

WRITING AND READING SUB-COMMITTEE
MINUTES OF THE MEETING OF 12/13/2017

Approved: February 14, 2018

CALL TO ORDER:

The Chair called the meeting to order at [10:33].

ROLL CALL:

Roll was taken.

Voting Members: Cowan, Frankenbach, Kelly, Merrill, Morse-Fitch

Non-Voting/Ex-Officio Members: Hayes and Macklin

GUESTS: none

OPEN FORUM: THANK YOU TO THE PRISON INDUSTRY AT FOLSOM PRISON FOR PRINTING THE UNIVERSITY JOURNAL.

APPROVAL OF THE AGENDA: addition to the agenda regarding date and place for reception Chantal/ Kelly

APPROVAL OF THE MINUTES OF NOVEMBER 29, MOTION TO APPROVE : FITCH/ CHANTAL UNANIMOUSLY APPROVED

Agenda:

- 1. Follow up regarding rubric movement – rubric needs to be placed on the agenda of Curriculum Policies for as soon as possible. Needs to be approved to move to Senate Exec**
- 2. Follow up to see what happened with recommendations to our parent group regarding Comp 2 outcomes. The outcomes were presented at open forum at GEGr. The document has been sent to Chair of GEGr and will be on the agenda for the first Spring meeting in January.**
- 3. Hogan posted documents so we can work on it. (English writing policy). Follow up: Hogan offered to make changes to undergraduate**
Discussion regarding professional learning for rubrics. Hogan has reviewed and added changes. Charge to the group – identify any portions that are out of date, modify if age. This needs to be ready for the first meeting. The document is currently in our Google Documents under English Writing Requirements Policy. Each of the members of this committee needs to be very familiar with this document. Hogan will send out the link again and we will include in the minutes.
- 4. PARTY for writing journal-food/room (Kitty and Marcy and Chantal), invitation creation (Angela and Ti), invitation send out /emails (deans, GEGR, Senate)-Hogan, faculty news (Sharon), -Folsom Hall (date: January 26, 2018 from 2-4 Journal reception). Please clear your calendar to be present for this event. Folsom Hall second floor has been reserved for January 26 from 2 – 4pm. Event: *Inaugural Writing the University***



SACRAMENTO STATE

Faculty Senate

Author Reception – Invitations to be designed by Ti Macklin and Angela Clarke-Oates and sent to Hogan Hayes for disbursement to invitees. To be approved and sent during winter break (to writers and their families, professors who nominated them, faculty and administration, and open to the university body.

5. University courses that are writing intensive are functioning as such. We need a process by which to learn more about this. Motion to place this on the Spring Agenda. Rationale: Many courses have been passed from one faculty member to another without adequate orientation as to learning outcomes. It is felt that a review of these courses needs to be undertaken to determine how and if learning outcomes are being met. It is important to understand if writing intensive courses are meeting student needs. Perhaps we can provide resources for faculty who are teaching writing intensive courses. Dissemination of the University Rubric. Exploration and review of the forms that are submitted to curriculum committees. Are these forms effective, can they be improved. Develop collaborative process for faculty who are teaching writing intensive courses, share ideas and facilitate the development of additional writing intensive courses. Motion for Writing and Reading Subcommittee to focus on a collaborative effort to emphasize writing across the curriculum and ensure that the University is meeting student needs and providing faculty support. Include the exploration of resources that currently exist within the University and identify opportunities for further development. Kelly/ Morse Fitch – unanimously passed.

6. Proposal for conference and grant work Deferred to spring

Adjournment Until spring, 2018 – Next meeting is officially scheduled February 14.

ADJOURNMENT: The meeting was adjourned at: 11:35