

University Writing Committee

April 18, 2014

MINUTES

Present: Bartone, David; Ferrari, Matt; Grandy, Travis; Healey, Christiane; Hutton, Sarah; Hoang, Haivan; Holmes, Judy; Lorimer Leonard, Rebecca (minutes); McCutchen, Deborah (chair); Ware, Susan.

1. Minutes from March 14, 2014 meeting APPROVED
2. QQ review general discussion
 - a. Log-in trouble: make sure email is correct by clicking “My Account”; can change email on your own
 - b. Comments to include in comments boxes: 1) make note of exemplary models; 2) use specifics in critique in order to give Deb and Judy language to respond to submitters
 - c. Remember to use broad stroke feedback to get submitters through review rather than nitpicking syllabi etc.
 - d. Christiane suggested we not be able to see each other’s comments so reviews are independent, while Judy says important to see comments in case of divergent reviews. Haivan note comments can provide training for reviewers.
 - i. Judy will follow up with CESD to see if they can block comments
 - e. “Minor Revisions” button—do not use
 - f. Use “Your approval decision (for Junior Year Writing)”—each member record decision and comments here
3. Approving Psych JYW course
 - a. Not sure that assignment pages add up to 20-25; not clear in different sections of syllabus
 - b. Sarah notes that syllabus doesn’t explain information literacy though Travis notes this seems to happen in class activities
 - i. Base review decision on submitters’ reports not just sample documents
 - c. Travis notes peer review process is an exemplary model
 - d. Motion to pass; Psych course APPROVED
4. Approving CNS JYW course
 - a. How do we respond to submitters’ questions they’ve written into review forms?
 - i. Haivan suggested responding in the comments box at the end
 - b. Christiane wondered if the class contained enough long assignments
 - i. Judy noted that syllabus description contains page lengths
 - ii. Haivan suggested we base approval on submitters’ rationale for assignments rather than on page length due to disciplinary differences
 - c. Travis notes the course is an exemplary model for revision opportunities
 - d. Motion to pass; CNS course APPROVED

Notes:

- Question about the presence of a sociology course for approval
 - Judy explained this is a fluke situation that needs a quick approval that she and Haivan will take care of.
- 5. Feedback from JYW workshop on designing and sequencing (Haivan)
 - a. 35 attendees with overwhelmingly positive feedback
 - b. Specific suggestions include 1) presenters should pass out sample syllabi along with their presentations; 2) all attendees should introduce themselves; 3) all attendees should have nametags; 4) presentations should be longer / group discussion should be longer.
 - c. Specific workshop ideas include 1) presentations focusing first on writing in the discipline; 2) in-class writing activities; 3) peer review; 4) managing work demands in writing-intensive courses; 4) managing TAs
- 6. Agenda items for next meeting
 - a. Talk through more QQ approvals
 - b. Consider proposals for other workshops

Handouts from this meeting:

- Agenda
- Minutes from March 14, 2014

Next Meeting: May 2, 2014, Bartlett 316, 1:20-2:20