

Minutes of the Writing Intensive Committee
22 August 2019
Writing Center, HCC 420

Members present:

- Laura Bylenok, chair (Assistant, CAS)
- Randall Helmstutler, secretary (Associate, CAS)
- Brenta Blevins (Assistant, CAS)
- Ben LaBreche (Associate, CAS)
- Emily Stanley (Assistant, CAS)
- Gwen Hale, ex-officio (Director of the Writing Center and Writing Program)

The meeting was called to order at 12:05 p.m. The committee elected its leadership for the 2019-2020 academic year. Laura Bylenok (Assistant, ELC) and Randall Helmstutler (Associate, MATH) will serve as chair and secretary, respectively.

Deadlines for WI course proposals were set for this academic year. These dates are:

- Spring 2020 proposals: due September 6, 2019
- Summer 2020 proposals: due November 1, 2019
- Fall 2020 proposals: due January 17, 2020.

The committee established its meeting dates to review proposals submitted by these deadlines as:

- September 11, 2019
- November 20, 2019
- January 22, 2020.

(All to be held at 4:00 p.m.)

The meeting adjourned at 12:40 p.m.

Respectfully submitted,

Randall Helmstutler
Chair and Associate Professor
Department of Mathematics