Members present: David Fencsik, Sweety Law, Julie Marty-Pearson, Sarah Nielsen, Sue Opp, Margaret Rustick, John Whitman, Donna Wiley, Andrew Wong

Members absent: Nancy White

Guests: Tamra Donnelly

1. Election of officers

M/S/P (Opp/Nielsen) to elect Margaret Rustick Chair for 2012-13

Fencsik self-nominated, elected by acclamation as Secretary for 2012-13

2. Determine time for monthly meetings for Winter and Spring

It was agreed that the subcommittee will meet regularly on the 3rd Thursday of the month, 12:00-1:30 pm. There will be no December meeting, so the next regularly scheduled meeting will be held on January 17, 2013.

3. Updates on new WST prompts

New writing prompts were developed last year, and will be piloted in 3000 courses. Two of the prompts might not be appropriate topics, and their results will have to be reviewed. ENGL 3003 will be used to test the new prompts and Nielsen will send out a summary of results to the committee. There will be one more pilot in winter quarter. Margaret will send the list of prompts to Sally Cooperman and Julie Marty-Pearson.

3b. Update on portfolio process

In the past the expense for portfolio review has been charged as a course fee which was then allocated to the Testing Office to cover the cost of review. With the advent of A2E2 the fee structure has changed, and the review will now be considered a fee for service. Payment will be made to Testing to evaluate a portfolio. The student will also receive a grade for the course, which will be independent of the portfolio evaluation, although it is expected that the grade and the review will reflect a similar level of competency. Nielsen met with faculty over the summer to let them know the new process. Wiley has put information on the Testing website.

PEMSA through Glen Perry has indicated that they are working on a PeopleSoft screen which will have a UWRS Status code to indicate if a student has satisfied the UWSR, along with historical information on testing, coursework, portfolio review, etc. The Testing Office keeps a log of who has satisfied the UWSR in various ways (but this information is not officially entered into PeopleSoft at this time.)
It was suggested that Glen Perry be invited to a meeting to discuss the new PS UWSR status screen.

4. Current proposals on grad courses for UWSR: Business, PUAD

Music currently has an approved graduate course to satisfy the UWSR.

Business has a course that has received conditional approval. The department was asked to follow up on plagiarism concerns. It was planned for piloting in summer 2012, the committee would like to see the results. Business will be advised that the course approval will expire at the end of the 2012-13 academic year, and that no retroactive credit for UWSR will be allowed.

PUAD submitted a course in September. Rustick will forward the proposal to the committee for review.

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The committee will develop both a policy and a process for UWSR course approval. Requirements should include submission of work samples from all students, and a class roster with results. The process will follow the general outline of 1) submit course to committee, 2) review by committee, 3) complete any suggested revisions, 4) conditional approval for one year, 5) submit student work samples with scores. For courses granted continuing approval, they will be requested to submit annual pass rates with statistics including demographic information.

5. Online information and forms for courses to satisfy UWSR: required documents, review process, timelines, contact information

As the policy approver, CIC/Senate would be the appropriate venue for posting and updating information on policies and procedures regarding the UWSR.

Members discussed alternate methods to satisfy the UWSR. Wiley will do research on system-wide policies and report back. Marty-Pearson mentioned that system-wide testing officers are making inquiries and she will report back when that information is compiled and distributed.

Minutes prepared by Tamra Donnelly

Respectfully submitted,

David Fencsik, Secretary