

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

Friday, April 27, 2007, 1:00 – 4:00 p.m.

STANDING COMMITTEE ON WRITTEN COMMUNICATION

Steve Dawson	UHM	Donna Moore	HawCC
Kenton Harsch	UHM	Dolores Donovan	HonCC
Jim Henry	UHM	Gail Harada	KapCC
Wayne Iwaoka	UHM	Richard Randolph	KauCC
Todd Sammons	UHM	Barry Nakamura	LCC
Karla Hayashi	UHH	Laura Lees	MCC
Eric Chock	UHWO	Jean Shibuya	WCC

A. Approval of April 28, 2006 Minutes

Please review last year's minutes, posted at the Mānoa Writing Program website:
http://www.mwp.hawaii.edu/system/system_minutes2006-04-28draft.pdf

B. Review of campus writing-intensive (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 email your completed campus assessment as an attachment to the committee members by April 25. Members: please print out the assessments you receive or bring your laptop to the meeting.

C. Old Business

1. Interpretation of the 4,000 word requirement. Does your campus stipulate that some or all of the 4,000 words be revised, polished writing? Can a course requiring 4,000 words of informal or unrevised writing be designated as writing-intensive? Should the Hallmarks be modified?

2. Minimum grade requirement in WI courses. Please confirm whether the minimum grade (below) is needed to satisfy your campus's WI requirement:

HawCC:	C (not C-) or better	MauiCC:	D- or better
HonCC:	C (not C-) or better	WinCC:	D- or better
KapCC:	D- or better	UHH:	D- or better
KauCC:	[no WI requirement]	UHM:	D (not D-) or better
LeeCC:	D- or better	UHWO:	D- or better

3. Revise the articulation agreement and self-assessment form. In 2005, the Committee discussed the April 1988 articulation agreement and the self-assessment form. No action taken at that time. Should a subcommittee suggest modifications?

The issues below were discussed in 2005.

Articulation document. Posted at:

http://www.mwp.hawaii.edu/system/intercampus_articulation_agreement_april1988.pdf

- Hallmarks (as stated on the 1988 document)
 - Word count is more precise and should be used along with number of pages
 - Require 4,000 words of *finished* prose: What is the definition of *finished* ?
- (1) Program support: What are “adequate resources” for a program with 10 faculty teaching 20 WI sections vs. a larger or smaller program?
- (4) Faculty Training Program: Mandating faculty training will not work at most campuses

Self-assessment form. Posted at: http://www.mwp.hawaii.edu/system_report_form2007.doc

- Don't use yes/no questions
- Require electronic submission of report in advance of the face-to-face meeting
- Create a list of common program practices as a way to compare programs
- Specify that instructors should be the first and primary source of help; other resources (peers, tutors, writing workshop) should be secondary to the instructor

D. New Business

1. Update on campus assessment efforts. If your campus assessed its WI or first-year composition program this year, please share your assessment project with the group.

E. Adjourn