Minutes of the Writing Advisory Board Meeting on March 9, 2011

Present: Clayton Akatsuka, Robert Barclay, Toshi Ikagawa, Marv Kessler, Janice Nuckols for Sarah Hadamack, Jean Shibuya

Chairperson Robert Barclay called the meeting to order at 10:30 a.m in Palanakila 117.

1. Robert circulated policies and procedures for review and discussion at the next meeting.

2. Review of Writing Intensive courses for Spring 2011
   There are 16 WI courses offered in Spring 2100. Committee members are to use the WI hallmarks and review the syllabi of these courses. Members should note where in the syllabus the hallmarks are met. The conferencing requirement should be stated in the course outline.

3. Recertification of WI instructors. There was agreement that all who are teaching will be informed that they should recertify themselves.

4. From this semester, applications to teach a WI course will be submitted electronically. For Fall 2011, instructors should submit their syllabi and highlight the WI hallmarks. The due date is March 28, 2011.

5. The application form will have a space for faculty to indicate whether the course will be a first-time offering by that instructor or a renewal. Robert will do this.

6. As to whether end-of-semester surveys are needed, the committee decided to dispense with paper surveys. Questions about WI will be embedded in e-café course surveys in Item 7. Robert will explore how to embed questions in e-café.

7. The committee re-affirmed the requirement that faculty who wish to teach WI courses must first complete the summer WAC Institute (which will be offered this August).

8. The committee agreed that if an instructor wants to teach WI, it is that person’s responsibility to get certification, and a course must be recertified every five years. The WAB chairperson will update faculty/course dates of certification.

9. The committee divided the Spring 2011 courses for review:
   Clayton: Journ 205 and Journ 285V
   Marvin: Astronomy courses and Sp 251
Toshi: Econ courses, Eng 209, and Eng 272  
Robert: Eng 204A and Eng 271  
Janice: Hist 242, Hist 282, Rel 207, Phil 100

The next meeting will be in early April.

Submitted by Jean Shibuya