

Meeting of the University Writing Committee-Minutes

November 14, 2014

1:00-2:15pm

Members in attendance: Kate Freedman (Chair), David Bartone, Kristin Bock, Alice Cheung, Herman Fong, Judy Goodenough, Christiane Meyer Healey, Haivan Haong, Danielle Kodess, Molly Lehman, Deb McCutchen, Dina Navon, Evan Ross, Travis Grandy (Minutes)

Meeting called to order at 1:05 pm

Haivan spoke about the workshop about giving feedback to student writers the previous week then also talked about the best text submissions for the Writing Program's Celebration of Writing which happens in the spring semester.

I. Review of the Minutes from October 17, 2014

Deb moved to approve, seconded, no objection.

New JYWP Course Proposals

II. #1213, SOCIOLOGY 387 - Sexuality & Society

Haivan explained how we reviewed this course last semester and this course offers multiple sections, some of which include JYW. The Registrar agreed that either the course should be JYW or not, they will be proposing a new dedicated course number. We will be delaying their review so they can submit their proposal. The Registrar told us that the department is also advertising the course as JYW even though it hasn't been reviewed. This has happened for several years.

Kate said that this has happened previously because there was not a process in place to ensure that courses listed as JYW are approved. Haivan clarified that the department would notify the registrar directly. Also, in the notes section in Spire, the registrar doesn't control the notes, these are controlled by the departments. In terms of the designation, the UWC tells the registrar. The question is what to do with the spring classes. Haivan wants to make sure we can find a long-term solution. Christiane said she would like to make an exception for only this Spring only and not anymore going forward. Judy asked about when we review them since it would be in the fall and they won't have a class approved. Deb suggested maybe doing the review in the Spring. Christiane expressed concern about time and the back and forth. Haivan said if they're proposing a new course number it could take 4-6 months. Christiane wanted to put the responsibility on the department. Deb said they might new two more semesters.

Haivan described a comparable example of History. In the case of Sociology, they're assigning the course at the last minute because nobody wants to teach it. Christiane expressed concern about how the department is approaching the course and perhaps a strong response. Haivan said setting incremental deadlines, and if those aren't met, we could go to the Provost. David asked about which course is listed in SPIRE as a gen ed. Haivan said we've asked the Gen Ed council about this and are waiting to hear back.

III. JYWP QQ Reviews

IV. #1458, ENGLISH 300 - Junior-Year Seminar in English Studies

a. **Discussion:** Reviewers said that the departmental statement was a strong example so it could be an example for the website. It might be useful to have a description of how the course is organized. Haivan read from the statement. Reviewers thought it was helpful to have that published.

b. **Decision:** Approved.

V. #1463, COMP-LIT 397B - ST - Junior Year Writing

a. **Discussion:** Reviewers added some concerns about the grade conversion scale being non-specific for a course from 2013. Not much of an indication of the value of the feedback, or how participation and grading works. This was just one syllabus while the most recent was more specific. Reviewers suggested we could comment and encourage them to make more specific department guide lines. We could also include that the most recent syllabus has addressed this. The most recent class was well-developed with some questions about how the

syllabus uses “editing” and asking for clarification. Reviewers suggested we provide some models and suggestions but leave it to them.

b. **Decision:** Kate moved to approve with comments, no objections, approved.

VI. #1477, FRENCH ST 303 - Photography, Memory and Loss in 20th Century French Auto Fiction

a. **Discussion:** Reviewers described the course is taught with different themes and felt the JYW form that made necessary clarifications for things not on the syllabi. Reviewers also suggested we follow up about their question with the course description. Overall a solid course proposal.

b. **Decision:** Approved

VII. #1510, JAPANESE 391W - Junior Year Writing for Japanese Majors

a. **Discussion:** Reviewers had no concerns, although would have liked more background. There was a nice mix of assignments, the writing process was prominent. There was drafting and revision for each assignment. The syllabus was in keeping with the goals of JYW and should have a grading scheme.

b. **Decision:** Approved.

VIII. #1513, Spanish 313 - Spanish Composition II

a. **Discussion:** Reviewers felt the criteria were met. They would suggest is more peer review, there were only two assignments where this occurred. There were 4 assignments that were instructor reviewed. Haivan read their response to clarify the number of peer response. Reviewers agreed that the course met the expectations. They asked if we should have the syllabus translated? Reviewers felt the responses on the forms were clear.

b. **Decision:** Approved.

IX. #1503, MUSIC 350 - Writing About Music

a. **Discussion:** Reviewers thought the proposal was satisfactory. She felt it was a course she would be happy to have her students take. They thought the form was a clear pass. They were unclear about the assignments but felt their responses to the forms were adequate. Reviewers asked for clarification about us reviewing past syllabi and how do we know what they'll do going forward? Haivan said that it's a limited perspective and that we're looking at intention and what's communicated to students. Haivan explained the program review process as different from the QQ review and how that's another way of communicating suggestions. The form is a good opportunity to indicate plans for the future.

b. **Decision:** Approved.

X. #1509, THEATER 322 - Modern Repertory

a. **Discussion:** Reviewers liked it. They have a long handout for what makes good writing in Theater. Very explicit. They had asked about page number, and the professor said the wiki assignment is approximately 20 pages that they work on throughout the semester. They thought it was thorough and dynamic although was unsure about the handbook being listed on the syllabus. They said as long as we're clear about it existing and students know where to find it.

b. **Decision:** Approved.

XI. **Items for Further Discussion**

a. **JYW Add-On courses.**

Haivan asked about Judaic Studies that teaches JYW as a 1-2 credit add-on course. The good thing is that Judaic Studies is really invested in writing. They do this because they've had students take History courses. Some questions:

What documents do we want from them in the review process? What courses is it linked to? Sometimes the students can't take a 300 level course and can only take the stand-alone course?

Next Meeting - December 12, 2014 from 1:00pm to 2:15pm