

Minutes of the Writing Intensive Committee  
20 November 2019  
Electronic meeting

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)

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As there were no proposals to consider, the committee met electronically to discuss agenda items. The committee agreed to add language to the Writing Intensive Courses website emphasizing that students and advisors should always consult the official schedule of courses to determine WI offerings. The committee took up two requests from UFOC to revisit the committee's charge and structure. Chair Laura Bylenok will collect committee members' responses and assemble a reply to UFOC.

Respectfully submitted,

Randall Helmstutler  
Chair and Associate Professor  
Department of Mathematics