

**Writing Intensive Program Committee**  
**February 4, 2015 Meeting Minutes**

**Members Present:**

Warren Rochelle, Chair

Dan Hubbard

Nina Mikhalevsky, Secretary

**Ex Officio:** Gwen Hale, Director University Writing Center and University Writing Program

**Guest:** Keith Mellinger, Director of the UMW QEP Program

1. Professor Mellinger provided an overview of assessment for the QEP and then the committee discussed a process for conducting writing assessment for the FSEMs in fall 2015. Gwen Hale informed the committee of discussions about writing assessment that took place in the Common Read Committee meeting; the WI committee and Professor Mellinger agreed that writing assessment for first year students is best accomplished through the FSEMs and managed by the QEP director and Gwen as Director of the University Writing Program.
2. Gwen informed the committee that Taiwo Ande's office will fund external assessment for writing samples; Gwen will research pay scales for external reviewers and will develop and recommend a budget to the committee based on her findings.
3. RELIG 277 Religion in America Before the Civil War approved as WI for instructor Mary Beth Mathews.  
  
GEOG 335 Sacred Spaces approved as WI for instructor Caitie C. Finlayson.
4. For the remainder of the semester, the committee will meet on the third Monday of the month at 4:00 pm in the Writing Center. The next meeting of the committee will be March 16.

Meeting adjourned at 5:00 pm.

Respectfully submitted,

Nina Mikhalevsky, Secretary