University Writing Committee
Minutes: Dec. 11, 2013 1:20-2:20 pm

Present: McCutchen, Deborah (Chair); Lorimer Leonard, Rebecca; Ware, Susan; Freedman, Kate; Hoang, Haivan; Holmes, Judy; McEneaney, Betsy (Minutes). Guest: Healey, Christiane.

1. Minutes from Nov. 15, 2013 meeting approved.
2. Announcements. Kate Freedman shared that the Teaching Commons is interested in cooperating with us on developing workshops. That group perceives a need for support on writing and other non-technology topics. The library can assist with publicity for workshops.
3. Plan workshop(s) to assist submission of JYW syllabi.
   a. The idea is to infuse information about how to develop and submit syllabi that meet JYW requirements into workshops that have other substantive focus.
   b. Need to be sure that attendees know that the workshop ideas are not a required part of the JYW syllabus, even as we disseminate basic information about how to meet the JYW syllabi requirements.
   c. Ideas for possible workshops
      i. Sequencing assignments in syllabi.
      ii. What is “Writing in the Discipline”?
      iii. How do JYW instructors who have NOT been trained in that discipline teach “Writing in the Discipline”?
      iv. Designing Effective Writing Assignments
      v. Dealing with Grammar: Whose Job Is It?
      vi. “Core” Writing Skills/What writing skills are transferable across disciplines?
      vii. Attending to Audience
      viii. Effective Revision – Sharing revision activities, strategies
      ix. Feedback Methods – Effective and efficient instructor and/or peer feedback methods
   d. Consensus on top 3 choices (in order)
      i. Feedback Methods
         Possible short presentations: Christiane Healey (Biology), Haivan Hoang, Lynn Phillips (Communication), Steve Gencarella (Communication), Ray Sharrick (Education)
      ii. Effective Revision
      iii. Sequencings assignments in syllabi
   e. Possible dates for workshops: 2/14 or 2/21; 3/28 or 4/4. The Writing Program usually provides a box lunch.
4. Date of next University Writing Committee meeting. Fri. Jan. 24. Time TBA.