

## WRITING AND READING SUBCOMMITTEE

9/13/17

Capital Room, Union 10:30-11:30 AM

### MEMBERS

[First and last name (Department, College)]

### NON-VOTING/EX-OFFICIO MEMBERS

[First and last name (Division)]

## AGENDA

1. **Call to Order** : introductions to committee
2. **Open Forum**  
*(Brief period for members to raise issues related to the committee charge that are not on the meeting's agenda.)*
3. **Approval of the Agenda**
4. **Approval of Minutes from** [insert date of meeting]
5. **Agenda for 9/12/2017**
  - a. Mission of group and goals for year discussed
  - b. Business (dates for meetings, policies, vote on co-chair (Hogan is not allowed to take this role as per Senate rules)
  - c. Discussion of University rubrics: Where we have been where are we going
  - d. Work to get it approved (CPC then to Executive Committee) We will examine policy manual and new form for WI courses, and others
  - e. Plan for new business

### Adjournment