California State University, East Bay
Committee on Instruction and Curriculum
Minutes of Writing Skills Subcommittee
April 15, 2019, SF 329, 10:00 am – 11:30 am

Present: Margaret Rustick, Jessica Santone, Sara Schupack, Caron Inouye, Steve Peng, Fadi Castronovo  Guests: Mitch Watnik

1. Approval of the Minutes from the Previous Meeting
   Caron made a motion to approve the minutes. Sara seconded the motion. Minutes approved with corrections.

2. Reports
   a. Report of the Chair
      Margaret Rustick has nothing to report.
   b. Report of the Dean of Academic Program and Services
      Mitch Watnik says thank you for passing OTL. Suggest setting up a document for review and approval of courses. The subcommittee should announce that the courses will be reviewed next year – and should pass a document declaring this announcement. And individuals implicated (plus Kevin Brown Director of Graduate Studies) should be contacted directly with information about review process to work on over the summer. Discussion to clarify the renewal process (follows below).

3. New Business:
   a. Review of Graduate Courses
      Postponed to future meeting. EDLD 725 is using previous approval, but will be reviewed next year.
   b. Review documentation needed for graduate courses approved for GWAR
      Create a checklist of all that is required for syllabus, writing samples, etc. Form for communicating feedback to those being renewed if there are errors/missing pieces. Margaret Rustick will clean up our list of requirements for renewal – “representative” to describe assignments, for example – and transform into a bulleted list. Rustick will check for data regarding pass/fail rates. Discussion about plagiarism and how to assess.
   c. Unit load for first-tier English 300/301
      This will not happen next year; discussion postponed.
   d. Other new business
      No new business. We will meet again May 1 to discussion review process.

4. Adjournments
   Caron made a motion to adjourn. Sara seconded the motion. Meeting adjourned.