Present: Eileen Barrett, Helen Christian, Kathryn Hayes, Nidhi Khosla, Margaret Rustick, Jessica Santone, Maureen Scharberg, Lan Wang

Absent: Donna Wiley, Ke Zou

Guest: Meena Sharma

Minutes

1. Approval of the agenda. All approved.

2. Approval of 2/27/17 minutes. M/S (Scharberg/Santone) to approve minutes. Christian abstained. All others approved.

3. Reports
   a. Report of the Chair. Concern in the proposed policy in 16-17 CIC 88 that transfer students must take either a lower or upper division course to meet Writing II. This was discussed later in item 4b(i), “Catalogue language for GWAR under semesters.”
   b. Report of AVP of APGS. Tabled due to absence.
   c. Report of the Dean of Undergraduate Studies. 700 WST sign-ups. The number of seniors who have not applied for graduation and signing up for the WST have declined since placing holds and making the WST free for this quarter. Students put on hold have also been able to get needed advising.
   d. Update from Meena Sharma, Director of Testing: 3,068 students registered for WST, which is twice more than usual in Spring quarter. For Semester Conversion, Hayward (Sept. Oct. Nov.), Concord, Oakland tests will be added, as well as sessions designated for transfer/graduate students.

4. Business
   a. Approval of courses for Writing II (corrected from second-tier in original agenda)
      i. English 200. 2a needed to be revised (3rd column) for specific assignments that are assessed, such as “In multiple essays, students are able to...” Hayes noted concerns about non-assessable qualities and learning outcomes. Rustick gave an example of risk-taking. M/S (Koshla/Santone) to approve English 200 with minor edits. All approved. English 200 move to Academic Senate as an information item.
      1. New course request. Process discussed (Curriculog to catalogue). Rustick will develop a course request form for second-tier courses, distinct from Writing II course request form.
ii. **Ethnic Studies.** Course was not received. Will review this course and Art 229 at next meeting.

b. **Meeting GWAR under semesters**

   i. **Catalogue language for GWAR under semesters.** Scharberg proposed Writing II should remain lower-division. For transfer students without an Associate Degree for Transfer (ADT, thus no lower-division writing), students are recommended to take Writing II then WST. For transfer students who have earned an ADT should take WST during their first semester. M/S (Santone/Khosla) to approve catalogue language. All approved with revisions.

   1. **Recommended revisions:**
      a. Title: University Writing Requirements
      b. Add to last sentence in first paragraph: “…designated as Writing II”
      c. Remove sentence on last page, “Students should note that…”
      d. Graduate students paragraph, first sentence, add: “…or enroll in an appropriate course determined by your department”

   ii. **Update 14-15 CIC 41: Policy on Graduate Courses to Fulfill the University Writing Skills Requirement.** Barrett will contact graduate coordinators in Management, Education, and Music to review courses in their department that fulfill the UWSR for needed renewals by Spring 2018.

5. **Discussion**
   a. **Meena Sharma, Director of Testing** (11:30am time certain). Sharma updated early in the meeting. See item 3.

6. **Adjournment**

Meeting adjourned at 1:17pm.

Respectfully submitted,

Helen Christian