committee uses a two-stage review process. Once a submission has been received, the Chair of the WAC Committee and the Director of the University Writing Program review the materials for completeness. If there are any missing items, faculty will be notified and given 48 hours in which to make any corrections. Complete packets are then distributed to the full WAC Committee, and the proposal is added to the next meeting agenda. At this point, the chair invites the faculty who prepared the proposal to the meeting
to discuss the proposal with the committee and notifies them of the date, time, and location of the meeting.

The committee uses a checklist, available on the WAC Committee website, to carefully review and understand each course proposal. Faculty may want to use this checklist while compiling their submission materials as it provides greater detail/questions than the proposal form itself. In order to help expedite the process, if the committee notices any areas of the submission materials that raise significant questions, faculty may receive an email before attending the next meeting with the questions. Particularly in situations where the instructor of a course is unable to attend the committee meeting, this process may prevent requiring a resubmission and delay of the proposal through committees.

During the committee meeting, the faculty member presenting the course(s) is asked to introduce the course(s) under consideration for WI credit. To do so, faculty might discuss where in the program curriculum the course is located, perhaps how it initiates disciplinary writing practices and thus serves as a foundation for other course, OR how it builds on writing in other courses that students have taken before. From there, committee members may ask faculty to clarify or elaborate on some of the ideas in the proposal.

Typically, the committee votes either to a) accept the proposal as is, b) to accept the proposal pending minor revisions that can be submitted to the chair of the committee and do not require full committee review a second time, or c) to return the proposal to the department for significant revision. Courses that require significant revision may come back to the WAC Committee at the next meeting for reconsideration.