

**University Writing Committee Meeting In-House Minutes**  
**Fri. October 4, 1:00-2:15**  
**Du Bois Library Room 1321**

**Attendance:** Deb Mccutchen, Herman Fong, Ed Cottrill, Evan Ross, Luke Bloomfield, Andrea Dallas, Rebecca Petitti, Marissa Carrere, Matt Moore, Robert Dow, Jessica Barr, Becky Miller, Brian Baldi

I. Review of September Minutes

**DECISION:** Approved

II. Planning for Writing Center Review

- a. Update on meeting with Director Dr. Anna Rita Napoleone (see additional document)
- b. Review Plan + delegation of responsibilities
- c. Timeline

The UWC reviewed the areas for review from the meeting with Anna Rita and divided up tasks for moving forward. Members decided it would be helpful to review and summarize the previous years' annual reports, as well as talk with the Director about the Center's structure and Director's role ahead of the November meeting. This information will be used to identify other areas of campus for the UWC to talk with for the report. Lastly, members identified a need to better understand "pop-up" writing centers and other areas of writing support within departments.

III. Update on JYW workshops – Join us!

- a. New JYW Instructors: M 10/7/2019 (South College E370)
- b. STEM Group: W 10/9/2019 (Location TBD)

Deb and Rebecca encouraged UWC members to attend the scheduled workshops. They also encouraged the UWC to develop and host workshops in addition to the targeted JYW programming.