

**WRITING AND READING SUB-COMMITTEE**  
**MINUTES OF THE MEETING OF SEPTEMBER 13, 2017**

*Approved: [September 27, 2017]*

**CALL TO ORDER:**

The Chair called the meeting to order at 10:35 am.

**ROLL CALL:**

Roll was taken.

Voting Members: Angela Clark – Oates, Chantal Frankenbach, Sharon Furtak, Katherine Kelly, Ti Macklin, Marcy Merrill, Christine Morse-Fitch,

Non-Voting/Ex-Officio Members: Hogan Hayes, Todd Migliaccio

**GUESTS:** None

**APPROVAL OF THE AGENDA:** Approved

**APPROVAL OF THE MINUTES OF:** No prior minutes

**Clarification of meeting dates:** September 27, October 11 and 25<sup>th</sup> and November 8<sup>th</sup>. There will not be a meeting on November 22<sup>nd</sup>.

**Introductions:** New members were introduced, Welcome Christine Morse – Fitch and Todd Migliaccio.

**Mission and Goals** of the group for this academic year: The mission and goals of the Writing and Reading Sub-Committee were reviewed. These included continued implementation of the University Rubric for Writing, the review and editing of publications for the University Journal, the approval of writing intensive courses.

Discussion ensued regarding how to make the University Journal more visible on campus. Dr. Hayes will be checking with the UEI Bookstore to see if the University Journal can be printed through them for distribution around campus.

University Rubric: This needs to be submitted to the Curriculum Policies Committee for approval. Once approved in this venue, it can be referred to Faculty Senate Executive and then placed on the consent calendar for the Faculty Senate. Input from GEGR Committee is also needed.

Presentation to CPC will need to be well developed and the purpose of the University Rubric as an available resource and a mechanism for establishing learning goals and pedagogical approach.

The committee promotes the use of the University Rubric as a foundation for the development of specific rubrics for programs, courses and specific assignments.

Specific Colleges in which writing is not as well developed have the opportunity to use the University Rubric to strengthen writing across the College and the curriculum



# SACRAMENTO STATE

Faculty Senate

Could this be a good topic for a Faculty Learning Community? Rubric could be used to guide the process of building a Writing Intensive Course. Angela Oakes and Chantal will contact the Center for Teaching and Learning

**Executive Order 1100:** Placement and remediation: Documents sent by Marcy to the committee, we have severely limited time to give feedback on this. Angela Oakes has experience with directed self-placement as opposed to placement based on SAT scores. We as a committee would like to have directed self-placement as part of the solution to this issue. We will continue to evaluate this mechanism and its benefits going forward. Read the documents sent by Marcy and send feedback to Ed Mills.

**Election of vice chair of the committee:** Nomination: Kitty Kelly as co-chair Sharon Furtak, seconded by Christine Morse-Fitch. Vote unanimous, motion carries.

**Submission to CPC:** Development of presentation for CPC will be developed by Marcy and Ty with background and content development from Kitty, Christine, and Sharon relative to the alignment of the University Rubric with Advisory Standards for Writing.

**Final Comment:** Hogan Hayes advised that the Department of Family and Consumer Sciences has dropped the writing intensive requirement. This was an undergraduate course (FACS 140). What is the appropriate pathway? Requires a Form A and Curriculum committee for the college. Does this count as a substantive change?

**ADJOURNMENT:** The meeting was adjourned at: 11:35 am