California State University, East Bay  
Committee on Instruction and Curriculum  
Minutes of Writing Skills Subcommittee  
March 12, 2018, SF 523, 11:30 am – 1:30 pm

Present: Patrick Fleming, Margaret Rustick, Jessica Santone, Sara Schupack, Ke Zhou, Margaret Harris, Maureen Scharberg  

Guest: James Tandon

1. Reports  
   a. Report of the Chair  
      No report.  
   b. Report of Dean of Academic Program and Services  
      Gamma Catalog coming March 23; will be final July 2.  
   c. Report of the Director of Composition  
      No report.

2. New Business:  
   a. Review of Writing II courses  
      James Tandon was present to answer the committee’s questions. Committee inquired about and requested changes on:  
      • clarifying course learning outcomes (particularly second #2) in relation to the needs of a writing course (including specifying relationship between study of analytical tools and their products in order to produce writing in the field)  
      • clarifying methods of writing instruction (including how reading published articles serves as model for discipline-specific format)  
      • identifying which assignments are represented twice on the form  
      • specifying the number of students in a group to clarify individual vs. group writing production  
      • specifying lessons on writing, and revise and resubmit process  
   b. Review of Tier II courses  
      ES 300  
      • Question about pre-requisites for this course which should be clarified with Mitch  
      • Committee agreed that we need some samples of successful proposals  
      • Proposal submitted on wrong form; Margaret Rustick will follow up with Ethnic Studies and encourage them to resubmit with the correct form
c. **Continued discussion of graduate courses approved for GWAR**
   - Karen Mucci, PEM (invited; did not attend); Donna Wiley by phone
   - Wiley and Scharberg agreed that a single grade should satisfy the requirement, to more accurately match with other CSUs
   - Wiley agrees that continuing with WSS approval for graduate courses makes sense, but recommends streamlining process
   - Rustick expressed reservations about potential inadequacy of accepting graduate courses alone, considering that graduate students arrive with varying levels of competency in writing
   - Scharberg proposed to add amendment – consistent with the executive directive (CIC 121) – to take approved course within first year
   - Motion to accept policy, 6 ayes and 1 abstention. Motion passed.

  **d. Other business**
  Sara Schupack proposed to send information about Graduate Writing Assistants to chairs and associate deans of approved courses; committee agreed.

4. **Adjournment**