TO: The Executive Committee
FROM: The Committee on Instruction and Curriculum
SUBJECT: 12-13 CIC 4: Increasing term length on Writing Skills Subcommittee from one-year to two-years
PURPOSE: For approval by the Executive Committee and provided to the Academic Senate as Information

ACTION REQUESTED:
That the Executive Committee approve the following changes, as noted in red text, to Article V, Section 2 of the Committee on Instruction and Curriculum Policies and Procedures to allow for a change of term length for members of the Writing Skills subcommittee from the default of a one-year to a two-year term. The College representatives will have staggered terms, with 2 of the colleges selecting members each year. In 2013-2014, the other two college positions would begin their 2-year positions. Effective immediately.

Subcommittee on Writing Skills
Director of Composition, Director of the Student Center for Academic Achievement, Director of the Testing Office, Director of the Teaching English as a Second Language (TESOL) Option, Associate Vice President of Academic Programs and Graduate Studies, 1 CLASS outside ENGL, 1 CBE, 1 CSCI, 1 CEAS; at least one member must also be a member of CIC. Though members are subject to annual appointment by the Chair, in consultation with the whole Committee and subject to the approval of the Executive Committee, the expectation will be that each member will normally serve for 2 years.

BACKGROUND INFORMATION:
At its meeting on October 15, 2012, CIC received a report from Margaret Rustick, chair of the Writing Skills subcommittee, in which she recommended changing the term lengths from one-year to two-years, in order to increase the experience of the membership, to ensure more continuity between years, and to develop an overlap of junior and senior members that facilitates better transfer of institutional knowledge.

The current makeup is as follows:

Subcommittee on Writing Skills

1. Director of Composition
2. Director of the Student Center for Academic Achievement
3. Director of the Testing Office

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4. Director of the Teaching English as a Second Language (TESOL) Option
5. Associate Vice President of Academic Programs and Graduate Studies
6. 1 CLASS outside ENGL
7. 1 CBE
8. 1 CSCI
9. 1 CEAS
One member of the Writing Skills subcommittee must also be a member of CIC.