

Writing Across the Curriculum Committee Proposing a New Writing Intensive Course

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 in Curriculog and through the sample syllabus and assignments attached to the proposal, 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 versions of WI course proposals.

What Documents Should I Prepare in Curriculog for the WAC Committee for Review?

The WAC Committee requires the following materials for all new WI course proposals:

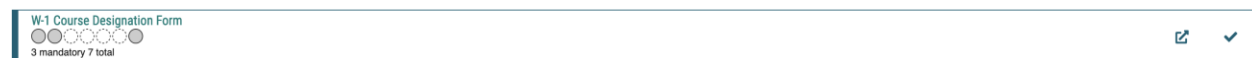
- a completed WI Proposal Form in Curriculog;
- a sample syllabus for the course that contains the current WI Syllabus Statement and evidence of the types/genres of writing that will likely be assigned;
- a memo from the unit administrator in support of the proposal.

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 (<https://facultysenate.ecu.edu/writing-curriculum-committee/>).

Materials should be submitted electronically through Curriculog. Questions about WI course proposals in process can be sent to wacsubmissions@ecu.edu.

In Curriculog (<https://ecu.curriculog.com/>), you will use the **W-1 Course Designation Form** to submit your materials. This form is currently used for other designations (e.g., service learning, global or domestic diversity). You do not need to fill out any portions of the form not relevant to Writing Intensive designation if you are only seeking WI/WI* approval.



IPAR provides extensive instructions to help you with adding and launching your Curriculog proposals. The following special instructions may be of use for completing your WI/WI* proposals, however.

Section I – General Information.

In this section, be sure to choose the correct Writing Intensive designation (Writing Intensive or Writing Intensive selected sections). Most new WI courses are approved as WI for all sections; in rare situations, however, departments may want to the choice to determine WI for certain sections (e.g., independent studies, internships, directed readings). Ideally, you would consult with the chair of the WAC committee beforehand if you are unsure which designation is best for your proposal.

Justification: In this text box, please indicate why this particular course is being made Writing Intensive. If this addition is based on internal assessments for where students need writing practice in their major, this is a good place to provide that information. You might also explain where this course fits in the major/program of study and why that makes it a good place for students to have a Writing Intensive course.

Section II – Course Information

If you are importing an existing course, you may find that several the boxes here are already filled in. The only one that matters for the WAC Committee is the one designated Writing Intensive. Please to not modify other boxes on existing courses unless you are also taking other changes to other committees or to the UCC.

Section III – Student Learning Outcomes

The WAC Committee requires all WI/WI* courses to include the University Writing Outcomes in their course syllabuses without alteration and in a separate section from additional disciplinary learning outcomes. Those outcomes can be copied and pasted from the WAC Committee website here:

<https://facultysenate.ecu.edu/writing-curriculum-committee/>

Sections IV – VI

If these sections appear on your screen, they can all be skipped if you are only seeking WI/WI* approval/changes.

Section VII – Writing Intensive Designation Requirements

Text boxes in this section represent the bulk of your WI/WI* proposal and will be the parts that the WAC Committee considers most carefully in its review. There is a rich Canvas-based course that you can review to help you complete your answers to how your course will work to meet SLOs 1-5 (<https://go.ecu.edu/writingoutcomes>). It includes many

examples of how other faculty have worked to meet the various outcomes and you may find many of the examples useful in your planning.

English 2201 co-/pre-req: The WAC Committee recommends that English 2201: Writing about the Disciplines be added as a pre-requisite to 4000-level WI courses and as a co-requisite or pre-requisite to 3000-level WI courses so that students come to those advanced courses already having completed their Writing Foundations coursework, in most cases. While this modification is not required, we hope you and your department will consider it carefully in proposing your course.

REMEMBER to upload a copy of your course syllabus with the WI outcomes included before submitting your proposal.

Section VIII – Validate and Launch Proposal

After you click “Validate and Launch Proposal,” you can still make changes and upload additional materials. Once you “Submit” your proposal, it will go to your unit administrator for approval and then it will go to the WAC Committee leadership to 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 so that they can prepare or provide additional information in advance of the committee meeting to discuss the proposal. 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 modified in Curriculog and reviewed by the chair of the committee, 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.

Removing WI/WI* from a Course

To remove the WI/WI* designation from a course, look up the course in Curriculog and find the “WI” designation box in “Section II – Course Information.” Click the small “x” next to the WI designation in the input box to remove from the box.

Writing Intensive



WI=Writing Intensive; WI*=Selected Sections are Writing Intensive

At the bottom of the form in Curriculog, choose the radio button “I am removing a designation from an existing course.” From there, click “Save All Changes” and then “Validate and Launch Proposal” to move the proposal forward to the WAC Committee.

Additionally, please provide by email to wacsubmissions@ecu.edu a memo signed by the department chair or unit administrator addressing the following:

- a brief explanation for the decision to remove WI;
- documentation that your program will continue to offer enough WI courses in the major to allow students to meet WI graduation requirements when this WI designation is removed from the course; and
- documentation of correspondence with other degree programs/majors that might be impacted by this change (e.g., If accounting uses a WI business course to count as a WI requirement for their degree program, removing a WI designation from a business course impacts accounting).

This request should be provided at least two weeks prior to the meeting at which you would like the item considered.