California State University, East Bay  
Committee on Instruction and Curriculum  
Minutes of Writing Skills Subcommittee  
April 24, 2017, SF 466, 11:30 am – 1:30 pm

Present: Eileen Barrett, Nidhi Khosla, Jessica Santone, Maureen Scharberg, Rajan Selvarajan (substitute for Lan Wang), Donna Wiley, Ke Zou

Absent: Helen Christian, Kathryn Hayes, Margaret Rustick

Guest: Meena Sharma

1. Approval of the Agenda. All approved.

2. Approval of 4/10/17 Minutes. All approved.

3. Reports
   Informed department chairs/graduate advisors in Marketing, Music, and Educational Leadership that the WSS is recommending that their currently approved GWAR courses (see 14-15 CIC 41) would be approved for AY18-19. The WSS also is recommending that these departments be required to renew the approval of these courses in AY19-20. The policy on the graduation writing assessment requirement (GWAR) is in the process of final revision, based on the discussion at our last meeting, and it will be sent to CIC after it is finalized.
   b. Report of the AVP of APGS.
   The CSU is currently discussing changes to EO 665 that focus on the English Placement Test (EPT) and the Entry Level Mathematics test (ELM). The two tests are designed to assess the level of reading and writing skills and math skills of entering undergraduates respectively.
   Provided additional information about discussions about revisions of EO 665, which is to come from the CSU Chancellor’s Office in June, and that might remove the EPT, ELM, English remedial courses and GWAR, and replace them with writing across the curriculum.

4. Business
   a. Approval of a Writing II Course Application (Art 229).
   The subcommittee approved the application for the Writing II course, Art 299 Writing About Art and Design, with Barrett’s and Wiley’s suggestion for revising its student
Learning outcome (SLO) on “adjust their writing for different audiences”.

b. Approval of the Second-tier Writing Course Form for Semesters.
Barrett will draft a document on SLOs for the second-tier writing course, based on the earlier document WSS developed for upper-division second-tier courses. Both Santone and Scharberg are going to read and check the document draft for accuracy.

5. Adjournment