

QUEENSBOROUGH COMMUNITY COLLEGE  
The City University of New York

ACADEMIC SENATE

COMMITTEE ON WRITING IN THE DISCIPLINES/WRITING  
ACROSS THE CURRICULUM (WID/WAC)

ANNUAL REPORT, 2006-2007

TO: Prof. Devin McKay, Secretary, Academic Senate Steering Committee  
FROM: Dr. Kip Montgomery, Chairperson, Committee on Writing in the  
Disciplines/Writing Across the Curriculum (WID/WAC)  
SUBJECT: Annual Report for Committee on Writing in the Disciplines/Writing Across  
the Curriculum (WID/WAC) for 2006-2007  
DATE: October 16, 2007

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The members of the Committee on WID/WAC for the academic year 2006-2007 were:

*Officers:*

Dr. Kip Montgomery (Music), Chair  
Dr. Margot Small (Mathematics and Computer Science), Secretary

*Members:*

Dr. Peter Gray (English; Co-Director, QCC WID/WAC Program)  
Prof. Maryann Magaldi (Nursing)  
Prof. Sandy Marcus (Library)

*President's Designee:*

Dr. Arthur Corradetti (Academic Affairs)

*Ex-officio:*

Dr. Linda Stanley (English), Co-Director, QCC WID/WAC Program

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In its second year as a full-standing Committee of the Queensborough Community College Academic Senate, the Committee on WID/WAC acted in accordance with its Bylaws charges:

- a) Oversee and make recommendations to the Academic Senate related to the WID/WAC Program.
- b) Review and recommend changes in the criteria for a writing intensive (WI ) class to the

Academic Senate for its approval.

- c) Oversee a continuing WID/WAC Faculty Professional Development Program with the Office of Academic Affairs.
- d) Hear and decide student cases requesting a waiver from any WI degree requirements.
- e) Provide a list of current WI certified classes and the instructors certified to teach WI classes to the department chairs who will make the final decision on the designation of a course or section as WI each semester.
- f) Insure through a certification and recertification process that all classes designated as WI meet the criteria for a WI class.
- g) Provide the Committee on Committees with a list of faculty members who are participating in the WID/WAC program.

The Committee on WID/WAC met as a committee of the whole five times during the 2006-2007 academic year: on September 14 and December 14, 2006 and on February 26, March 26, and May 7, 2007. In addition, informal meetings between the President's Designee, Dr. Arthur Corradetti and the Chairperson, Dr. Kip Montgomery, took place several times during the annual leave period of the summer, 2007. These informal meetings culminated in a formal meeting with Dr. Montgomery, Dr. Corradetti, and the members of the Academic Senate Steering Committee (Dr. Philip Pecorino, Chairperson; Dr. Emily Tai, Vice-Chairperson; and Prof. Devin McKay, Secretary) on July 24, 2007, for the purpose of acting on waiver petitions submitted during the summer by six students who were applying for August graduation. Anyone interested in reviewing the minutes of any of these meetings is welcome to contact the Committee's chair.

Responses to Bylaws charges:

- a) The Committee made no formal recommendations to the QCC Academic Senate during the 2006-2007 academic year.
- b) The Committee made no recommended changes in the criteria for a writing intensive (WI) class to the QCC Academic Senate during the 2006-2007 academic year.
- c) The Co-Directors of the WID/WAC program kept the Committee informed throughout the year of its Faculty Professional Development programs, one which ran throughout the academic year. The WID/WAC Professional Development Program continued this year to work with larger cohorts of faculty, gradually increasing the number of faculty members able to teach WI classes and who use writing as a mode of instruction and learning in their non-WI classes. In recent years, the Professional Development Program has begun working with large numbers of adjunct faculty, shifting from a focus on the development of individual faculty members to the development of collaborative department or disciplinary groups.
- d) This charge occupied the largest share of the Committee's attention during the academic year. In its first year, the Committee worked to develop an appeals process that would be available to students who take WI courses at other schools and who wish to have these WI courses count

towards the QCC WI requirement, as well as to students who otherwise felt they had some justification for exemption from either one or both WI course requirements. (Last year, the Committee created the “Petition for Waiver of WI Requirement,” an application that subsequently became available in the Office of Academic Affairs, at the Registrar’s Office, at Academic Advising, and online at the QCC website. Briefly, the application asks the student to supply a transcript of coursework done before his or her matriculation at QCC [showing WI courses previously taken] and offers the student an opportunity to justify the petition through supporting documentation [course syllabi, excerpts from college catalogs which describe the role of writing in a particular course, letters from advisors, etc.]). The Committee worked to develop a set of guidelines that would assist them and future Committees in deciding waiver petitions more quickly. Guidelines emerged largely as a result of the Committee’s deliberations over student waiver petitions throughout the year.

During this year, these guidelines were formulated:

- 1) Waiver requests from transfer students who could document that they took a specifically WI-designated course at another CUNY school were automatically approved.
- 2) Waiver requests from students who were non-matriculated (non-degree) before Fall 2005, but who entered a degree program in Fall 2005 or after, were automatically approved, provided they were enrolled continuously from the semester they entered as NM to the semester in which they entered a degree program.
- 3) Waiver requests from students who could document (with letters, etc.) that during their formal advising sessions with an adviser from the Academic Advising office they were not told about the WI requirement or not counseled to take WI courses were *generally, though not automatically*, approved.

During the year covered in this report, the Committee acted on 39 student waiver petitions:

- 28 were approved
- 3 were denied
- 2 were asked to supply additional documentation, but did not reapply during the year
- 6 were submitted by students not covered by the WI requirement

In addition, as noted above, Dr. Montgomery and Dr. Corradetti met with the Steering Committee on July 24, 2007 to act on an additional six waiver petitions. This meeting took place in response to a formal request by Dr. Montgomery to Dr. Pecorino, the Chairperson of the Steering Committee, who both wanted to avoid calling a committee meeting during the annual leave period of its members. (It should also be noted that the Senate Parliamentarian, Dr. Paul Weiss, was consulted prior to the scheduling of this special summer meeting.) At this meeting, 5 waivers were approved (based upon the guidelines described above) and 1 waiver was tabled (because the student had one laboratory science course left to take before graduating, which could conceivably fill both WI requirements and render the petition moot).

e) The Co-Directors of the WID/WAC program provided copies of all lists of current WI-certified classes and the instructors certified to teach WI classes to all Committee members. They reported on their communications with department Chairpersons. Further, all course offerings with WI designations for Spring 2007, Summer 2007 and Fall 2007, as supplied to the Committee by the Co-Directors, were unanimously approved and certified by the members of the Committee at its February 26 and March 26, 2007 meetings. (Lists of certified faculty and WI course offerings for each of these semesters is available upon request to the Chair or to the Co-Directors of the WID/WAC program.)

f) The Co-Directors of the WID/WAC program worked closely with the Committee on WID/WAC this year, to ensure that all courses which were designated as WI in the Registration Guide and Schedule of Classes were taught by WI-certified faculty (or by faculty who were simultaneously enrolled in professional development training). In addition, the Committee noted that the Co-directors of the WID/WAC program monitored closely the submission of faculty portfolios, which contain sample writing exercises and assignments, as a means to help ensure that all classes designated as WI meet the criteria for a WI class.

g) The Committee on Committees has a list of all faculty who have completed professional development training and who are WI-certified. The Committee on Committees will receive a list in the Fall semester of 2007 of those faculty members currently enrolled in training.

In addition to the specific responses the Committee made to the Bylaws charges, the Committee throughout the year discussed a number of topics related to the WI requirement at QCC, including:

–Is the college meeting the needs of students covered by this requirement through its course offerings? Are days and times of WI classes sufficiently varied? Are the needs of night and weekend students being addressed?

–Are incoming freshmen being advised effectively regarding their WI requirements? Are transfer students being made sufficiently aware of the WI requirement?

–Can student records (transcripts, SIMS, etc.) more clearly reflect WI classes and completion of the requirement?

–What kind of warning system could be put into place to notify students approaching graduation of their WI-fulfillment status? Could something similar to the warning letters to students who are eligible to take the CPE be implemented to warn students of the status of their WI requirement?

–How, if at all, can the use of Writing Fellows assist faculty who have completed training but desire classroom support beyond their first semester of certification?

–What should be included in the Guide for WID/WAC Committee members that is being requested by the Steering Committee?

These and many other issues (along with, of course, the responses to the new Bylaws

charges) will occupy the Committee on WID/WAC in the 2007-2008 academic year. Foremost among other issues to discuss should be the creation of a system to deal with student waiver petitions that are received during the summer (annual leave), especially those submitted by prospective August graduates who need speedy consideration of their requests. The Committee should consider meeting once during the summer. The Committee should work with the Senate Steering Committee to determine how this can be accommodated.

For their service on this year's Committee, thanks are due to Prof. Maryann Magaldi and Dr. Kip Montgomery, who completed their service to the Committee on September 1, 2007. (On a personal note, I would like to thank the Committee members with whom I have worked in the last two years as Chairperson, for their untiring support.) A welcome is extended to the new members of the Committee for 2007-2008, Dr. Jeffrey Jankowski (Social Sciences) and Dr. Julian Stark (Biological Sciences and Geology). At the Committee's meeting of May 7, 2007, Dr. Jeffrey Jankowski was elected Chairperson and Dr. Margot Small was elected Secretary.

Respectfully submitted,

Dr. Kip Montgomery  
October 16, 2007