WAB Minutes
8am, 10/26/12

Present: Robert Barclay, Sarah Hadmack, Emi Troeger, Pam DaGrossa.

Writing Lab: Based on data from the recent assessment of student surveys, we agreed to encourage the Writing Lab to do more marketing to keep it on students’ radar. Some faculty members are reporting their students stating that the writing lab is currently not meeting their needs. As such, we recommend that the Writing Lab assist students with grammar and usage, which seems to be a need.

Number of WI courses, instructors, and WI scheduling policy: Greater breadth across departments, disciplines, times, and modes of delivery appears desirable. Based on fill rates of past WI offerings, a need for more courses is indicated, however it was unanimously agreed that participating in scheduling should not be a charge of the WAB. The WAB’s responsibility is to certify WI instructors, survey WI students, and assess compliance with WI hallmarks. We suggest that schedulers seek data to determine student ability to register for WI courses at Manoa, as many students who are not taking WI courses at WCC may be hoping to take them when they transfer. If so, and if they are having trouble getting seats, then we may need to encourage more of them to take WI courses at WCC. With respect to instructors, It appears that we could use a few more certified to teach WI courses, and we may need to pursue something alternate to the WAC as a certification requirement.

WI course fill rates: Currently, student numbers in Department Annual Reports are used to measure efficiency. This is not acceptable, as lower-enrolled WI courses appear less efficient.

Responsibilities of the WAB Board: It was discussed and agreed that it is not the responsibility of the WAB to do professional development for WI teachers. This is something that should be pursued by Staff Development, although as individuals WAB members are willing to participate.

Web Page: We need to include hallmarks on the main WAB main web page.

Robert is on sabbatical next semester. Sarah will fill in as WAB chair in Spring pending Robert organizing his binder.

Some courses say “C or better” and some say “ENG 100.” WAB decided that all WI courses must say “C or better in ENG 100.”

Spring 2013 survey assessment: The WAB agreed to assess items #1 and #6 on the Fall 2012 student WI surveys, to be conducted in Spring 2013.

Certification: A few faculty members need to recertify, and they have been notified.

Fall 2012 compliance with hallmarks: One faculty member did not include the hallmarks on her syllabus, but otherwise all WI courses appear to be in compliance.