MEMORANDUM

To: Douglas Dykstra
    Chancellor, Windward Community College

From: Richard Fulton
    Vice Chancellor of Academic Affairs, Windward Community College

From: Liko Hoe
    Presiding Chair, Faculty Senate

From: Kathleen French
    Chair, CCAAC

From: Sarah Hadmack
    Chair, Writing Advisory Board

ACTION REQUESTED:
That a prerequisite of "C" or better in English 100 be established as the prerequisite for all writing intensive classes at Windward Community College.

ADDITIONAL COST:
No additional costs to the college are associated with this request.

RECOMMENDED EFFECTIVE DATE:
Spring, 2013.

PURPOSE:
There is an inconsistency in the college policy regarding the English 100 prerequisite for writing intensive classes. Some indicate that a "C" or better is required. Others indicate that the student simply has to pass English 100. To resolve this inconsistency, and to establish an appropriate prerequisite, it is proposed that a grade of "C" or better in English 100 be adopted.

IMPLEMENTATION PLAN:
The Office of Academic Affairs will implement the change in Banner for the Summer 2013 semester. If this is not feasible, then the change will be implemented for the Fall 2013 semester.

ACTION RECOMMENDED:
It is recommended that the Chancellor authorize establishing a grade of "C" or better in English 100 for all writing intensive classes.
Douglas Dykstra  
Chancellor, Windward Community College