To: Members of the WAC committee

From: Ed Shannon, WAC Chair/HGS rep

Re: Minutes, WAC committee Meeting of Feb. 27, 2019

Date: Feb. 27, 2019

Present: Ed Shannon (HGS), Christina Connor (LIB), Kim Lorber (SSHS), Diane Andronaco (TAS), Karen Wallace (ASB), Rebecca Leung (CA), Tom Kitchen (CRW), Monika Giacoppe (SAH)

Today, we responded to a request from Middle States committee to clarify assessment and WI in the schools.

1. Assessment, WI, Middle States To address this request, the committee agreed:
2. Schools whose WI policies include the words "learning outcomes" will remove that language, clarifying that assessment of WI happens on the Major, program, and school level, not at the WAC level.
3. School representatives were asked to report back to their units to be sure majors include WI courses in their regular assessment. The best practice is to apply an SLO (student learning outcome) already identified by the major to a course being assessed. Programs with writing outcomes would assess those outcomes ***approximately once every three years*** and that ***WI courses be drawn into the sample***. Also, ***majors without existing writing outcomes should contact Mike Unger*** (unger@ramapo.edu) about assessing WI in their programs.

This method rightly folds the task of assessment into current assessment plans and does not create new labor or duplicate existing efforts.

1. Other issues covered.

The group agreed to hold one more meeting later in the semester to:

1. Follow up on the progress of WI Assessment (as stated above).
2. To continue the task of clarifying and revising our internal documents (unit checklists, etc.)
3. To plan more outreach across campus to emphasize writing on the campus. Two ideas were suggested:
	1. WAC might sponsor (through Faculty Resource Center) workshops on best practices, tips, and support for WI faculty.
	2. Creation of student writing competitions, perhaps through Scholars Day.