

**Minutes  
GWAR Committee  
Learning Assistance Center  
1:30- 2:45 PM**

**Meeting Number 1  
September 4, 2015**

Members in Attendance: Rebekha Abbuhl, Leslie Andersen, Leeanne Bergeron, Lori Brown, Jason Deutschman, Deborah Fraser, Jonathan O'Brien, Max Rosenkrantz, Linda Sarbo, John Scenters-Zapico, Rebecca Sittler Schrock, Lori Smurthwaite, Rick Tuveson, Tracy Woodard

1. Approval of agenda: M/S/P
2. Minutes of the last meeting will be reviewed at the September 18<sup>th</sup> meeting.
3. Announcements:
  - a. Linda Sarbo has returned and will serve as Interim GWAR coordinator
4. Elections of new Officers:
  - a. Nomination and Election of Chair: Lori Brown
  - b. Nomination and Election of Vice Chair: Rebekha Abbuhl
  - c. Nomination and Election of Secretary: Rebecca Sittler SchrockDiscussion of meeting location change for Nov 6 and Dec 4<sup>th</sup> meetings, voting proxies and procedures
5. Discussion of changes needed to the Senate roster
6. Request for fall 2015 agenda Items:
  - a. Consider allowing one versus two chances to take and pass the WPE
  - b. Look into updating online retired prompts for the WPE
  - c. Discuss implementation of the WI Capstone requirement and the transition from the WPE to the GWAR Placement Exam (GPE) in fall of 2016
  - d. Establish a GPE development committee
7. GWAR Coordinator's report
  - a. Call for GPE Development Committee Nominations:

Nominations include: Cynthia Pastrana, Leeanne Bergeron, Lori Smurthwaite, Rebekha Abbuhl, Max Rosenkrantz, John Scenters-Zapico, and Lori Brown. Names will be submitted to the Nominating Committee and be forwarded to the Academic Senate.

- b. Discussion of new “on demand” testing, a revised approach to develop and update testing prompts, and the need to generate additional prompts.
  - c. Continued discussion of the History department’s proposal to use History 301 to meet the GWAR, with added assessments undertaken by the department.
    - i. Motion to invite the History Department to the next meeting to discuss their proposal for further consideration: m/s/p
    - ii. Discussion will continue at the next meeting
    - iii. Lori Brown will forward the CEPC response from spring 2015 to Linda Sarbo.
    - iv. Need to contact Enrollment Services to coordinate major-specific GWAR portfolio course enrollment.
  - d. GWAR waiver petition brought to the Committee: m/s/p
8. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.

These minutes were approved on 9/18/15.

**Minutes  
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**Meeting Number 2  
September 18, 2015**

Members in Attendance: Leeanne Bergeron, Lori Brown, Deborah Fraser, Eugenia Kim, Jonathan O'Brien, Max Rosenkrantz, Linda Sarbo, John Scenters-Zapico, Rebecca Sittler Schrock, Tracy Woodard

1. Approval of agenda: m/s/p
2. Approval of minutes of 5/1/15 meeting: m/s/p  
Approval of minutes of 9/4/15: m/s/p
3. Announcements:
  - a. GPE Advisory Committee Recommendations have been sent to the Academic Senate.
4. Guest from the History Department, Dr. Jane Dabel, to discuss History 301
  - i. Review of previous and new proposals, review of past discussions within the GWAR committee.
  - ii. Discussion of the course and its components, departmental support for writing and student success, and the history of the relationship between History 301 and the WPE.
  - iii. Discussion of departmental communication to students regarding History 301's ability to meet the GWAR.
  - iv. Discussion of individual cases and petitions surrounding GWAR policy, and the need to consider these on a case-by-case basis, rather than as an amendment to policy.
  - v. Discussion of GWAR policy on WPE retesting, past practices and accommodations.
  - vi. Discussion of the central issue of students taking History 301 in the first semester. Discussion of possible SOAR advising to encourage students to take the WPE in the summer, before they register for History 301.

- vii. Concerns regarding setting a precedent for the future GPE test which is a placement test.
  - viii. Suggestion to allow a required follow-up course, History 302 to fulfill the GWAR, allowing students to take the WPE in the first semester, then using the GWAR portfolio course in the second semester if the WPE is not passed. Recommendation to de-certify 301 as a GWAR portfolio course.
  - ix. Discussion of issues surrounding non-majors in some GWAR portfolio courses. Suggestion to designate History 302 as a majors-only course.
5. GWAR Coordinator's Report
- a. Presentation of the numbers of students who need to complete the GWAR with a GWAR portfolio course. GWAR portfolio course demand is being met, though some students do not register for a portfolio course the following semester.
  - b. Report that GWAR initiatives have been successful, as only a small number of students have taken more than 2 semesters to enroll in a portfolio course.
  - c. Request for future discussion of the fall 2016 rollout of the Writing Intensive GE Capstone requirement.
6. Postponement of the discussion surrounding the number of chances that students can take the WPE
7. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.

These minutes were approved on 10/2/15.

**Minutes  
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**Meeting Number 3  
October 2, 2015**

**Members in Attendance:** Eve Baker, LEEANNE BERGERON, Lori Brown, Jason Deutschman, Deborah Fraser, Jonathan O'Brien, Linda Sarbo, John Scenters-Zapico, Rick Tuveson, Rebecca Sittler Schrock

1. Approval of agenda: m/s/p
2. Approval of minutes of 9/18/15 meeting: m/s/p
3. Announcements:
  - a. Testing, Evaluation & Assessment: the upcoming WPE reading is scheduled, there are approx. 1300 papers, plus 500-600 from on demand testing
  - b. All fall meetings will be held in the Learning Assistance Center
4. Update on HIST 301/302 GWAR certification and GWAR Course Certification Form updates
  - a. Discussion of communication with the History Department and the process of approving GWAR certification for portfolio courses: timeline and coordination with University Curriculum Committees and Enrollment Services
  - b. Update of old course certification form needed: removing \$25 fee for GWAR portfolio courses, and removing, "3 GWAR readers": m/s/p
5. GWAR Coordinator's Report
  - a. Continuation of discussion with the History department
6. WPE – Number of Chances
  - a. Discussion of improvements in the numbers of students who are enrolling in courses to meet the GWAR in a timely manner and concerns over losing this gain;
  - b. Discussion of revisions to wording needed on the GWAR website
  - c. Discussion of student perceptions of the test and student requests to take the test more than once
  - d. Discussion of student perceptions of standardized testing and why the WPE is different
  - e. Discussion of previous statistical analyses showing that student scores do not improve on the second test, and many times scores decrease
  - f. Discussion of existing allowances for taking the WPE a second time

- g. Discussion of coordinating communication with advisors and students: they are only expected to take the test once, and taking it again only creates delay. Also, encouraging advisors to explain why only one attempt is best
- h. Discussion of upcoming transition to the GPE: students will soon be required to take a WI GE Capstone course in addition to meeting the previous GWAR requirements, so postponing enrollment for a second attempt at the GPE/WPE could further delay graduation and meeting the GWAR.
- i. Discussion of upcoming changes in terminology – from “proficiency test” to “placement exam”
- j. Discussion of tracking graduation rates as they relate to the GWAR in future semesters

## 7. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.

These minutes were approved on 10/16/15.

**Minutes  
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**Meeting Number 4  
October 16, 2015**

**Members in Attendance:** Leslie Anderson, LEEANNE BERGERON, Lori Brown, Deborah Fraser, Max Rosenkrantz, Linda Sarbo, John Scenters-Zapico, Lori Smurthwaite, Rick Tuveson, Rebecca Sittler Schrock  
Visitor: Courtney Stammler, ALI

1. Approval of agenda: m/s/p
2. Approval of minutes of meeting on October 2, 2015: m/s/p
3. Announcements
  - a. Reminder of WI Capstone workshops
4. American Language Institute (ALI) update via Courtney Stammler
  - a. Discussion of numbers of international students at the undergraduate and graduate level as well as numbers of ALI students;
  - b. Available ALI programs, services and courses;
  - c. ALI diagnostics and placement tests;
  - d. And the process of referring students to ALI courses and programs.
  - e. Discussion of GWAR changes in fall of 2016 and new GWAR pathways as well as the need to coordinate with ALI.
  - f. Discussion of particular concerns for transfer students.
5. GWAR Coordinator's report
  - a. GWAR instructor's workshop report.
  - b. Discussion of existing GWAR policy in relation to the new GWAR pathways and the need to eventually make small changes to the website
  - c. Clarification that GE WI Capstones will be overseen by the GEGC. The GWAR committee will oversee process to prepare students for the WI courses within the GWAR pathways.
  - d. Review of GWAR pathways, small adjustments to GPE prompts, and similarities between the WPE and GPE
  - e. Discussion of future appeals to new GWAR policy and how WI course appeals will be handled.
6. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.

These minutes were approved on 11/6/15.



**Minutes  
GWAR Committee  
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1:30- 2:45 PM**

**Meeting Number 5  
November 6, 2015**

**Members in Attendance:** Leslie Anderson, Leeanne Bergeron, Lori Brown, Jason Deutschman, Eugenia Kim, Max Rosenkrantz, Linda Sarbo, Rick Tuveson, Rebecca Sittler Schrock

1. Approval of agenda: m/s/p
2. Approval of minutes of meeting on October 16, 2015: m/s/p
3. Announcements
  - a. Please contact Lori if you cannot attend the November 20<sup>th</sup> meeting
4. GPE Advisory Committee
  - a. Recommendations were given for a staggered committee for the GPE Advisory Committee
5. GWAR policy implementation & GWAR Coordinator's report – Linda Sarbo
  - a. Implementation of the new GWAR pathways will begin in fall 2016.
  - b. New GWAR requirements will apply only to students who are admitted fall 2016 or later (including transfers and readmits), and will be catalog-year dependent.
  - c. Starting in fall 2016, the GWAR placement test will be the GPE. WPE scores will be grandfathered in. The WI capstone course will be required for students who are under the fall 2016 catalog year and after.
  - d. Discussion of possible appeals, course transfer requests, and requirements for returning students.
  - e. Discussion of the Integrative Learning designation for WI capstone courses.
  - f. Discussion of future evolutions of the test: possibilities for contextualized prompts or document based exams. Discussion of difficulties of implementation and development.
  - g. Announcement that catalog text for the GWAR is being updated, and website text will follow.
  - h. Discussion of the history of the name change from the WPE to the GPE.
  - i. Discussion of the significant roles of advisors in the new GWAR rollout, and the need for clear communication.
  - j. Discussion of future possibilities for enforcing pre-requisites for the GPE.
6. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.

These minutes were approved on 11/20/15.



**AGENDA**  
**GWAR Committee**  
**Learning Assistance Center classroom**  
**1:30- 3:00 PM**

**Meeting Number 6**

**November 20, 2015**

**Attendance:** : Leslie Anderson, Leeanne Bergeron, Lori Brown, Jason Deutschman, Deborah Fraser, Eugenia Kim, Jonathan O'Brien, Max Rosenkrantz, Linda Sarbo, John Scenters Zapico, Lori Smurthwaite, Rick Tuveson

1. Approval of agenda: m/s/p
2. Minutes of meeting on November 6, 2015: m/s/p
3. Announcements
  - a. Chair will be on sabbatical next spring and potential replacement may also have a conflict. Replacement will need to be established soon.
4. GWAR Coordinator's report (moved up on the agenda to accommodate visit from the AVP of Undergraduate Studies)
  - a. 5 course proposals submitted for ENGL 301B for international students. 100 students will be accommodated but 125 may actually need the course. Predicting enrollments is difficult due to registration patterns of students
  - b. Website language being modified for Writing Intensive Capstone policy
  - c. Various messages sent out by the university regarding WPE are being revised to include GPE and Writing Intensive Capstone policy language
5. WI capstone roll-out – Dr. Nele Hempel-Lamer, Interim Associate Vice President for Undergraduate Studies
  - a. Enough WI Capstones courses are offered as determined by committee formed
  - b. Newly Fall 2016 enrolled students (freshmen, transfers, and returning) will be required to take WI course
  - c. Approx. 2000 students enrolled in WI courses this fall
  - d. Discussion regarding current students enrolling in WI courses and potentially taking up seats of those new students who will need a WI course to graduate. Logistics of managing enrollment via prerequisites, permits, reserving sections etc..
  - e. Academic Requirements Report will be adjusted to reflect the WI and GPE requirements.

- f. Discussion of which committee will review WI/GPE appeals, GVAR Committee or Academic Appeals Committee. Potential types of appeals were discussed i.e. transfers who have completed GVAR elsewhere, returning students
- g. GVAR Committee's charge is to handle appeals to the GVAR Policy and not General Education (GE) related appeals.
- h. Discussion regarding Integrative Learning Capstones and students ability to take WI outside of one's major. Also discussed was the philosophy of WI as being major specific and teaching of writing within the majors.
- i. Discussion about employer expectations of graduates writing ability. Graduates may not be meeting the needs of industry.
- j. Discussion of the overall direction and university goals when it comes to writing, writing within the major, and Writing Intensive/GVAR

## 6. Adjournment

These minutes were taken by a substitute (Jason Deutschman).

These minutes were approved on 2/5/16 .

**Minutes  
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**Meeting Number 8  
February 5, 2016**

**Members in Attendance:** Rebekha Abbuhl, Leslie Anderson, Lori Brown, Jason Deutschman, Deborah Fraser, Max Rosenkrantz, John Scenters Zapico, Rick Tuveson, Rebecca Sittler Schrock

1. Approval of agenda: m/s/p
2. Minutes of meeting on December 4, 2015: m/s/p
3. Announcements
  - a. Coding fixes are in place for Engineering
4. Spring 2016 agenda items:
  - a. GPE Advisory subcommittee meeting will take place at 3pm, February 19<sup>th</sup> after the GWAR meeting.
  - b. The subcommittee will discuss updating online prompts. Retired prompts will be requested from the testing office.
  - c. Implementation of the WI capstone requirement:
    1. Discussion of potential academic appeals regarding transfer credit for WI Capstone courses.
      1. GWAR policy specifies these courses must be certified by the GEGC.
      2. Appeals will be directed to the Academic Appeals Committee. This committee often acts in consultation with other campus offices or councils such as the GWARC.
    2. Discussion of WI Capstone course numbers:
      1. We are over target in terms of numbers of seats for this semester
      2. More workshops will be offered and encouraged, flyers are on the WAC website.
    3. Discussion of awareness of GPE and WI capstone requirement rollout and need to publicize details and new processes through flyers, ambassadors to college Chairs' meetings, etc.
  - d. Discussion of allowing one versus two chances to take the WPE/GPE

1. Discussion of previous related discussions and suggestions for giving multiple prompts for the student to choose from. The GPE Subcommittee will revisit the topic.
  - e. History 301
    1. Discussion regarding details for finalizing GWAR Portfolio Course de-certification for History 301 and Certification of History 302, updating online information, and communicating with advisors about the change.
5. GWAR Coordinator's report
- a. Update on status of History 301/302. History 301 is still a GWAR course this semester, but there are no GWAR students enrolled in 301. 301 will not be considered a GWAR course in fall 2016.
  - b. Engineering 310 has been changed to a pass/fail course.
  - c. Update concerning seats available in GWAR courses this semester.
  - d. Update concerning workshops for international students. Discussion of remaining issues surrounding GWAR coordination with the TOEFL and other language exams.
  - e. Discussion of updating workshops for the GPE
  - f. Encouragement for members of the GPE subcommittee to serve as raters for the WPE/GPE.
  - g. Discussion of looking into the possibility of sharing GPE/WPE scores with instructors to help students get necessary resources: privacy may be an issue.
  - h. Discussion of improving communication with new students required to take the WPE/GPE: webinars, links to campus websites, etc.
  - i. Discussion of coordination and community building efforts for GWAR faculty (sharing of syllabi, assignments, portfolio coordination, best practices) GWAR staff and testing staff across campus are also invited.
6. Announcements
- a. New College of Engineering Writing and Communication Resource Center has opened.
  - b. Discussion of coordinating campus resources for writing and tutoring, and clearly distinguishing writing and tutoring services for students.
7. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.  
These minutes were approved on 2/19/16.

**Minutes  
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1:30- 2:30 PM**

**Meeting Number 9  
February 19, 2016**

Members Attending: ???

1. Agenda and minutes approved.
2. No announcements.
3. History 301/302
  - a. History 301 has been removed from the catalog as a GWAR course and History 302 has been added.
  - b. Notice of the change has gone out.
  - c. A description for 302 is available for placement on the GWAR web-site and in the catalog
4. Updating on-line prompts
  - a. Testing office needs new WPE prompts—the GWAR committee will come up with some.
5. WI Courses
  - a. There are 60 WI courses on the books, offered by a wide variety of departments.
  - b. There are some notable absences: Engineering, Psychology and Business as yet have no WI courses. Engineering and Business courses are, however, in development.
6. GWAR Policy Changes
  - a. Mechanisms to make faculty aware of changes (flyers, web-site changes) were discussed.
7. GWAR Coordinators Report
  - a. A GWAR retreat is being put together.
  - b. The retreat will focus on examining GWAR course syllabi for adherence to GWAR policies.

[These minutes were submitted by Max Rosenkrantz]

**Minutes  
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**Meeting Number 10  
March 4, 2016**

**Members in Attendance:** Rebekha Abbuhl, Rashad Captan, Deborah Fraser, Jonathan O'Brien, Max Rosenkrantz, Lori Smurthwaite, Rick Tuveson, Rebecca Sittler Schrock

1. Approval of agenda: m/s/p
2. Minutes of meeting on February 19, 2015
  - a. Revision of members in attendance: m/s/p
3. Announcements
4. Revision of WRL prompts
  - a. Discussion of Drafts of new/revised WPE Prompts:
    1. Move to forward Smurthwaite's revised prompt: m/s/p.
    2. Discussion and revision of additional prompts on the table.
    3. Members will return with revised prompts for meeting 11.
5. Recommendations on advising/permitting for GWAR students
  - a. Discussion of practices in individual colleges and departments.
6. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.

These minutes were approved on 4/15/16.

**Minutes  
GWAR Committee  
Learning Assistance Center  
1:30- 2:45 PM**

**Meeting Number 11  
April 15th, 2016**

**Members in Attendance:** Rebekha Abbuhl, Leanne Bergeron, Rashad Captan, Jason Deutschman, Deborah Fraser, Jonathan O'Brien, Max Rosenkrantz, Rick Tuveson, Rebecca Sittler Schrock, Tracy Woodard, Eve Baker, guest: Bron Pellissier

1. Approval of agenda
2. Minutes of meeting on March 4, 2015: m/s/p
3. Announcements
  - a. We will meet next Friday, May 6<sup>th</sup>
4. GWAR Requirements for Graduate Students
  - a. Clarification of testing options (GRE, GMAT). Student can also take the WPE/GPE for placement purposes or self-place into a GWAR course or English 301A.
  - b. Clarification of departmental requirement for writing courses.
5. Transfer students and WI courses (guest: Bron Pellissier, College of Liberal Arts)
  - a. Discussion of the history of WI courses and the need for completion of the WPE before students are allowed to take a WI course.
  - b. Discussion of the difficulty of reporting test scores before transfer students enter their first semester and the possible delay in completing WI courses in the first year as a result.
  - c. Discussion of testing cycle in relation to SOAR and registration timing. Discussion of past problems with a delay with WPE holds. Need to communicate to incoming transfer students that they need to take the GPE in summer or fall. In some departments, this may cause sequenced curriculum problems and/or enrollment problems.
  - d. Clarification of testing cycles, reporting cycles, and the recent addition of on-demand testing.
  - e. Some departments may de-certify their courses for WI because transfer students need to take them in the first or second semester after entering CSULB.
  - f. GEGC could ask about timing of the course in course approvals to make faculty/departments more aware of this issue.

- g. Discussion of new online “degree planner” options.
- 6. Discussion of WPE prompts for remaining WPE testing sessions
  - a. Discussion and editing of prompt drafts.
  - b. Selection of drafts: “Degree completion” and “constantly connected” will be forwarded to the testing office. “Nobel prize”, “violent images”, & “text language” will be sent back out to the committee for revisions.
- 7. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.  
These minutes were approved on 5/6/16.

**Minutes  
GWAR Committee  
Learning Assistance Center  
1:30- 2:45 PM**

**Meeting Number 12  
May 6, 2016**

**Members in Attendance:** Rebekha Abbuhl, Leslie Anderson, Eve Baker, Leanne Bergeron, Jason Deutschman, Deborah Fraser, Max Rosenkrantz, John Scenters Zapico, Rick Tuveson, Rebecca Sittler Schrock

1. Approval of agenda
2. Minutes of meeting on April 16, 2015
3. Announcements
  - a. A WPE reading is approaching. Interested readers should email Tracy Woodard.
4. Transfer students and WI courses: revisiting the issue
  - a. Discussion of the history of the new GWAR policy
  - b. Discussion of issues facing implementation, particularly issues surrounding transfer students who may need to register for a WI Capstone course in their first semester.
  - c. Discussion of possible ways to work toward a solution:
    1. Summer testing could be reserved for transfer students, or they could receive first priority for testing.
    2. Policy allows students to fulfill requirements simultaneously (2.1.2), so students could enroll and take the GPE in the same semester if pre-requisites do not prevent this.
    3. Students could be encouraged to self-place.
    4. A more detailed study of departments affected could be implemented and used to determine the number of students affected and possible solutions. John Scenters Zapico will coordinate a survey of department chairs.
    5. Consider piloting a program through GWAR instructors who could place students in the appropriate course.
    6. Coordinate summer testing and SOAR
    7. For future course approval, require GEGC to review roadmaps with WI proposals to ensure that most transfer students will not need these courses in the first semester.

- d. Discussion of communication to faculty teaching WI courses concerning campus resources for students who are struggling with their writing.
- e. Motion to suspend pre-requisites implementation for WI capstone courses for transfer students: m/s/p
- f. Recommendation made to email advisors and chairs about these issues and these temporary adjustments.
- g. GVAR will address these issues over the next year.

5. GVAR Coordinator's report

- a. Discussion of the GVAR retreat. There are currently 25 GVAR instructors, 20 attended along with 7 administrators.
- b. Discussion of the retreat that included resources and information for writing assistance across campus. Workshops and group discussions facilitated faculty exchange of methodologies, approaches and resources.
- c. Attendants recommended brown bag lunches to help facilitate awareness of policies and best practices.
- d. Discussion of the need to collect GVAR portfolio SCOs so that there is a standard for course coordination.
- e. Discussion of future efforts to help instructors become more aware of the guidelines, need to create a digital access/archive of GVAR documents, eventually moving to an e-portfolio site.

6. Adjournment

These minutes were submitted by Rebecca Sittler Schrock.

These minutes were approved on 8/26/16.