1. In attendance: Kim Lacey (Chair of WACC and Interim Director of WAC Program), Marie B. McDaniel, Karen Burke, Astrid Eich-Krohm, Elena Schmidt, Patrick McBrine, Thomas Ferruccio (ex-officio)

2. Electronic participation: Dorothy Vasquez-Levy, Steven Corbett (ex-officio), Sanja Grubacic, Maria Diamantis

3. Chair/Interim Director Update W-Contest: K. Lacey
   a. Winner gets $250, second place $150, third place $100 gift-cards from the Southern CT State University bookstore.
   b. The committee split into groups to determine the best two papers and announced their choices to Kim. Six finalists were chosen. The committee will review these papers and determine winners by April 12th.
   c. The winners will be congratulated at UCF on April 26th as they are no longer included in the Honors Convocation.

4. W-course proposals will be reviewed Thursday April 19, at the next regular meeting.

5. Adjournment at 10:30

Respectfully submitted by Astrid Eich-Krohm
By-Laws
Writing Across the Curriculum Committee (WACC)
Southern Connecticut State University

Writing Across the Curriculum Committee (WACC) as a sub-committee of the Undergraduate Curriculum Forum (UCF) has the following responsibilities:

A. Review of submitted W-Course proposals with approval of those meeting the W-Course criteria

B. Facilitate the development of proposals by faculty members

C. Provide resources for individuals interested in developing proposals (tutorials, workshops, electronic resources)

D. Develop and facilitate the annual student Writing Contest

E. Develop and participate in program assessment projects

F. Review proposal guidelines and policies to reflect changes in the University curricular structure

I. Membership in Voting Units and Terms of Appointments

A. The WACC shall consist of nine members; one voting member from each of the four schools and five at-large members, plus the Director of the University Writing Program, Coordinator of the Writing Center, and one composition faculty member who each serve as ex-officio non-voting members.

B. Members shall be elected as part of the University-Wide elections as coordinated by the Faculty Senate Elections Committee and serve for a three year term.

C. In order to preserve institutional memory, voting member terms shall be staggered so that only one-third of the members’ terms end each year.

D. The Chair of WACC shall be elected by the committee members and will serve a two-year term.

E. Alternates shall take the place of committee members who: 1) resign from the committee or 2) are unable to serve due to reasons such as prolonged illness, sabbatical, or other types of leave. In the case of resignation, the alternate shall serve for the remainder of the academic year at which time the position will be opened for election for the remaining number of years in the member’s position. In the case of temporary leave from the committee, the alternate shall serve until
such time as the committee member is able to return to the WACC. Under such circumstances, an appropriate alternate (school-specific or at-large) shall be expeditiously appointed by the UCF Steering Committee in consultation with the WACC.

II. Meeting Schedule

A. WACC shall meet at least monthly during the academic year.

B. At the discretion of the Chair, a meeting may be conducted via electronic correspondence when a face-to-face meeting is not necessary and when it is expedient to do so.

C. At the discretion of the Chair and agreement of all committee members, a faculty member who is unable to attend meetings due to his or her teaching schedule on a regular basis due to their teaching schedule may participate electronically.

III. Quorum

A. Fifty percent, plus one, of all voting WACC representatives shall constitute a quorum.

B. The Chair of the WACC shall determine whether a quorum is present before voting takes place.

IV. Rules of Order


B. When the By-Laws deviate from Robert’s rules, the By-Laws shall prevail.

V. Voting

A. Committee members must recuse themselves from proposal review and abstain from voting when a proposal from their department is under review.

B. When a meeting is conducted via electronic correspondence, the Chair will set a deadline for receiving votes on motions put forth and he or she will verify that the quorum is met electronically.

VI. Order of Business

A. The order of business at regular meetings of WACC shall be:

WACC Bylaws November 3, 2011
1. Meeting called to order
2. Approval of preceding minutes (if not completed electronically)
3. Announcements
4. Old Business
5. New Business
6. Adjournment

B. Any member of the committee shall have the right to request consideration of
additional items for the agenda by submitting the request in writing to the Chair
24 hours prior to the scheduled meeting.

VII. Rules of Procedure

The following rules shall govern the normal business of WACC

A. The agenda, insofar as possible, shall be delivered electronically to WACC
   members at least three days prior to the meeting at which it is to be presented.

B. Any major policy statement or document developed by WACC and approved by
   the UCF shall be reproduced in its final form and archived on the UCF web site.

C. Approved minutes will be made available to the entire university through the UCF
   web site.

D. The latest version of the By-Laws shall be published in their entirety on the UCF
   web site.

VIII. Amending By-Laws

A. When considering a By-Laws change or amendment, WACC members must be
   notified in writing at least one week in advance of the meeting. A two-thirds
   majority vote in favor of the proposed change will be sufficient to recommend a
   change or amendment to the By-Laws, as long as a quorum is present.

B. The following documents are considered parts of the By-Laws and are subject to
   the rules for amendment set forth above:

   1. Flow of Proposals
   2. Criteria for evaluating proposals
   3. Guiding Principles of the WACC
   4. Structure of the Writing Across the Curriculum Program, May 2002