**Writing Intensive Committee**

**Meeting Minutes**

**Sept 08, 2023, 1pm**

**Zoom meeting**

**In Attendance**

Leah Schweitzer, Jared McDonald, Shumona Dasgupta, Laura Sipe, Amrita Dhar, and Melissa Martinez

**Introduction and updates from Leah Schweitzer**

* Review WI website- the WI website is very outdated. Brenta is still listed as the Chair in some places. Leah has no access to change the website. The new Writing and Speaking Center website is up. Leah has deleted outdated material, streamlined, and reorganized information on the website.
* Review WI program assessment- No WI assessment happened last academic year. This year the goal is to review upper-level English WI designated classes, as well as the 202s. We need to find a way to better measure the progress students are making with their writing through the year, and from one year to the next. At this point, there is nothing beyond departmental review. Leah reports that the task will take several years, mentioning a possible 4-year cycle to have this in place. Genre specific and other expectations need to be spelled out clearly on the syllabus. Students do not always know the appropriate discipline specific writing conventions even in their major classes.
* Melissa asks what the role of the WI committee will be in the assessment process. The WI committee can make recommendations.

**Deadlines for the year**

* Submissions to WI due by:
	+ 1. 9/5 for Spring 2024
		2. 11/3 for Summer 2024
		3. 1/26/2024 for Fall 2024
* Reviews from the committee due to UFC by:
	+ 1. 10/2 for Spring 2024
		2. 1/8 for Summer 2024
		3. 2/5 for Fall 2024

**Reminders about WI requirements for reviewing**- WI outcomes should be listed clearly on the syllabus. The course should require 12 pages of writing.

**Set meeting dates for September and November**

Sept 25 (M) at 1pm to review the 2 proposals for the Spring.

Nov 13 (M) at 1pm to discuss summer proposals.

**Meeting Adjourned**: 1:29pm.

**Reminders**

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