

University of Hawai'i
Standing Committee on Written Communication
Meeting Agenda
Friday, April 11, 2008, 1:00 – 4:00 p.m.
Bachman 113
(MCC polycom site - Ka'a'ike 103)

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
Tom Hilgers	UHM	Barry Nakamura	LCC
Karla Hayashi	UHH	Laura Lees	MCC
Eric Chock	UHWO	Jean Shibuya	WCC

INVITED GUESTS

Lisa Fujikawa	UHM	Marcia Roberts-Deutsch	HonCC
Richard Hill	MCC	Kate Sims	HawCC
Seri Luangphinit	UHH	Monica Stitt-Bergh	UHM

A. Approval of April 27, 2007 Minutes

Please review last year's minutes posted at this website:

Direct link: http://www.mwp.hawaii.edu/system/system_minutes2007-04-27draft.pdf

System webpage: <http://www.mwp.hawaii.edu/systemwide.htm>

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 do that, **each campus submits an annual report--a campus self-assessment**. You received the form as an attachment last week. It is also posted at <http://www.mwp.hawaii.edu/systemwide.htm> [scroll down to "**AY 2008 Meeting Information**"]

Please email your completed campus assessment as an attachment to the committee members by April 10. 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. The 2007 meeting produced questions and suggestions on our long-standing 4,000 word requirement. A subcommittee was formed and charged to produce a recommendation by January 31, 2008. Do we still want recommendations to deal with some of the problems identified at the 2007 meeting?

If yes, what might be the best means to produce recommendations for Standing Committee consideration?

2. Teaching WI classes: Is it recognized and promoted via campus promotion and tenure guidelines? Last year's meeting revealed variety in campus recognition of WI teaching during the tenure and promotion process. What are the plusses and minuses of the various practices? Should the Standing Committee identify and encourage particular "good practices"? (We may have a report on this from a subcommittee that was formed at last year's meeting.)

3. Revision of the articulation agreement and our campus self-assessment form. In 2005, the Committee discussed the April 1988 articulation agreement and the self-assessment form. Does anyone have specific recommendations on revisions to bring to this year's Committee meeting?

Articulation document. Posted at:

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

Self-assessment form. The form is posted at <http://www.mwp.hawaii.edu/systemwide.htm> [scroll down to "**AY 2008 Meeting Information**"]

D. New Business

1. Campus WI-designation review and renewal practices. Last year's meeting revealed some variety in the durations of instructor WI-certifications and in review/renewal practices. What are the plusses and minuses of the various practices? Are WI-course standards better maintained by particular practices? If so, should the Standing Committee identify and encourage particular "good practices"?

2. WI offerings beyond the humanities. Year after year, campuses report that most WI classes are in the humanities. Which campuses offer WI classes in a variety of content areas? Are particular practices associated with the WI instructor recruitment practices at those campuses? If so, should the Standing Committee identify and encourage particular "good practices"?

3. Campus assessment efforts. If your campus has done anything new in the area of WI assessment, please share the information with us all.

4. Other new business

E. Adjournment