Writing Across the Curriculum: Meeting minutes

Friday 1.00pm, October 28, 2011: Dean's Conference room, College of HSHS

Members present: Caitlin Bagley, Kala Chakradhar, Lara Homsey, Debbie Owens, Kelly Kleinhans, ZB Smetana , Gina Claywell, Joy Roach,

Not present: Kimberly Bellah, Jessica Naber, Sharon Gill

1. Handouts distributed:
   Copy of minutes of the Oct.12 meeting
   Writing intensive workshop draft updated schedule
   Meeting Agenda
   Assessment Plan documents (plan template tips and checklist, plan description memo for nonacademic units)
   WAC mission statement and objectives

2. Minutes of the Oct.12 meeting were approved after acknowledging an omission. Caitlyn Bagley had volunteered to present on use of Google documents and technology in writing. We will include this for the faculty development seminar.

3. Online faculty survey update given: 108 responses so far; 10 responses from faculty who do not assign writing.

4. Writing workshop schedule review for wrap up

   One speaker may not be available, time conflicts addressed. Lara offered to withdraw her session to accommodate other sessions and facilitate more time for sessions. Suggested to wait to hear back after QEP meeting. Consensus was to avoid concurrent sessions so as to avoid low numbers

   Discussed workshop coordination and feedback from participants

   Zb Smetana, Kala Chakradhar, Gina Claywell will not be on campus
   Lara Homsey, Joy Roach, Debbie Owens, Caitlyn Bagley, Jessica Naber(e-mail) conveyed their available times for coordination on rotation. Will compile and communicate the schedule.
5. Discussed assessment plan due Nov.15 that WAC committee is expected to submit as a nonacademic unit.
6. Kelly Kleinhans' & Julie Robison's presentation was appreciated. Kelly Kleinhans brought attention to the omission of her introduction as HSHS writing ambassador in the Oct. newsletter. Sincere apologies and will be included in the next newsletter.

Next meeting: Wednesday, Nov.2: 2.00pm, Dean's Conference Room, College of HSHS

Agenda: Assessment plan