

WI Mission Statement and Bylaws

Subcommittee 2 met on 3/19/2019 to draft the new WI mission statement and bylaws. The draft was completed and sent to the WI Committee for review on 3/20/2019 so the Committee could suggest revisions and vote for approval of the plan with revisions if needed during the next Committee meeting (April 10th 2019).

Subcommittee 2: Nancy Blitz, Lee Altman, Nicholas Byle, Eric Lee, Sarah Snyder.

Members present: Nancy Blitz, Nicholas Byle, Sarah Snyder

This document was discussed at the April 10 meeting, and revised to reflect concerns. It was _____ on April 24th.

Article I. Mission, Purpose, and Privileges

1.1 Mission Statement:

The AWC Writing Curriculum Committee's mission is to prepare Writing Intensive (WI) faculty to teach students to become confident writers for personal, civic, academic, disciplinary, and professional purposes and audiences. WI courses introduce students to the complex process that embraces the writing, critical thinking, and research tasks they will encounter in college, the workplace, and the community. To this end, the Writing Curriculum Committee is responsible for the ethical and informed creation, implementation, and revision of WI curriculum requirements, ongoing WI instructor professional development, and WI program assessment at the college level. A secondary, but equally important, mission of the WCC is fostering healthy and productive cultures of writing instruction at AWC. WI at AWC focuses on developing incremental and sequential skills and strategies in writers across all disciplines.

Article II. Structure and Composition

2.1 Membership

The Writing Curriculum Committee (WCC) is a standing committee reporting to the Curriculum Committee. It is comprised of faculty and staff representing writing in the disciplines and Chaired by the Writing Program Administrator. Membership is determined to be one representative per division. This includes divisions that have courses in WI, as well as areas which do not currently have WI courses to create opportunities for growth in other academic areas. One extra Social Sciences representative is temporarily allowed for the AY 2019-2020 as an exception to the rule. The second Social Sciences representative seat will be reassessed at the end of AY 2019-2020. Term of service is three years.

The committee will also include ex-officio representatives from institutional areas that intersect with the committee's writing focus, e.g., The CIE Director, Communications Chair, Writing Center Coordinator, and advising. The Director of Assessment shall also

serve as an ex-officio member of this committee and help to facilitate assessment efforts by the committee.

WCC REPRESENTATION	ROLE	NAME
Writing Program Administrator	Chair (Ex-Officio)	Sarah Snyder
Faculty – WID Communications	Member	Michael Miller
Faculty – WID Career and Technical Education	Member	Bertha Avila
Faculty – WID Modern Languages	Member	Nancy Blitz
Faculty – WID Behavioral Sciences (Exploratory AY 2019-2020)	Member	Dubia Zaragoza
Faculty – WID Social Sciences	Member	Nik Byle
Faculty – WID Natural Sciences	Member	
Faculty – WID Math	Member	
Faculty – WID Fine Arts/Extended Campus	Member	
Faculty – WID Physical and Wellness Education	Member	
Faculty – WID Nursing	Member	Emily Adams
Faculty – WID Business and Computer Information Systems	Member	
Center for Instructional Excellence Director	Ex-Officio	Joann Chang
Division Chair of Communications	Ex-Officio	Eric Lee
Writing Center Coordinator	Ex-Officio	Clayton Nichols
Advising	Ex-Officio	Lee Altman
Assessment Director	Ex-Officio	Elaine Groggett

2.2 Participation

Members are expected to take an active role in WCC functions and to assume the responsibilities described herein. [See 5.1.1 for attendance policy.]

2.3 Officers

The WCC will be Chaired by the Writing Program Administrator. The WCC will elect members for the following offices: Secretary and Outreach Coordinator.

Article III. Election of Officers

3.1 Election Procedures

The election process will be under the direction of the Chair. Representatives conducting the election process are ineligible to run for any officer position. In the event that the elected is a nominee for an office, the election process must be conducted by other WCC members.

3.2 Nominations

Candidate nominations from current WCC membership will be accepted during the first two weeks of March, and shall be accepted in writing via email. Election representatives [see 3.1] will seek nominations. Self-nominations will be accepted.

3.3. Filling of Office Vacancies

In the event of an office vacancy, any member can nominate a current WCC member or themselves to fill the vacant position. New offices, or vacancies that need to be filled during the non-regular election periods, will be appointed by the present WCC Chair, until the end of the term.

3.4 Voting

Voting ballots will be sent out via email during the third week in March, with votes accepted by the fourth week of March. Those persons receiving the most votes in the elective process are considered duly elected to represent the constituency. If the individual who received the most votes declines their elected position, the next individual receiving most votes will be contacted to serve. Ties will be settled with voting from those members present in the first WCC meeting in April. If only one nomination is received for an office vacancy, that person will be duly elected.

3.5 Election Verification

The election representatives will verify all ballots once voting has closed and shall tabulate the votes and announce the official election results at the first April meeting.

3.6 Resignation

Resigning officers shall notify the WCC members in writing prior to their resignation.

Article IV. Officers

4.1 Chair

The WCC Chair is responsible for establishing meeting agendas, approving all correspondence before dissemination to the members and electorate, and for presiding at all regular and/or special WCC meetings. The Chair will act as the expert in Writing in the Disciplines, Composition Pedagogy, and Assessment. The Chair coordinates WCC events, including the Spring Writing Institute and campus-wide Assessment. The Chair oversees special sub- or ad hoc-committee as directed by WCC action. The Chair's position is tied to the WPA position and serves as Chair in perpetuity.

4.2 Secretary

The Secretary is responsible for the creation, dissemination, and maintenance of WCC meeting minutes and other records; all correspondence requires the Chair's approval prior to its distribution. Meeting minutes are required to be sent to the Chair within one week of the meeting. The Secretary maintains a current list of the WCC members, which is public information. The Secretary works with the Chair to keep public-facing materials on the AWC WI website current. The secretary will perform other duties as may be deemed necessary and appropriate by the WCC membership. The Secretary's term of office is one year. The Secretary can be re-elected without lapse.

4.3 Outreach Coordinator

The Outreach Coordinator is responsible for working with the Chair to create a visible presence on campus and nationally. This visibility will be created through social media and AWC WI website copy, as well as other outlets deemed appropriate by the WCC. The Outreach Coordinator's term of office is one year. The Outreach Coordinator can be re-elected without lapse.

Article V. Committee Actions

5.1 Meetings

The WCC shall meet every Monday during Startup Week and the first Wednesday of every month from 3-4PM. Special meetings may be called by Chair or by petition.

5.1.1 Attendance Policy

WCC members accept the responsibility for carrying out the goals of the WCC, and meeting attendance is part of that responsibility. If a member will be absent from a meeting, written notice (email) should be submitted to the Chair before the meeting date. If an Officer or member is absent from three consecutive, regularly scheduled meetings, this person automatically forfeits their membership, subject to review by the WCC. The member can petition the office of the Vice President for Learning Services to be reinstated within 30 days of third absence.

WCC Member expectations include but are not limited to:

- Cooperative and respectful communication to advance the mission of the WCC
- Active voting membership so as not to impede quorum
- Participation in all aspects of WCC assessment
- Actively communicate the goals and objectives of the WCC to stakeholders

5.2 Voting, Quorum

When voting is necessary, it will be conducted during regularly scheduled meetings or via email. Quorum must be met in order to conduct all voting. Quorum is simple majority of active membership (excluding open positions). All members, including ex-officio are voting members, although ex-officio positions do not count toward quorum.

5.3 Amendments

Any member may propose amendments to the Bylaws. An amendment shall be considered adopted if approved by a two-thirds majority of WCC members present.

5.4 Bylaw Review

The WCC Bylaws shall be reviewed every other year, starting in Fall 2020, with updates and revisions to be completed by the end of each academic year (Spring) that ends with an odd number. Changes to existing bylaws will be effective immediately.

Committee Creation Proposal Components and Questions (from Nik)

1. What issue(s) is the committee intended to address?
 - a. WI curriculum and standards
 - b. WI new course approval
 - c. WI campus-wide assessment
 - d. Fostering healthy and productive cultures of writing instruction at AWC
 - e. Creating opportunities for professional development in writing instruction at AWC
 - f. Producing AWC graduates who are quality writers
 - g. Encouraging non-writing professors to incorporate writing into their courses AND giving them the tools to succeed
2. Is there another already existing committee or association that can address this issue and why?
 - a. No. No other committee has the saturation of writing expertise needed to make WI-related decisions. A single, continuous, defined committee is best able to organize the most responsible curriculum standards, course approval and assessment will be conducted by a body of Writing in the Disciplines (WID) experts through leadership from the WPA.
3. What areas or constituents will the committee's work affect?
 - a. All WI teachers (from all divisions)
 - b. All students (all WI students)
 - c. Writing Center
 - d. Assessment Committee
 - e. Curriculum Committee
 - f. Advising
 - g. Faculty Association
4. How will the committee's work contribute to the college's mission, vision, values, and/or strategic objectives, and institutional learning objectives?
 - a. The committee's work intersects with multiple college objectives:
 - i. ILOs include
 1. *Aesthetics and Creative Thinking* by writing in the disciplines
 2. *Analytical Reasoning and Metacognition* through the common writing reflective cover letter
 3. *Equity and Inclusion* through participation in the writing process
 4. *Ethical Growth and Wellness* through understanding the dynamic and ethical considerations between language and power
 5. *Application and Creation of Knowledge* through the research and integration of writing and disciplinary knowledge
 - ii. Values
 1. Empowerment: WI courses empower student to "express diverse and innovative perspectives" through their writing in the disciplines.

2. Respect: WI courses teach students to “express the highest levels of professionalism and kindness, seek common ground with openness & inclusivity, challenge ideas with an empathetic mindset, and listen to and acknowledge others’ ideas with civility and courtesy.”
- iii. Strategic Directions
 1. Prosperity: WI is a unique part of AWC in comparison to other community colleges and universities in Arizona. No other college has a requirement of two WI courses, and no other university has such a **sustainable**, robust, and integrated academic program that “leverages our competencies” to prepare students for specialized writing, which will “fuel economic growth and position graduates for prosperity.”
5. How will the membership of the committee be determined to give equitable representation to the affected constituents?
 - a. Membership will be determined by representativeness of academic areas’ relative proportion of courses in WI, as well as create opportunities for growth in other academic areas. The committee will also include intersections of other writing-centered institutions on campus, e.g., The CIE Director, Communications Chair, Writing Center Coordinator, and advising. The Director of Assessment shall serve as an ex-officio member of this committee and help to facilitate assessment efforts by the committee. All members, including ex-officio are voting, although ex-officio positions do not count toward quorum.
 6. What associations(s) will the committee be answerable to?
 - a. Curriculum Committee
 - b. Faculty Association (Senate)
 7. What areas of purview or authority does the committee believe it needs in order to address the issue(s) for which it is being created?
 - a. The WCC needs to conduct a quality assessment that will provide feedback for the WI program to go “from good to great” and to prove and ensure the quality of writing education at AWC.
 8. What actions or steps does the committee foresee taking to address its issue(s)?
 - a. Creating and facilitating a robust WI assessment program
 - b. Implementing a common reflective assignment throughout all WI courses
 - c. Advocating for WI training and resources for instructors
 - d. Reviewing WI requirements in light of the assessment results and suggesting changes to the WI curriculum and application process
 - e. Creating an accountability program for assessment and feedback
 9. What is a feasible timeline in which the committee could complete its primary task?
 - a. See WI Assessment Plan

Drafted March 19, 2019

Approved April 24, 2019