

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.