California State University, East Bay
Committee on Instruction and Curriculum
Minutes of Writing Skills Subcommittee
January 23, 2017, SF 329, 12:00pm - 2:00pm

Members Present: Helen Christian, Nidhi Khosla, Margaret Rustick, Maureen Scharberg, Lan Wang, Donna Wiley, Ke Zou

Members Absent: Eileen Barrett, Kathryn Hayes, Jessica Santone

Guest: Mitch Watnik

I. Election of Chair. Eileen Barrett and Margaret Rustick were nominated. Majority vote elected Eileen Barrett as Chair.

II. Election of Secretary. Helen Christian self-nominated.

III. Committee Charge. Watnik, as Chair of CIC, charged the Writing Skills Subcommittee with the following:
   A. Review Writing II proposals and Second-Tier proposals for semesters.
      ■ Watnik explained if proposals are approved by the committee, the course will move to CIC for approval which requires a ⅔ majority vote.

IV. Review and Discussion of GWAR requirements for Semester.
   A. Rustick reviewed GWAR requirements for Semester, in which outcomes for first-tier and second-tier courses will remain the same, with more opportunities for second-tier courses. There was discussion on whether the GWAR requirements for Semester have been approved by CIC and the Academic Senate. Rustick will send the following documents to all members to discuss at next meeting:
      ■ Document outlining GWAR procedures for semesters
      ■ Application criteria for second-tier requirement course approval
   B. Scharberg in process of proposing placing holds on class registration for students who have not taken the WST this year.

V. Next meeting tentatively scheduled for Monday, February 6, 11:30pm - 1:00pm

Meeting adjourned at 1:00pm.
Respectfully submitted,
Helen Christian