

University Writing Program Progress Report to the Academic Senate

Institute Writing Committee

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IWC 2011-12 Members

- Establish internal committee **working procedures** and an external network of communication with the General Education Committee (GEC) **for the development and approval of writing-intensive courses.**
- Report to the Senate progress made in designing and implementing **structures of support** for faculty and students in accordance with the Institute Writing Policy (D16.0) and, where appropriate, **make recommendations for improving and integrating writing across the curriculum.**
- As appropriate, assist the [University Writing Program Director] with the **development of the Writing Center.**

IWC Charge from the Academic Senate

- **Weekly Meetings**
- **Tested & revised Course Criteria Checklist (Triple C) Form**
- **Completed sample Triple C Forms to provide faculty examples**
- **Developed submission procedure using “myCourses”**
- **Created sample Writing Assignments, Activities & Assessment Tools**

IWC 2011-12 Activities

1. Course Criteria Checklist (Triple C) Form
2. Faculty Complete Triple C Form for Courses To Be Designated “WI”
3. College Curriculum Committee Representative Posts Triple C Form to IWC MyCourses “Dropbox”
4. IWC Members Review and Provide Feedback
5. IWC Maintains List of Approved Courses

Procedures WI Courses

- Explanation of Process
- Triple C Form (Revised)
- Completed Triple C Forms (Samples from Approved WI Courses)
- IWC Guiding Principles: Distinction between FYW, GE-WI, and Program-WI

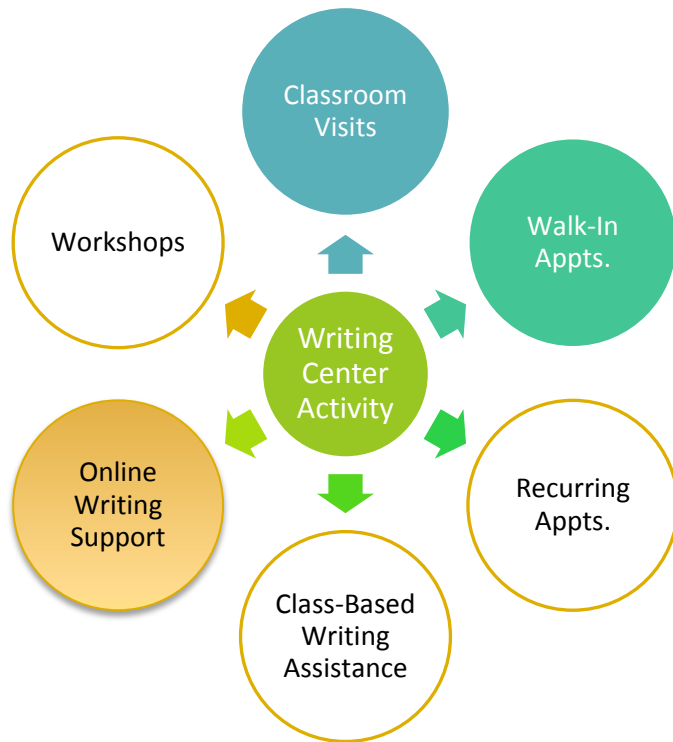
Revised IWC Website

- Readings and Retreat w/ UWP Director (9 IWC College Faculty Reps)
- IWC Members Created Writing Assignments and Activities, and Assessment Plans (website)
- “WI Course Design, Pedagogy, and Assessment” – Year-long Faculty Learning Community w/ UWP Director (10 faculty representing 8 colleges)
- Mya Poe, *Learning to Communicate in Science and Technology @ FITL*, May 30-31
- Collaborative Space for Writing Intensive Materials (CSWIM) Wiki
- Creation of UWP: WAC, WC, FYW

Structures of Support

- Year-long FLC: Spring-Fall 2012
- 16 Applicants
- 10 Participants Selected
 - Budget
 - Curriculum
- Meetings 4-Spring; 3-Summer; 5-Fall
- Create and Share Assignments, Activities & Assessment Tools (CSWIM-Wiki)

WI FLC: 1 Form of Support



Development of the Writing Center

WC staff currently offer F2F appointments in the Writing Center, along with online writing support for “Distance Learners.”

In future, as capacity is built for Writing Fellows Program, the Writing Center will also offer classroom-based writing assistance, recurring appointments, class visitations, and periodic workshops.

Recommendations

The Institute Writing Committee shall be a standing committee of the Academic Senate and will serve to implement this policy and evaluate courses for the determination of meeting the WI designation. The membership of the IWC shall include: a college faculty representative from each college to be elected by his or her collegial faculty; one representative elected at large by the Academic Senate; **and five ex officio members: the University Writing Program director (voting); the First-Year Writing Program director (voting); the Writing Center director (non-voting); the English Language Center director (or his or her delegate, non-voting); and the Academic Support Center director (or his or her delegate, non-voting).** Faculty representatives will serve staggered three-year terms with the possibility of reappointment. The committee will report annually to the provost and the Academic Senate on its work.

Committee Membership

The changes:

- *Identifies ex officio members
- *Adds the Writing Center Director
- *Reflects creation of the University Writing Program

Students should complete **First Year Writing** (Writing Seminar or other so-designated WI course) by the end of their first year. Students should take one WI course in general education by the end of their third year. **Students must pass a First Year Writing course before enrolling in a Program-WI course.** Students must be able to complete WI requirements within the existing graduation requirements.

First-Year Writing (WI) as Prerequisite for Program-WI

The change:

Clarifies First-Year Writing as a prerequisite for Program WI courses

As of 5/10/12

- **100** Courses Identified as Program WI
- **122** Courses Identified General Education WI (Perspectives, Immersions, and FYW)
- **6** Courses Approved by IWC

Year Ahead: Review and Approve Courses