Members present: Tamra Donnelly (staff), David Fencsik, Julie Marty-Pearson, Sally Murphy, Sarah Nielsen, Sue Opp, Margaret Rustick, Nancy White, Donna Wiley

Agenda:

1. Approval of agenda
2. Approval of minutes from 2/21/13
3. First tier portfolio update
4. Chair’s report on Writing Skills Test
5. Approval process for writing courses
6. Dishonesty report

At 10:45 Sarah Nielsen was M/S/P (Opp/Wiley) elected chair pro tem.

1. Agenda was approved as outlined above.
2. M/S/P (Opp/Fencsik) to approve minutes of 2/21/13.
3. Nielsen reported that there were some technical issues in portfolio review, but Testing and IT worked to resolve and made the submission and review easier. Terry Smith and Bernie Salvador are available to provide training if needed. The faculty of first tier courses were asked to predict students’ scores, which were then compared to the raters’ scoring. There was substantial agreement between faculty and raters, which indicates good inter-rater reliability. This would suggest that only if there were discrepancy between the two would a third rater be required for any one portfolio. Members discussed whether this would be a policy change and if it needs to go through Senate.

M/S/P (Opp/Murphy) to send to CIC as an information item that this process will be piloted in summer 2013 and if it is found to be effective and acceptable it will be formally proposed as a policy change in fall 2013. Opp and Donnelly will be responsible for composing the information item to CIC.

The need for on-line proctoring was brought up. Student identity must be verified for any online portfolio submissions. Any course descriptions should be modified to include this information, and notify students that there could be a proctoring fee.

M/S/P (Opp/Wiley) that any First Tier Portfolio (ENGL 3000, ENGL 3001) online course description be modified to include language to the effect that at least one proctored writing sample will be required. The effective date for this requirement will be fall 2014 due to catalog deadlines.

Academic dishonesty was discussed; members would like to invite Hal Ginn to the next meeting to discuss the process for resolution of events.

4. Rustick distributed samples of possible questions for the writing skills test. Members agreed that they were appropriate. Rustick will reformat them to conform to the standard prompt and have them included for use in upcoming administrations.
There is currently no one on campus who is the designated Graduate Writing Assessment Requirement (GWAR) Coordinator. Rustick is Director of Composition, therefore Chair of the Writing Skills Subcommittee, but not GWAR Coordinator. The English Department historically provided budget and personnel for the position, but has discontinued that practice. Wiley asked what common practice was among the CSUs. Rustick stated that there was great variety, each campus staffs the position in a unique way. Duties vary, release time varies, as does the method of satisfying the writing skills requirement. Meeting the writing skills requirement has been identified as a serious roadblock to graduation at CSUEB.

M/S/P (White/Opp) to propose to the Student Success and Assessment Committee (SSAC) that A2E2 University-wide Academic Program (UAP) funds would be appropriate to fund an Student Services Professional – Academic Affairs position to act as GWAR Coordinator, with responsibilities including development of writing skills courses, oversight of the writing skills test, development of workshops for students, investigation/development of writing across the curriculum, coordination with SCAA to improve student skills, and investigation/prevention of plagiarism and academic dishonesty related to the writing skills requirement.

5. APGS has received proposals for courses to satisfy the writing skills requirement. There was discussion of the approval process. The policy needs to be reviewed and updated to incorporate graduate course information. This needs further discussion and will be placed on the next meeting agenda. Any forms, procedures, etc., will be distributed to the members in advance.

6. There have been a number of incidents lately. Wiley will follow up with Student Affairs to find out the result of any investigations.

Next meeting: May 28, 2013 10:30 am to 12:00 noon, SA 4350.

Minutes prepared by Tamra Donnelly

Respectfully submitted,

David Fencsik, Secretary