

Writing Curriculum Committee Meeting Agenda

Wednesday, April 24, 2019

SC 206 3:00-4:00 PM



WCC ROLE/REPRESENTATION	NAME	RSVP	ATTENDANCE
Writing Program Administrator (Chair)	Sarah Snyder	Yes	Present
Faculty – Writing expertise	Michael Miller	Sabbatical 2019	Absent
Faculty – Writing expertise	Bertha Avila	Yes	Present
Faculty – Writing expertise	Nancy Blitz	Yes	Present
Faculty – Writing expertise	Nik Byle	Yes	Present
Director - Center for Instructional Excellence (non-voting)	Joann Chang	Yes	Present
Faculty – Writing expertise	Laura Alexander	Yes	Present
Division Chair - Communications	Eric Lee	Yes	Present
Writing Center Coordinator	Clayton Nichols	Yes	Present
Faculty – Career & Technical Education	Lee Altman	Yes	Absent
Assessment Representative (non- voting)	Elaine Groggett	Yes	Present

Sarah Snyder called the meeting to order at 3:06 PM.

Minutes for previous meeting were approved unanimously via email on March 18, 2019.

Agenda

Guests in attendance: David Burris and Monica Ketchum

Agenda was set to follow the

Old Business

Review of and vote to ratify documents created by the following subcommittees:

1. Subcommittee 2: Charge/Mission Statement of WCC (Circulated March 20, 2019)
 - a. Academic division titles were corrected on the Bylaws document

- b. Discussion ensued regarding the addition of a second voting member for the Social Sciences Division and allowing the ex-officio members to vote.
 - i. Although there was a robust discussion about the number of voting members per division, there was no objection to the addition of a second voting member for the Social Sciences Division. The only request was a member identifier change from Humanities to something more appropriate for what the departments the member would be representing for that division. The two seats will be identified as Social Sciences and Behavioral Sciences. The WCC Chair called for the vote on: two members for the Social Sciences Division and the right for ex-officio members to vote. Five members were in favor, two members opposed, and one abstained. Motion passed.
2. SWI 2019 Planning and Rehearsal
- a. Current # of SWI RSVPs=38- Many participants are not from WI, nor mandatory participants. For those who cannot attend but must complete the training and reflection, a video recording of the SWI will be provided. Once the video and survey link is sent, those individuals will have two weeks to complete the reflection survey
 - i. The SWI format is as follows:
 1. 9:00am-10:30am – rating
 2. 10:30am-10:45am- break
 3. 10:45am-12:00om- reflective writing prompts and reflection
 4. 12:00pm-1:00pm- lunch/break
 5. 1:00pm-1:45pm- Habits of Mind
 6. 1:45pm-2:00pm- reflection survey
 - b. Handout- WCC Chair displayed the handout provided by Dr. Roen
 - c. Survey (Due May 9)- This survey takes the place of the Spring 2019 artifact collection, and includes nine questions including four reflection questions which are to be completed using the online survey form. The information will be entered into Tk20 by the Writing Program Administrator (also WCC Chair).
 - i. Discussion from members regarding survey
 1. Faculty members expressed appreciation of the opportunity to reflect on learning and how these activities can aid in improving instruction
 2. Faculty should be compensated for giving up five hours of their non-contract time as well as having to do reflection work
 3. SWI should be moved to contract time, perhaps as a professional development day in the fall semester or startup week in the spring semester.
 4. Faculty are required to participate in assessment activities as a part of their job duties. Requesting additional funding could have unintended consequences.

5. The work completed through the reflection surveys will provide evidence of the work and effort being done on behalf of faculty in assessment and that the evidence may help a bid for compensation for the SWI.

New Business

3. **2 WI AGEC issue recommendation from WCC (Elaine)** – It has come to the attention of the institution that an unidentified number of students from other Arizona state community colleges are having difficulty transferring their AGEC's to AWC because when they do, their AGEC's do not meet AWC's requirement of two WI courses. When the AGEC model was approved by the state community colleges and universities there was an approved model as well as an agreement that each institution would accept an AGEC from another. AWC is now out of compliance and questions have been raised in the state as to why AWC's is different. One proposal is to move the second WI requirement into the program major requirements and out of the AGEC, maintaining the second WI requirement but bringing the AGEC back into compliance. One member suggested all of the other community colleges should add a second WI course to their AGEC's. This was an information only item and no resolution or recommendation was made by the WCC, but it should be discussed again in the future in conjunction with the GECC and CC. More information was requested about the number of students this affects every semester.
4. **New Meeting time for Fall 2019-Spring 2020: First Wednesday of every month, 3-4PM**
 - a. Sept 4
 - b. Oct 2
 - c. Nov 6
 - d. Dec 4
 - e. Feb 5
 - f. Mar 4
 - g. April 8 (one week later due to Spring Break)
 - h. May 6
5. **Fall Startup Meeting: 2-4PM Wednesday evening (or piggybacking on Assessment Day?)**
 - a. **Collect SP19 pilot common assessment to assess that day, and/or come up with Marketing plan, coordinated effort**
6. **Spring Writing Institute: Wed, Jan 8, 2020 9AM-2PM-** WCC Chair will check on other planned start-up week activities to set an appropriate day and time. Members will email the WCC Chair their availability for the 2019-2020 meeting schedule above so she can determine if that day and time works best.

Sarah Snyder adjourned the meeting at 4:04 PM.

Respectfully submitted,

Elaine Groggett