April 20, 1995

TO: Peter Dyer, Provost
FROM: Faculty Senate

The Windward Community College Writing Advisory Board is opposed to increasing the class size of Writing Intensive courses. Raising class size would be detrimental to the philosophy, methodology and effectiveness of Writing Intensive courses. It might also jeopardize our college’s Writing Intensive course articulation agreement, which is subject to year-to-year approval, within the University of Hawaii System.

Furthermore, faculty leadership would be involved in an informed discussion with administration on across-the-board increases in class size.

The Writing Advisory Board therefore resolves that class size for all Writing Intensive courses should be limited to twenty students.
In addition, the CAAC updated and reaffirmed “Philosophy and Guidelines for Curriculum Review,” which will be issued to all faculty members.

The CAAC also revised “Proposal to Initiate, Modify, or Delete a Course” and wrote instructions and information on how to fill out the form.

The Writing Advisory Board, a sub-committee of the CAAC, met once to consider a proposal to change its training requirement for faculty who teach Writing Intensive courses. By a vote of 13 to 1, the WAB reaffirmed the requirement that faculty experience the UH Community Colleges Writing-Across-the-Curriculum Summer Institute or Hawaii Writing Project Summer Institute in order to be certified at Windward to teach a WI course.

Our college is completing its eleventh year of offering WI courses, and was certified by the University of Hawaii System-wide Standing Committee on Written Communication to continue offering WI courses for another year. The college's annual report is attached.

Submitted by Jean Shibuya
CAAC Chair

for the committee:
Patti Chong
Nancy Heu
Norma Higa
Wei-Ling Landers
Janice Nuckols
Laurie Tomchak
Inge White
Marvin Yoshida