Present: Eileen Barrett, Nidhi Khosla, Margaret Rustick, Jessica Santone, Ke Zou Kathryn Hayes, Maureen Scharberg, Donna Wiley

Absent: Lan Wang, Helen Christian


2. Approval of the Minutes. M/S (Santone/Zhou) Approved.

3. Reports
      The document outlining the approval process for first and second tier GWAR and Second Composition was approved by CIC. CIC will add a statement that the process for satisfying the UWSR under semester will remain the same as currently in effect in quarters.
   b. Report of the AVP of APGS.
      The AVP stated that the “Director of the Testing Office” is the named member of the WSS Subcommittee. The committee then discussed having the person who coordinates the Testing Office come to the meetings on an as needed basis.
   c. Report of the Dean of Undergraduate Studies
      Holds were placed on students who were no shows for the WST, which were approximately 25% of the registered students and 18% of students participating in the WST Bootcamp

4. Business
   a. Meeting GWAR and UWSR under semesters
      This discussion focused primarily on concerns about 15-16 CIC 31, and the requirements for transfer students needing a second composition course, particularly students transferring with Associate Degrees for Transfer (ADTs). A memo outlining the Undergraduate Dean’s concerns and the chair’s response were discussed. M/S (Wiley/Scharberg) Students with Associate Degrees for Transfer will be considered to have all lower-division general education and lower-division university-wide graduation requirements satisfied at the time of transfer. Approved.
      i. Update website language for GWAR under semesters. The subcommittee then
discussed a variety of concerns about the ways that the UWSR and GWAR are presented in the catalog and university websites. Members agree that the wording needs to be the same in all places and should be written for semesters (and revised for quarters) in a way that is easily understood by students. A subgroup (Barrett, Scharberg and Rustick) will prepare a draft to be reviewed by the committee at the next meeting.

ii. GWAR Flowchart. The committee did not discuss this agenda item.

iii. Update 14-15 CIC 41: Policy on Graduate Courses to Fulfill the UWSR
The committee discussed a variety of issues around this process, including whether or not the process is too cumbersome, which discourages programs from proposing courses, whether or not to change the requirement that separate grades be given for the course and for the writing requirement, etc. The committee will continue its discussion at its next meeting.

5. Adjournment