

**University Writing Committee
Minutes of Meeting on January 24, 2014**

Present: Deb McCutchen (Chair), Rebecca Lorimer Leonard, Matt Ferrari, Travis Grandy, Haivan Hoang (*ex officio*), Judith Holmes (note taker)(*ex officio*)

1. The minutes of the last meeting were approved.
2. Travis Grandy, a graduate student in English, was welcomed to the committee.
3. Future meetings of the UWC will be on February 14 (in Bartlett 256), March 14 (Bart. 316), April 18 (Bart. 316), and May 2 (Venue TBA). All from 1:20 – 2:10 PM.
4. The on-line JYW quinquennial review process is almost ready to be rolled out. CESD is making last-minute changes and edits to the whole system. When it goes live, Associate Provost Carol Barr will send an email message to all Chairs and Heads, CUAs, UPDs, and JYW representatives announcing the launch of the JYW QQ review. This message will be followed by an email message from Judy Holmes to 5 programs that will pilot the system for the UWC during Spring 2014. We will ask these programs to submit their materials by April 1. Submissions first go to Judy Holmes, JYW Associate Director, who will review the materials and work with any programs that need to make changes to meet the JYW requirements. After those changes have been made, or if no changes are necessary, the materials will be sent to a sub-committee consisting of two members of the UWC. The reviewers will look over the submission and prepare an evaluation form. All materials, including the reviewer's reports, will be sent to the all members of the UWC and the whole committee will vote at its next meeting. The expectation is that the UWC will review these five programs during its April and May meetings.
5. Haivan met with Carol Barr and the position of JYW Associate Director will be changed beginning in Fall 2014. There will be two people doing this work—a faculty member and a graduate student. The faculty member will get one course release for the year (or the equivalent of compensation for one course taught by an adjunct). For the graduate student, it will be a ½ position. The two will work together to respond to the on-line JYW course review.
6. WORKSHOPS! We have two workshops planned for Spring Semester and are still working on lining up the speakers. Judy will be the MC. Haivan is going to send out an announcement to the JYW list-serv

GIVING EFFECTIVE FEEDBACK ON STUDENT WRITING

February 21, 2014 at 11:30 am-1 pm, Teaching Commons, W.E.B. DuBois Library

As writing instructors know, giving effective feedback to students on their writing is a fundamental part of writing courses and it's a time-consuming job, too. Faculty from several departments will share strategies for giving effective feedback that help students

improve their writing and develop awareness of writing strategies. We'll also share tips for managing the workload.

DESIGNING & SEQUENCING WRITING ASSIGNMENTS

April 11, 2014 at 11:30 am-1 pm, Teaching Commons, W.E.B. DuBois Library

Junior-year writing courses work to help students learn how to write more effectively in their disciplines. How do we design and sequence writing assignments to meet that goal? This workshop offers general principles for designing and sequencing writing assignments, and several writing instructors from across campus will share assignments created for junior-year writing courses in diverse disciplines. Participants will be invited to generate ideas for assignments in their own disciplines.