

Minutes for Writing Across the Curriculum
January 28, 2015 Library Conference Room 10-11am

Minutes:

1. Tom – roundtable discussion on “Designing effective writing assignments. Asking faculty to bring best practices, assignments that have worked, those that haven’t.”
 - We are to spread the word – before next Unit Council.
 - February 4 @ 11:30 am - 12:45 pm in FRC (E-216)
 - <http://www.ramapo.edu/frc/event/designing-effective-writing-assignments-round-table-discussion/>
2. Todd – speakers for CRWT will concentrate on their first two workshops, rather than add an additional meeting with WAC.
 - Maybe we could bring them back for Writing Across the Curriculum and Writing in the Discipline focus?
3. March 4 Faculty Workshop (will take place before March 4 Unit Council)
 - Publicize at February 4 Unit Council
 - Assessment/feedback strategies? (also paper vs. online feedback)
 - Repeat effective writing assignment workshop? (via Center for Reading/Writing)
4. Online ARC forms.
 - WAC forms will be part of that.
5. Nominations for next year’s WAC chair
6. Todd will emcee the Celebration of Writing
7. Previous WI courses no longer listed as WI
 - Sometimes Banner turnover issue, sometimes taken off much earlier by administration.
 - If clerical error, WAC chair can talk to registrar and get them put back on list.
 - Professors currently teaching courses that have been WI but whose designation has been dropped, how do we deal with getting them reinstated?
 - Talk to ARC rep and/or registrar to make sure it comes through.
8. Joe Connell and Michelle Dunn – strategies to make it more clear for students to track their WI courses.
 - Degree Evaluation – they should be able to put WRIT attribute in section to populate throughout audit.
 - Concern for transfer students who will be advised March 2015 for graduation in May 2016 – how will they know?
 - Academic overview presentation given to all transfer students (in person or presentation is emailed.
 - Every new transfer this spring (2015) needs to meet with faculty advisors, so those advisors within units need to share WI requirement info with transfers.
 - 4-Year Plans – looking for an easy way to bring WI courses into all Fall 2014 and Fall 2015 plans.

- Will be accomplished by at least June 1.
- Adding WI to title of course won't be feasible – titles are too long already.
 - Registrar working on running list of WI courses – where to post it?
 - Looking for a way for students to click somewhere to have a list drop down as students are looking at catalogue.
 - Convening Groups who maintain their own major webpages need to update their designations

Action Items:

- Update WAC website
- Publicize February 4 “Designing Effective Writing Assignments” ASAP to faculty
- Remind faculty at Unit Councils (February 4 and March 4) that all students (including transfer students) need to be advised re: WI requirements within major
- Publicize March 4 Faculty Workshop to faculty