

## Writing Intensive Program Committee

### August 21, 2013 Meeting Minutes

#### Members Present:

Courtney Clayton, Chair  
Brooke DiLauro  
Nina Mikhalevsky, Secretary  
Warren Rochelle

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

The Committee reviewed changes and updates to the Writing Intensive Program website <http://academics.umw.edu/writing-intensive/>, including the revised form for new WI course proposals. The WI Program site is now live and a stand alone site but linked to the Writing Center website.

Secretary to the WI committee will be responsible for sending approved minutes to UFC and posting WI committee meeting minutes and other materials on UFC/WI website: <http://ufc.umw.edu/committees/other-university-advisory-and-special-interest-committees/writing-intensive-committee/>

The Committee tentatively set due dates for new WI course proposals: October 1 for WI courses proposed for spring 2014 and February 10 for WI courses proposed for fall 2014; Nina will confirm dates with Morello.

Committee set its meeting dates for fall 2013: September 18, October 9, November 6; all at 4:00 pm in the Writing Center.

Gwen will be meeting with Taiwo Ande on August 28 to review the Writing Program assessment plan; Courtney as chair of the committee will also attend.

Gwen will contact the Office of the Registrar to obtain and double check with her records the list of all approved WI courses; the list of courses will then be posted on the WI website.

Courtney will develop a "chair's manual" this year to assist next year's chair.

The committee discussed the approval process vis-à-vis the UFC; our understanding is that once we approve, the secretary of the committee will forward approved courses to UFC (not UCC) and UFC must still approve; UFC secretary will then notify relevant administrative offices including Registrar. Courtney will confirm that this is the process.

Meeting adjourned at 12:15.

Next meeting: September 18, 4:00 pm in the Writing Center.

Respectfully submitted,  
Nina Mikhalevsky, Secretary