Southern Connecticut State University  
Writing Across the Curriculum Committee  
Minute April 19, 2012


The following proposals were reviewed:

**HIS 201 – U.S. History Through Film**  
Submitted by: Bruce Kalk  
Recommendation: Approve  
Vote: 7-0-1

**IDS 401 – Capstone Seminar in Interdisciplinary Studies**  
Submitted by: Ilene Crawford  
Recommendation: Approve  
Vote: 8-0-0

**CHEM 436 – Advanced Organic Chemistry**  
Submitted by: M.T. Gerald Lesley  
Recommendation: Approve  
Vote: 8-0-0

**MAT 300 – History of Mathematics**  
Submitted by: Richard DeCesare  
Recommendation: Approve with clarification  
Vote: 8-0-0

Respectfully Submitted by K. Lacey; Chair WACC; Interim Director WAC Program

Motion to UCF to approve the following courses as W-Intensive:

**HIS 201 – U.S. History Through Film**  
Submitted by: Bruce Kalk

**IDS 401 – Capstone Seminar in Interdisciplinary Studies**  
Submitted by: Ilene Crawford

**CHEM 436 – Advanced Organic Chemistry**  
Submitted by: M.T. Gerald Lesley

**MAT 300 – History of Mathematics**  
Submitted by: Richard DeCesare

Motion to UCF to approve the WACC Revised Bylaws (attached)
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 of 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:
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