Present: Margaret Rustick, Jessica Santone, Sara Schupack, Ke Zou, Caron Inouye, Steve Peng

Guests: Gwyan Rhaybt (CIC), Mitch Watnick (on behalf of Maureen Scharberg), Kevin Brown (OTL), Patricia Irvine (OTL), Balvinder Kumar (University Extension)

1. Approval of the Agenda
   Agenda approved unanimously.

2. Committee Elections
   a. Chair
      Margaret Rustick nominated and approved unanimously.
   b. Secretary
      Jessica Santone nominated and approved unanimously.

3. Discussion on Status of WST
   Rhabyt summarized discussion of WST on Advisors email list; CIC is taking up the issue, he solicits our feedback on establishing joint-committee to evaluate (which would exceed faculty purview of WSS committee, but would include stipends)
   Rustick summarizes work of committee (2 yrs) to evaluate WST already and problems with WST as an actual metric of writing skills (limitations of testing situation, failure to adequately serve EFL students); but WST is best means of locating students who need help – the challenge is to make it work effectively; Rustick favors a joint committee, essential to any transformation of existing process.
   Inouye proposed that first and second year GE writing standards work will help process work
   Schupack added that any process should include student work and be committed to not penalizing students for what we haven’t taught them.
   There was consensus that Graduation Initiative money is not functional for sustainable WAC programs.
   Peng recommended that students should get writing training earlier; Watnick clarified that administration has taken steps to make this happen and faculty can help by adding prerequisites for senior courses.
   Rhabyt will take all feedback above to CIC.

4. Course proposal: OTL 606
Summary of feedback to OTL: SLO 5 is not a learning outcome; course proposal needs much more description of how writing is taught (how activities connect to assignments and learning outcomes).

Rustick stated that the timeline given by CIC was not reasonable to fully consider this course (ad hoc committee was convened today for the first time, without earlier notification that there was business, to make a decision with March 1 deadline).

Inouye raised the issue of modifying forms for greater clarity of committee expectations. This was unfinished business from 2018-19 and there was consensus to make this an agenda item for a future meeting.

Watnick proposed that the committee should approve the course and invoke CIC policy (16-17 CIC 85) for renewal of credit for every graduate writing course for 2019-20, since these courses were not formally reviewed at the time of semester conversion.

Rustick agreed this will give the committee time to develop clear forms for documentation of course outcomes and descriptions of learning activities.

Motion to approve course as written – moved and approved unanimously.

Motion to approve 19-20 review of graduate writing requirement courses – moved and approved unanimously.

5. Discussion of committee meeting times
   Committee agreed to meet at this time, Mondays 10-12, starting 3 weeks from now.

6. Other business
   Question about ENGL 300 and 301 proposals in Curriculog. Watnick clarified that this was because of credit hour change (3 units to 4), which committee needs to approve.
   Rustick provided background information about lecturer workload issue driving that decision in English. Further discussion of this change was tabled for a future meeting.

7. Adjournment