

**Writing Intensive Program Committee**  
**March 12, 2014 Meeting Minutes**

**Members Present:**

Courtney Clayton, Chair

Marisa Martinez-Mira

Nina Mikhalevsky, Secretary

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

The committee discussed the proposed first writing module for the QEP FSEMs. Gwen Hale is developing the plan and script for this module, and the committee agreed that a focus on the writing process was appropriate for the first module. Gwen will be drafting the script and will circulate to the committee; script will need to be ready by the end of the semester to support the development of the module to be ready by fall.

The committee also discussed some ideas for the second QEP FSEM writing module.

The committee selected several WI proposals from different disciplines to be accessed from the WI website to serve as resources for faculty developing WI proposals.

Courtney has contacted all academic departments about the need to conduct major capstone course assessments and will be following up with departments on that; assessment data should be sent digitally to Gwen Hale in the Writing Center; there will be external reviewers conducting these assessments.

Meeting adjourned at 5:00 pm.

Next scheduled meeting: April 9, 4:00 pm in the Writing Center, Fredericksburg campus.

Respectfully submitted,  
Nina Mikhalevsky, Secretary