

**Minutes of the GWAR Committee Meeting April 15, 2011
Number 13
2:00-3:30 PM USU-311**

In attendance: Rebekha Abbuhl, Karin Griffin, Susan Platt, Linda Sarbo, Mark Wiley, Bron Pellissier, Nathan Jensen, Colleen Dunagan, Gary Griswold, and Carol Zeitzer-Comfort

- 1. Agenda approved (MSP).**
- 2. Approval of minutes of April 8, 2011 with following amendments (MSP)**
 - a. In discussion of ALI involvement on GWAR Committee the word “remedial” should be changed to “language acquisition”.
 - b. In regards to the November WPE test, 195 did not pass.
 - c. On 5b subcommittee is highlighted and the highlighting needs to be removed. (It is just the subcommittee attending the meeting, not the full GWAR committee).
 - d. In the 3rd line of 5c remove the apostrophe from “advisors”.
- 3. Announcements:**
 - a. There will be 2200 students taking the WPE tomorrow (Saturday, April 16, 2011). The reading is scheduled for Saturday, April 30.
 - b. Changing membership of this committee is a major change and needs to be drafted and then sent to our supervising committee the CEPC for approval. Thus, removing enrollment services from our membership and replacing that unit with International education is a substantive change and needs to be approved by CEPC.
- 4. Self Study**
 - a. Discussion of possible amendments:
 - i. Director of GWAR Advising – 1st page 4th paragraph need to check capitalization.
 - ii. Title of Section B page 2 uses the language “unit” to describe the Committee, which seems an odd fit; however, this is the language given in the self-study language/model.
 - iii. Discussion of trends in section B page 2 – There needs to be a transition from the portfolio discussion to the example of the CLA. Sarbo will work to construct something around the idea that the CLA is an example of a contextualized writing assessment.
 - iv. On page 5, 5th paragraph, the three GWAR pathways were defined. This item seems to be the first time that pathways are mentioned, so perhaps it would be good to introduce the pathways concept

earlier. However, the previous paragraph does mention GWAR pathways, so it was decided that the current wording is fine.

- v. Typo on 3rd page where “led” should be “lead”.
- vi. On page 9 Section B where the document talks about program enhancement by faculty and staff: It would be good to include information about the make-up of the committee and how that supports the project. Should the assigned time allocation be moved to section 5? Yes, it should be moved.
- vii. There are two typos in the second paragraph of section D – the first line should read “Will not be available” and in the next line “preliminary data indicate”.
- viii. Section 6 – Do we want to wait to submit this until we have finalized The GWAR policy revision? The committee feels comfortable with submitting it now because the discussion of proposed changes is described as possible, not definite.
- ix. If the University is going to require an internal review, shouldn’t the self-study be coordinated with the external review required by the GWAR policy? It seems redundant to do two-levels of review, and the template is designed for units such as Academic Advising.
- x. Committee agrees that the study goes forward and be submitted.
- xi. Motion to approve self-study draft with revisions and submit.
MSP

5. Policy Revision

a. Charge and Membership

- i. The CECP Committee pulled the Charge out, so that it is both part of our Policy and a separate document.
- ii. The waiver text substituted by the CEPC “requests for exception to the GWAR may be submitted to the GWAR Committee”. No more waivers but for every policy students must be able to request exceptions. Linda has a document with a paragraph that needs to be included. Motion to amend charge to substitute the language.
MSP.
- iii. Item 10 in the list of duties: Suggestion to simply remove #10 since department heads have sole discretion over faculty, and courses are often staffed at short notice. However, we could change this to reflect that we are not in charge but are making recommendations. For example: We could make this item match what the policy says regarding faculty teaching writing intensive courses, as listed under the defining of WI courses. Or change to “establish and disseminate preferred qualifications (such as background in teaching composition, teaching English as a second

language or other evidence of experience in developing academic writing skills) of faculty being considered to teach GWAR courses.”

- iv. What are the approved alternate assessments discussed in numbers 2 and 3? Do we think there will be another assessment, other than the ones that we have currently operating or being developed? We don’t know what the future holds, so if we leave it open we could accommodate the possibility of changes or additions. If so, then should we change GPE to a “GWAR placement test” in item 1. Could we simplify?
- v. Change in item one: “Supervision of the GPE Advisor Committee and its oversight of placement assessments used for the purposes of the GWAR.”
- vi. Get rid of item 2 and 3.
- vii. Item 4 remove “all” and change to 3 years.
- viii. Add ALI to item 9 (American Language Institute) spell out fully, so it is ‘d’ and ‘e’ will be Writer’s Resource Lab’, and ‘f’ will be other. We may be able to delete ‘a’ since we are working to get Nathan Jensen as a regular member on the committee. We will leave it on the Membership roster for now because the ABP of International Education will be in the membership, so it will be good to leave the Center on there.
- ix. Make all of the verbs active present tense.
- x. Do we need statement about the oversight of WI courses and a statement about professional development for instructors?
 - 1. Incorporate into item 5 – “approve professional development process for faculty who will teach courses within the GWAR pathways or evaluate GWAR assessments.”
- xi. Strike item 6? Or change to maintain and disseminate to the University a list of courses approved as part of the GWAR pathways? Or is this the responsibility of GWAR Coordinator – Yes, this should be a duty of the GWAR coordinator.
- xii. How do we incorporate the Committee’s oversight responsibility in terms of courses? Hold off until the subcommittee speaks with GEGC about how the GWAR approved writing intensive courses will be handled.
- xiii. Item 7 – do we need to keep? Yes, but change “Assist” to “Advise colleges in developing additional courses for the GWAR approved pathways.”
- xiv. Item 8 – remove the “various means of”.

- xv. We need to work on terminology and will continue to do so.
- xvi. Will discuss the membership next time. Rebekha will revise the Charge and send it out.
- b. In the policy on page two top paragraph remove the detail regarding attributes of forms of assessments.

6. GWAR Coordinator's report

- a. Two waivers were discussed.

7. Adjournment 3:26 pm

Next meeting is Friday, May 6, 2011 from 1:30 pm to 3:00 pm.

Respectfully submitted by,

Colleen Dunagan

These minutes were approved on 5/6/11