

**Writing Intensive Program Committee
December 10, 2014 Meeting Minutes**

Members Present:

Warren Rochelle, Chair
Marcelo Fajardo-Cardenas
Dan Hubbard
Nina Mikhalevsky, Secretary

1. Because Gwen Hale, Director of the University Writing Program, was unable to attend the meeting due to illness, the planned discussion of the current status of writing assessment was postponed. The chair of the Committee will follow up with Gwen.
2. The committee reviewed the various activities of the committee and some additional work by the chair during fall semester, and considered the tasks for next semester. The chair is also working on a check list for proposals which he will send to the committee for review in the spring.
3. Proposals for Fall 2015 are due to the committee by January 20, 2015. Announcements have been sent out to all faculty from the chair and due dates have been posted on the website since the beginning of the academic year.
4. The next committee meeting is tentatively scheduled for Wednesday, January 28 at 5:00 pm. The chair will be conferring with the committee via email about firm dates for spring semester, now that our spring teaching schedules are finalized.

Meeting adjourned at 11:45 am.

Respectfully submitted,

Nina Mikhalevsky, Secretary