**Writing Intensive Committee**

**Meeting Minutes**

**August 25, 2021 at 2 pm**

**Zoom meeting**

**In Attendance**

Brenta Blevins, Amrita Dhar, Pamela Grothe, Elizabeth Johnson-Young, Ben LaBreche

**Approval of Minutes**

The minutes from February were previously approved by email.

**Election**

* Brenta will continue as committee chair.
* Ben will continue as committee secretary.

**Review of WI Submission Process Review and Deadline**

* So far the committee has received only one proposal.
* The basic requirements for WI courses were reviewed. They are available [here](https://academics.umw.edu/writing-intensive/writing-intensive-course-proposal/).
* WI learning outcomes were also reviewed. They are available [here](https://academics.umw.edu/writing-intensive/writing-intensive-learning-goals/).

**Deadlines and Meeting Dates**

* Our meetings need to be coordinated with the UFC meeting schedule:
* *Spring 2022 courses:* proposals should be received by **September 8, 2021**
	+ **Next UFC Meeting:** Sept 22; action items submitted by Sept. 15 (est.)
* S*ummer 2022 courses:* proposals should be received by **November 5, 2021**
	+ **Next UFC Meeting:** Dec 1; action items submitted by mid-Nov. (est. Nov. 17)
* *Fall 2022 courses:* proposals should be received by **January 28, 2022**
	+ **Next UFC Meeting:** Feb 2 (too short a turnaround), thus: **W, Mar 9 (action items est. Feb. 23?)**
* Consequently, we will meet Friday, September 10, at 11 am on Zoom.
* We will meet Friday, November 12, at 11 am on Zoom.
* Dates for our January and year-end meetings are TBD.

**Guidance for Blanket WI Proposals**

There was some discussion about whether we need to collect more information or offer more guidance about blanket approvals. One possibility is simply to change some of the language on our websites.

**Committee Housekeeping**

* We will approve (or not) minutes via email so that they can be submitted to the UFC in a timely manner.
* Brenta will update information on our websites.

**The meeting adjourned at 2:45.**