**Writing Intensive Committee**

**Meeting Minutes**

**September 7, 2020, at 4 pm**

**Zoom meeting**

**In Attendance**

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

**Approval of Minutes**

The minutes from August 20 were approved.

**Old Business**

Brenta worked with the other ATC programs to coordinate submission dates:

* J-Term 2021 courses: proposals should be received by October 2, 2020
* Summer 2021 courses: proposals should be received by November 6, 2020
* Fall 2021 courses: proposals should be received by January 29, 2021

In October we will set a meeting date to discuss January proposals.

**New Business**

***Evaluation of WI submissions:***

* ECON 460, Applied Economic Analysis: this new course was approved.
* BIOL 482, Literature Research in Biology: we did not approve this proposal; Gwen will contact Parrish Waters and we will continue to respond to this via email when we receive more information (including a standard proposal form submitted by the instructor of record).

***Website:***

Ben needs to contact “Web Help” email to get login access for the WI websites. Our information is up to date, but we may need to make some further updates. Brenta has not yet heard back from John Morello about the new curriculum management system.

***National Day on Writing:***

Brenta and Gwen are working out how to celebrate the NDW under pandemic conditions. One idea is to support the library’s effort to create an archive of student writing about the pandemic.

**Report from Gwen on Assessment**

There is an effort to measure in a more timely fashion how many WI courses students have taken and how they are doing as they progress through UMW. Gwen is working with Debra Schleef on this project. After tracking this data for four years it will be possible to see whether more intervention is needed at the sophomore and junior levels. One issue is discrepancies in the quality of writing by some transfer students.

**The meeting adjourned at 4:35.**

**Addendum**

After receiving further information, the committee re-evaluated and approved BIOL 482, Literature Research in Biology (taught by Parrish Waters), to bear WI credit for student Heather Wood.