TO: The Academic Senate

FROM: Committee on Instruction and Curriculum (CIC)

SUBJECT: 16-17 CIC 74: Process for approval of second composition and first-tier and second-tier UWSR courses during semester conversion

PURPOSE: Approval of the Academic Senate

ACTION REQUESTED: That the Senate approve the proposed policies below. Effective upon approval of the President.

BACKGROUND INFORMATION:
The Writing Skills Subcommittee recommended a process for proposing courses for either the second composition graduation requirement or the first-tier or second-tier University Writing Skills Requirement on Feb. 13, 2017.

The Committee discussed the recommendations at its February 20, 2017 meeting and voted to move them on to the Senate with a substantially edited background.

The second composition requirement was continued into semesters (see 14-15 CIC 38). CIC voted to refer such proposals to the Writing Skills Subcommittee earlier this year.

Since there has not been any change proposed to the mechanisms for satisfying the University Writing Skills Requirement (UWSR), CIC presumes that the current system, as defined by 03-04 CIC 7 remains in place. That is, a student might opt to either take the Writing Skills Test (WST) or take 2 courses to satisfy the requirement. If a student does not pass the WST, they are placed into a first- or second-tier course, as appropriate. Students may take the WST a second time, if they do not pass it the first time.

This process is consistent with 14-15 CIC 36. However, this document is being sent to notify the Senate and the campus community both about how CIC will handle such requests and to note that proposals are being accepted for second composition and first-tier and second-tier UWSR courses. The parenthetical notes in the procedure below about “consent item” presumes that the proposal has a 2/3rds or more vote to approve, as set forth in 14-15 CIC 36; if the proposal does not attain the supermajority, but does get a majority, it will be sent for Committee and Senate approval.
**PROPOSED PROCEDURE:**

<table>
<thead>
<tr>
<th>WSS Approval Process for Second Composition (lower division), first-tier and second-tier UWSR courses</th>
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<tbody>
<tr>
<td>Courses already proposed in program curriculum submissions</td>
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<td>Originator</td>
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| Department Chair  
  - Notification to Dean's Office | Department Chair |
| Dean of Undergraduate Studies | Dean's Office |
| WSS Subcommittee  
  - Notification to APGS | College Curriculum Committee |
| CIC (Consent item) | Dean of Undergraduate Studies/APGS |
| ExCom (Consent item) | WSS Subcommittee |
| Academic Senate (Consent item)  
  - Notification to APGS | CIC (Consent item)  
  - ExCom (Consent Item)  
  - Academic Senate (Consent item)  
  - APGS |