**Writing Intensive Committee**

**Meeting Minutes**

**November 12, 2021 at 11 am**

**Zoom meeting**

**In Attendance**

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

**Approval of Minutes**

The previous minutes had already been approved electronically.

**Review of Proposals**

* BIOL 443, The Biology and Biochemistry of Proteins, was approved for all instructors, subject to (1) clarification to be sought by Brenta about overlap among assignments and (2) the writing intensive SLOs being added to future syllabi. The approval is for spring 2022.
* MATH 472, Real Analysis II, was approved for all instructors. The approval is for fall 2022.

**Transfer request for individual student**

The transfer request was not approved. While this course included a substantial amount of journaling, there is no indication that there was instruction in writing or substantial revision of writing. The learning outcomes do not include anything about writing skills. Most of the journaling was not due until the very end of the course, which Mary Washington does not allow in writing intensive courses.

**WI requirements for double majors**

We went over the state of the discussion in other parts of the university.

**Handling of transfer requests**

We discussed developing more guidance for students. Brenta will continue working on this.

**Changes to WI website**

Brenta expanded the explanations about WI approval on our website. The committee approved these additions.

**Reminders**

Our next meeting will be via Zoom on Friday, February 11, at 2 pm.

These minutes need to be approved via email as soon as possible for submission to the UFC.

**The meeting adjourned at 11:40.**

**Addendum**

The writing assignments for BIOL 443 were clarified by email and approved by the committee later in the day.