

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

**Members Present:**

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

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

1. Gwen Hale gave the committee an update on writing assessment:

The writing samples were collected at the end of last year but the funding promised from Taiwo Ande's office for outside review was not provided and the samples are still waiting for review. Gwen will follow up with Taiwo again and if the funding is not going to be provided, she will have to develop an internal committee to review. The FSEMs are also slated for writing assessment, however, it appears that through the QEP there will be some funding for that level of assessment. Gwen will confirm with Keith Mellinger and report back to the committee.

2. Gwen will forward the list of all courses currently coded as WI in banner to all department chairs for their review to confirm accuracy. Once the list has been verified and corrected, the committee will post on the committee website.
3. Future meeting times were discussed and Warren will send out final proposed dates to the committee.
4. BIOL 427 Approved as WI for instructor Dolby

HIST 300K Approved as WI for instructor Ferrell

In discussing this proposal, the committee recommended that the chair of the committee contact the department and recommend they consider proposing a specific section of their topics offering as WI so that individual instructors do not need to request committee approval for each offering.

THEA 362 Approved as WI for all instructors

NURS 410 Discussed and returned to instructor for revisions; Warren will follow up with the instructor and Gwen will also make herself available to assist as needed. Once needed changes are made, the chair will notify the committee and send notification of approval.

Next meeting TBD pending review of possible dates. Meeting adjourned at 6:00 pm.

Respectfully submitted,

Nina Mikhalevsky, Secretary