

## Writing Emphasis Committee Meeting 1/31/22 at 3:20 PM EST

<b>Agenda:</b>	<b>Members (Present in Bold):</b>
Open Meeting	<b>Eman Arafa</b>
Welcome new committee member	<i>Linda Cahir</i>
Approve minutes from 10/25/21 and 11/8/2021	<b>Linda Cifelli</b>
Old business: Charges	<b>Zahava L. Friedman</b>
New business: Review course outlines	<b>Min-Chung (Amanda) Han</b>
Adjourn Meeting	<i>Marshall Hayes</i>
	<b>Lucas Kirby</b>
	<b>Agie Markiewicz-Hocking</b>
	<b>Brian Oakes</b>
	<b>Byeonghwa Park</b>
	<b>Ray Viglione</b>
	<i>Darion Washington</i>

Notes: Dr. Cahir, Dr. Hayes, and Professor Washington communicated in advance that they had scheduling conflicts and would not be able to attend this meeting.

### **Minutes:**

#### **Welcome -**

Linda Cifelli (Chair) and Agie Markiewicz-Hocking (Vice Chair Pro Tem) convened the meeting at 3:20 PM once a quorum of voting members was present.

The committee approved minutes from the 10/25/21 and 11/8/2021 meetings.

The committee welcomed new member Dr. Zahava L. Friedman, who is representing Nathan Weiss Graduate College from the Department of Occupational Therapy.

#### **Old Business -**

Since there was no quorum at the last meeting, Agie administered a virtual vote on the proposed Committee Charges via a Google Form shared with committee members by email on 11/12/2021. The charges were approved by a majority of the committee (6 yeas – 0 nays – 0 abstentions) and were subsequently sent to Dr. Craig Donovan. The [Committee Charges](#) were approved by the University Senate on 12/14/2021.

#### **New Business -**

Agie described the next steps for the committee, which include completing a systematic review of course outlines for courses that are “on the books” with a Writing Emphasis (WE) label. These WE courses are listed on the [Course transmittal review document](#) (a Google Sheet available in the Writing Emphasis Committee’s [Shared Google Folder](#)). Agie requested that each committee member select courses that they will review and then record findings on the [Course transmittal review document](#).

Agie explained that all committee members should have access to the course outlines and transmittals through a shared Google Folder from the University Senate: [Course Curriculum Documents-Course Outlines](#). This folder includes subfolders for “Archive Files by Subject or Department” and “Transmittals Sent to Registrar.” Since several committee members noted that they did not have access to documents in this Google Folder, Agie indicated that she would ask Alisa Douglas to grant access by all committee members to the University Senate Google Folder.

Each course reviewer should look for anything relating to writing or enhanced writing in the course transmittal, description, student learning outcomes, assignments, assessments, etc. for that course. If there is more than one outline for a course, review the most recently approved version. Please add notes for the course in the relevant columns on the [Course transmittal review document](#). Agie also noted that the courses do not need to include formal writing assignments, but we should note anything that uses writing. Although there may not be optimal use of writing in the courses, at this point we are just trying to see if writing is mentioned in the 100 courses on our list.

We discussed splitting up the course review work among committee members. Eman suggested that we go by expertise and then cover what’s left.

Committee members were asked to go into the [Course transmittal review document](#) and add their names next to the courses they want to review.

Agie proposed that the committee could decide on next steps to take, once we see what we have. Perhaps one next step could involve distributing a survey to academic departments. The survey could gather information related to what writing is used in a particular field, what assignments are best for students, etc. Agie will draft a survey for the committee to review at the next meeting.

Agie also shared information about a brief meeting that she and Linda attended with the Provost. We discussed with Dr. Birdsell the recently passed WE committee charges as well as the future of WE at Kean. The conversation steered to how we could build a strong sustainable WE program and included preliminary discussion of the course review and faculty survey that the committee hopes to complete this semester.

Lucas made a motion to adjourn the meeting, seconded by Min-Chung. The meeting was adjourned at 4:10 PM (8 yeas – 0 nays – 0 abstentions).