WACC Meeting Minutes

March 7, 2019

Members present: Robert Smith (Chair), Marie McDaniel, K.C. Councilor, Judy Terpstra, Kristi Maynard

Absent: Anthony Richardson, Matthew Miller, Claire Novosad

1. No Proposals

2. Writing Contest
   a. 17 submissions for the Will Hochman Excellence in Writing Award
   b. Committee was very impressed with the level of writing among the submissions
   c. Winner was decided upon, and will be announced to the student and the Honors Award Committee
   d. Two Honorable Mentions will get certificates and $50 gift certificate each
   e. Discussion on any changes for next year?
      i. Next year- not necessarily from a W or HON course?
      ii. Still 10 pages or under
      iii. Like the unofficial transcript and faculty letter
      iv. Also submit the assignment

3. W Courses Fall 2019
   a. M. McDaniel went through the Fall 2019 W listings and discovered there are 59 courses that are either not approved as a W, are not approved for that faculty member as a W (in the UCF Tracker)
   b. Existing course/faculty with W designations keep that W for that course/faculty
   c. However, new faculty or new courses will need to apply for a W under the pilot
   d. Then the course (not the faculty) will be approved as a W in perpetuity (if the pilot becomes permanent)
   e. Every W course under the pilot (revised, and new faculty) will need the follow the guidelines established by the pilot, aka:
      i. Submit writing goals for the class to the Writing Director
      ii. Declare which goal will be assessed
      iii. At the end of the semester, submit the assessment of that writing goal
   f. M. McDaniel will create W course creating workshops after spring break- stay tuned for announcements
      i. One workshop will be recorded and made available online by the end of March
      ii. Monday, March 18 at 1pm
      iii. Wednesday, March 20th at 12pm
      iv. Both in BU 440A
      v. More if needed, based on attendance and entrance
   g. M. McDaniel will be contacting the chairs for the 59 courses to determine next steps for those courses

4. Other Workshops to be put on Kaltura (continuing work)
a. Webinar on how to write a W course proposal (Marie)
b. APA versus MLA Module (Judy)
c. Available campus writing resources when teaching a W course, or helping students write (Kristi)
d. How to do writing assessment- creating writing goals (Marie)
e. Creating a rubric (Robert)- will be sharing
f. Creating a clear writing assignment (KC)
g. Need to talk to Bo Z. in adaptive technology to assist on platform use, and creation of a certificate for continuing ed and professional development

5. Teaching Academy
   a. Teaching Academy will focus on Writing
      i. Monday, May 20th
      ii. Call will go out to faculty interested in putting together a session in the next week or so (probably right after Spring Break)
   b. Thinking of Writing in the Teaching Academy as broadly as possible
      i. We have one session of tutors talking about what they see
      ii. Hoping to have teaching and social justice panel
      iii. Teaching Writing and Anxious students/ Growth Mindset workshop
      iv. How to create a W course and have good rubrics and assessment
      v. WACC panel on the above workshops

6. W waiver applications
   a. Looked at the W waiver application
      i. Needs to go online so students can access
      ii. What can we do to make this on Banner? Or some other online clickable form
   b. Revise form to include more information
      i. at top of form: W course waivers using courses taken prior to Fall 2019 will be considered using old W course requirements.
   c. Motion to approve revised W waiver application (attached)

7. Advisory Committee Meeting
   a. Discussion of hiring grad students and professional tutors
      i. Has been approved!
      ii. Graduate students will now pay $20 for full time, $10 for part-time for writing support
      iii. Pays for 5 Graduate Tutors, and 700 hours of professional tutors- who will be available for copyediting if they have already been working with the student on a capstone project for more global revisions
   b. Writing Retreats, 9-3 intensive (continuing)
      i. Looking for faculty to get involved
         1. Will be one day for each theme??
         2. Still working on this
         3. If you are interested let us know!
ii. Concentrated environment to write?

iii. Need some sort of instruction and support

iv. Different forums for different “problems”
   1. Task management
   2. Punctuation
   3. Direct quotes versus paraphrasing
   4. Citations
   5. Literature reviews
   6. Use of peer reviewed articles

v. Maybe workshop leaders will be compensated!

8. Adjournment 10:55am
W-Course Waiver Form

Indicate, by checking off the appropriate box, your reason for requesting a W-course waiver. Based on your selection, please submit the required materials in a single folder. Please be sure to check off each item as you include it in the folder. Submit the completed folder to the Director of Writing Across the Curriculum via email to wacc@southernct.edu.

Please note that ONLY ONE WAIVER may be granted to each student.

Applicant's Name:__________________________  Date ________ SCSU ID# _______________
SCSU Email Address_____________________________________ Phone # _________________

☐A specific non-W course actually fulfilled the W-course requirements. [See the W-course Guidelines on the WACC website.] Courses taken before Fall 2019 will be considered using the old W-course Guidelines [Email wacc@southernct.edu to access those guidelines]. All decisions about granting a waiver on this ground will be based on a supporting folder containing ALL of the following:

___1. A one-page letter from the student, explaining the extenuating circumstances behind the request.
___2. A syllabus from the course claimed to be equivalent to a W-course.
___3. Copies of the formal writing assignments from the course.
___4. The work produced in response to those assignments, including evidence of attention to revision.
___5. Examples of other writing done in the course (e.g. short, unrevised papers, essay exams, quizzes).
___6. Official evidence of grade in the course.
___7. A signed letter from the instructor of the course in question, agreeing that the course assignments and the student’s performance meet the W-course guidelines.
___8. A signed statement from the student’s academic advisor, agreeing that the student’s work in the course fulfills the purposes of a W-course in the student’s program and justifies the request for a waiver.

☐The student already writes exceptionally well. To demonstrate such competence, a folder must contain ALL of the following:

___1. A one-page letter from the student, explaining the extenuating circumstances behind the request.
___2. A signed statement from the student’s academic advisor, agreeing that the student’s writing skills fulfill the purposes of a W-course in the student’s program and justify the request for a waiver.
___3. At least three appropriate papers (selected from at least two academic courses) or at least two different professional writing products, totaling at least 30 pages. These papers must constitute persuasive evidence that the student’s performance as a writer meets the same standards as expected in a W-course.

☐A course, officially designated as writing-intensive, has been taken successfully at another university.

___1. Official evidence that the requirements of such a course meet SCSU’s W-course guidelines.
   Such evidence will usually consist of a copy of the school’s policy from its Academic catalog and a copy of the syllabus from the course in question.
___2. An official transcript showing that the student earned a “C” or higher.

W-Course Waiver Form
Updated March 2019