1. **Approval of the Agenda.** All approved.

2. **Reports**
   a. **Report of the Chair.**
      A new chair will need to be elected at this meeting, after which, the current chair will leave the committee. The current chair will lead the meeting until the new chair is elected. A secretary or rotating note-taking will be determined at the business segment of the meeting.
   b. **Report of the AVP of APGS.**
      The first WST will take place next weekend. Currently there is a pattern of 25% no-shows. Holds will be placed for Fall 2018 for no shows. Students cannot apply for graduation until they pass the WST.
   c. **Report of the Dean of Undergraduate Studies and Director of Composition**
      Nothing to report.

3. **Business**
   a. **Election of the Chair**
      Jessica Santone and Margaret Rustick were nominated to serve as co-chairs. They were voted in unanimously.

   b. **Approval of Writing II Coursea**
      i. **Application (Hist 227).**
         The subcommittee approved the application by unanimous vote for the Writing II course, History 227, *Identity and Culture in the History of Medicine*, with the following revisions:
         - Reading tasks are clarified, to identify material beyond lectures
- In the second writing skills learning outcome, correct the language to indicate that there is only one integrative five-page essay at the end
  - Elsewhere when this essay is described, clarify that the five pages are single-spaced or mention only the word count: 2500.
- Clarify that the final essay will have 2 drafts
- Clarify how many of the writing assignments are collaborative and how many individual assignments
- In the 5th learning outcome, add the word “not” to the phrase “…but limited to tone and empathy…”

ii. ENGR 200: *Introduction to Engineering and Design*

   It was decided that the course proposer will be invited to a later meeting to discuss this proposal

iii. PHYS 230: *Physical Reasoning and Scientific Writing*

   It was determined that this course had previously been approved by email vote in May. Rustick will follow up to confirm.

c. Approval of Tier II courses

   i. HIST 301: *Historical Writing*
      
      Santone moved to approve.
      
      Zhang seconded the motion.
      
      The course was approved by a unanimous vote.

   ii. MKTG 305: *Business Communication*

      It was decided that the course proposer will be invited to a later meeting to discuss this proposal.

4. Adjournment