



MOTION TO FGA

BASIC INFORMATION

Name of Motion: Motion to Revise the Description of the Writing across the Curriculum Committee

Submitted By: John H Whicker, Chair, WACC

Date: 3/1/2016

Department/College: English & Communication/ Arts & Sciences

MOTION

It is moved that: section 1.6.3.10 of the policy manual be revised to better reflect the actual composition and duties of the committee, particularly in relation to the writing intensive GER requirement instituted since the current description.

Current Description:

1.6.3.10

WRITING ACROSS THE CURRICULUM COMMITTEE

The Writing Across the Curriculum Task Force has been designated the Writing Across the Curriculum Committee, a heavy-load institutional committee with accountability to the FGA. This committee is responsible for coordinating activities on campus that support and enhance improved writing skills and writing assessment among the university's student, faculty, and staff populations. Through these activities, the committee seeks to ensure that written communication, whether within the context of coursework or administrative capacities, is effective both within the university community and between the university and those it serves. This committee responds to issues that arise across the university and identifies resources or solutions in response to identified needs.

1. Status: Advisory to the faculty and administration on improving written communication skills.
2. Accountability: To the FGA.
3. Composition: Permanent members: Director of Composition, Writing Specialist from Kinkel Center. Appointed members: three members of the faculty (to serve two years each), no two members from the same department. One ex-officio (Vice President for Academic Affairs or designee).
4. Chairperson: A member elected by the committee
5. Duties:
 - a. Receives yearly data from the Office of Institutional Research and Assessment regarding assessment of written communication and determine yearly strategies for improving student performance
 - b. Develops and implements writing standards and other materials for the "Writing at Fontbonne" booklet, which it will revise annually
 - c. Develops and maintains web site to assist instructors and students
 - d. Schedules and plans special events (forums, workshops, guest speakers) for faculty and other members of the university community to improve writing across the university
 - e. Develops policies and procedures on plagiarism

- f. Discusses and designs junior writing assessment and entrance writing assessment instruments (implementation of these may occur at a later date in consultation with other committees and individuals)
- 6. Meetings: Frequency determined by the members of the committee
- 7. Budget: Office of Academic Affairs—expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.

Revised Description:

1.6.3.10 Writing Across the Curriculum Committee

This heavy-load institutional committee coordinates activities on campus that support and enhance improved writing knowledge, skills, and writing assessment among the university's student, faculty, and staff populations. The committee also oversees the Writing Intensive general education requirement, **including recommending approval of writing intensive courses and reviewing syllabi from past semesters for compliance and possible recommendation for removal of writing intensive designations.** Through all its activities, the committee seeks to ensure that written communication, whether within the context of coursework or administrative capacities, is effective both within the university community and between the university and those it serves. This committee responds to issues that arise across the university and identifies resources or solutions in response to identified needs.

1. Status: Advisory to the faculty and administration on improving written communication skills, and to the Undergraduate Curriculum Committee on approval or removal of writing intensive designations.
2. Accountability: To the FGA
3. Composition: **Permanent ex-officio members: Director of Composition, Writing Specialist from Kinkel Center, Vice President of Academic Affairs or designee. Appointed members: one or two representatives from each college (to serve two years each).**
4. **Chairperson: Director of Composition (ex-officio)**
5. Duties:
 - a. Receives data regarding assessment of written communication and determines strategies for improving student performance.
 - b. Schedules and plans special events (forums, workshops, guest speakers) for faculty and other members of the university community to improve writing across the university.
 - c. **Reviews all proposed writing intensive courses to assess whether they meet minimum criteria, rejecting or recommending courses for the writing intensive designation to the UCC.**
 - d. **Reviews previous syllabi for writing intensive courses to determine compliance with writing intensive curriculum, recommending removal of WI designation from non-compliant courses to the UCC.**
 - e. Develops and maintains content for the Writing Across the Curriculum webpages to assist instructors and students.
 - f. Consults with departments in the design and implementation of discipline specific writing assessment instruments.
 - g. Develops policies and procedures on plagiarism.
6. Meetings: Frequency determined by the members of the committee.
7. Budget: Office of Academic Affairs—expenses to be approved by the Vice President for Academic Affairs after consultation with the chairperson of the committee.

Rationale (200 words or fewer):

The description of the Writing across the Curriculum Committee needs to be revised

- **To bring the description into alignment with what the composition of the committee has been**
- **To position the committee to provide oversight of the GER requirement**
- **To ensure greater representation on the committee from each college**
- **To align the committee description with changes in campus assessment procedures.**

Proposed Date of Implementation: Upon Approval

Financial Impact (describe/list projected amounts):

- a. Faculty: \$
- b. New Library Holdings: \$
- c. Equipment: \$
- d. Audio-visual / software: \$
- e. Other: \$

ADDITIONAL INFORMATION

Please complete → If approved, distribute to the following:

- Catalog
- Registrar
- Purple GER Sheet
- X** Fontbonne Policy Manual Volume I
- Advisors' Manual
- Student Handbook
- Part-time Faculty Manual
- Other: