

University of Hawai'i
Standing Committee on Written Communication
Meeting Agenda

Friday, April 28, 2006 Bachman Hall 203/polycom 1:00 – 3:45 p.m.

Please note that starting time is 1:00 p.m.

STANDING COMMITTEE ON WRITTEN COMMUNICATION

Thomas Hilgers	UHM	Donna Moore	HawCC
Steve Dawson	UHM	Dolores Donovan	HonCC
Wayne Iwaoka	UHM	Gail Harada	KapCC
Todd Sammons	UHM	Gerald Browne	KauCC
Kathryn Wolfe-Quintero	UHM	Kay Porter	LCC
Karla Hayashi	UHH	Charlene Gima	MCC
Rebecca Lee	UHWO	Jean Shibuya	WCC

A. Approval of April 1, 2005 Minutes

Please review last year's minutes: http://www.mwp.hawaii.edu/system/system_minutes2005-04-01draft1.pdf

B. Review of campus WI self assessments and decisions on extension of articulation agreements

The Committee's primary function is to review campus compliance with the Articulation Document and to take appropriate action with respect to the upcoming academic year. To allow this review, each campus is responsible for preparing an annual report. A template is available to help you (or someone else at your campus) prepare the report.

The template is a Word document that is being sent as an email attachment.

Please send your completed campus assessment as an attachment to the Standing Committee members by April 26. (Members are all listed on the email "To" line). *Members: please print out the assessments you receive or bring your laptop to the meeting.*

C. Report from Composition Subcommittee (Hayashi, chair): Gail Levy's research on grading
(summary included among emailed attachments)

D. New Business

1. Update on campus policies regarding composition grade requirements
- 2.

E. Adjourn