**Writing Intensive Committee**

**Meeting Minutes**

**August 20, 2020, at 4 pm**

**Zoom meeting**

**In attendance**

Brenta Blevins, Pamela Grothe, Randall Helmstutler, Elizabeth Johnson-Young, Ben LaBreche

**New Business**

The committee elected Brenta Blevins as chair and Ben LaBreche as secretary.

We will try to coordinate our date for submitting proposals with the SI and DI Committees; Brenta will follow up with those committees.

There was discussion of when to meet to discuss submissions. We reserved Monday, September 7, October 5, and November 9, at 4 pm as possible meeting times. Actual meetings will depend on our workload.

John Morello has been working on an automated system for submitting proposals; Brenta demonstrated the system to us. We are hoping that the system is faster in practice that it is in demonstration. We talked about whether chairs should be signing off on these forms. Since courses handled by the new system have to be in our existing catalog, we also discussed whether users would be able to propose courses for WI/SI/DI credit if they have new suffixes (e.g., ENGL 390*B*).

Randall will do an initial update our website, and Ben needs to get the login credentials to work on the web page; Brenta will ask Anand about getting these credentials.

Brenta has talked with Gwen about doing a workshop for making courses WI and perhaps for teaching WI courses online.

We will have the 30th UMW writing contest this winter.

Ben will send our committee information to Christy Irish.

**The meeting adjourned at 4:46.**