

Writing Intensive Meeting

March 27, 2013

Attendance:

Brooke DiLauro

Gwendolyn Hale

Joe Nicholas

Nina Mikhalevsky

Mary Rigsby

Meeting began at 4:02pm.

Item One: Blanket Approval for WI Course Proposal

Committee representative spoke with John Morello about blanket approval for a WI course for ALL instructors. The committee decided that once a course is approved, it is approved for any instructor who wishes to teach that course. This policy has actually been in place since the beginning of WI, but it has not been explicitly stated. Exceptions are courses such as special topics and independent studies. These will continue to be evaluated for WI on a case-by-case basis.

Item Two: WI Proposal Form

Committee is working on the template for the WI proposal.

Committee considered how to improve the template, etc. Discussed that WI does not have a link to its program goals and that we may need to better articulate the WI program goals.

Item Three: WI Website

Suggestion was made that we table changing the website on the fly, and that everyone has access to the site so that we can make suggestions on what to change, what to add, and what to delete. Website will be tweaked, revised, and edited that will go live over the summer. We want to create a list of issues and items to be addressed that will roll over to next year's committee to be addressed.

Item Four: UFC Approvals

The Registrar may not be getting the messages about WI-approved course proposals. Discussed whose job it is. Thought that perhaps the secretary of the UFC who is distributing this info. Member of WI committee who is on UFC will check on protocol.

Committee agreed to continue discussion via email about the policy suggestions and website changes. This will allow committee members time to contemplate changes and so forth.

Meeting adjourned at 5:14pm.