

Writing Curriculum Committee Meeting Minutes

Wednesday, April 10, 2019

SC 206 3:00-4:00 PM



| WCC ROLE/REPRESENTATION | NAME | RSVP | ATTENDANCE |
|--|-----------------|--------------------|------------|
| Writing Program Administrator (Chair) | Sarah Snyder | Yes | Present |
| Faculty – Writing expertise | Michael Miller | Sabbatical 2019 | Absent |
| Faculty – Writing expertise | Bertha Avila | Yes | Present |
| Faculty – Writing expertise | Nancy Blitz | Yes | Present |
| Faculty – Writing expertise | Nik Byle | Yes | Present |
| Director - Center for Instructional Excellence (non-voting) | Joann Chang | Yes | Present |
| Faculty – Writing expertise | Laura Alexander | Yes | Present |
| Division Chair - Communications | Eric Lee | Yes | Present |
| Writing Center Coordinator | Clayton Nichols | Yes | Present |
| Faculty – Career & Technical Education | Lee Altman | No | Absent |
| Assessment Representative (non- voting) | Elaine Groggett | Yes | Present |

Sarah Snyder called the meeting to order at 3:05 PM.

Minutes for previous meeting were approved unanimously and without revision via email on March 14, 2019.

Agenda

Old Business

Review of and vote to ratify documents created by the following subcommittees:

1. Subcommittee 1: Assessment Plan (Circulated March 20, 2019) – WCC Committee members present voted to unanimously accept plan as written and approve distribution to faculty for feedback.
 - a. Discussion: Member questioned how many faculty are need to conduct a viable pilot. The response was that 20-50% is recommended however the WCC is going

to conduct the pilot with any WI faculty who are willing. The Chair has had some faculty state they are willing to pilot the reflective prompt this spring if approved soon.

- b. Discussion: Member asked for clarification of when faculty would receive an analysis of their rated artifacts. Chair restated faculty would receive their analysis around week 8, allowing the time to reflect before the spring semester and SWI.
 - c. Discussion: Move SWI to spring startup week each year. WCC members present were in full agreement of moving SWI to spring startup week.
 - d. Discussion: Set a silent goal of having all WI faculty incorporate the reflective writing prompt into their WI classes by spring 2021 although the public document will list fall 2021 as the target date.
2. Subcommittee 1: WI Reflective Cover Letter Prompt (Circulated March 20, 2019)- WCC Committee members present voted to unanimously accept the reflective prompt as revised during the meeting and approve distribution to faculty for feedback.
- a. Discussion: There was a great deal of discussion over the recommended weight of 10-15% toward the course grade as well as adding the assignment to the already 33% required. Some members were concerned with having to restructure their assignments and or weighting assignments to add in this common assessment. The general consensus was that the common assessment is needed to assess WI at AWC and that faculty will have to adjust their class requirements to accommodate this assignment. The WCC will provide guidance as needed to help the WI faculty incorporate this assessment.
 - b. Discussion: Several members requested sample documents be provided to help WI faculty better understand what should be provided to the students as well as what faculty should expect of the students.
 - c. Discussion: member pointed out there was a typo on page 1, last paragraph. The example referred to Goal 3 but should have referred to Goal 2. Typo corrected during the meeting.
 - d. Discussion: some members were concerned with how the minimum and maximum bullet was worded as well as the word count. Discussion was had regarding the word count, which was left as is, however the statement was changed to 'Please respect a minimum of 750 words and a maximum of 1500 words'.
 - e. Discussion: member suggested the second bullet was confusing. Text changed to 'This essay does not replace a final exam'.
 - f. Discussion: member suggested the first bullet be changed to remove peers which would allow faculty the option of only providing faculty feedback. Statement was changed during the meeting to include peer feedback if appropriate.
3. Subcommittee 2: Charge/Mission Statement of WCC (Circulated March 20, 2019)- WCC Committee members present voted to table the vote on the charge and mission statement as further discussion is needed.
- a. Discussion: There was a significant discussion of the structure of the committee as well as whether or not ex-officio and or PA members should have voting

rights. Some of the ex-officio members on the committee, although they all belong to the same academic division, are not representing their division on the committee and feel they should have voting privileges based on their role on the committee. The WPA, the Writing Center Coordinator, and DC of Communications each have a role to play towards the oversight of WI at AWC based on their positions as the WPA, the Writing Center Coordinator, and DC of Communications, not as communications division faculty. Some other members expressed a desire to have more faculty on the committee either from the divisions not currently attending or opening other seats to the academic divisions. The Chair explained that guests are welcome to attend the WCC meetings however, the structure proposed is that each division is only permitted one vote, which is more than the current structure which does not allow for many faculty votes. The 15 minute discussions time ended without resolution, this item has been tabled and will be discussed and voted on at the next meeting in May. The Chair noted that this document is critical to the health and productivity of this committee, and encouraged compromise and agreement.

New Business

1. 2 WI AGECE issue recommendation from WCC (Elaine)- tabled for next meeting
2. New Meeting time for Fall 2019-Spring 2020- tabled- please look at your calendars and send the Chair a list of your available days and times for fall 2019 and spring 2020.

Announcements

1. Current # of SWI RSVPs and other SWI announcements-
 - a. The Chair displayed the list of the WI faculty who have not yet RSVP'd and asked the WCC members to reach out to the faculty and encourage them to RSVP. There will be 118 WI artifacts to be scored at the SWI. Chair asked for volunteers from the committee to help re-score the artifacts. A few members offered to help.
 - b. Chair proposed a 30 minute reflection from each SWI participant however some members felt it best if the WCC created a short likert scale survey with a text field for comments to be filled out on site, at the end of the SWI. Not enough time was available for this discussion and item was left open.

Sarah Snyder adjourned the meeting at 4:08 PM.

Respectfully submitted,

Elaine Groggett