

**Minutes of the Meeting of the WID/WAC Committee**

Date: May 06, 2020 (Wednesday)

Start Time: 12:00 p.m.

Meeting Type: Remote meeting by Cisco Webex Meeting

Attendees:

1. John Talbird (Committee Chairperson, English)
2. Liz DiGiorgio (Art & Design)
3. Jeff Hall (History)
4. Linda Meltzer (Business)
5. Ian Schanning (Physics)
6. Rommel Robertson (Social Sciences)
7. Chris Leary (English)
8. Sanjay Koul (Biological Science and Geology)
9. Robert Donley (WID/WAC)
10. Carla McIntosh (Academy Advisement)
11. Christina Saindon (Speech Communication and Theatre Arts)
12. Stefan Spezio (Writing Center)
13. Raymond Lam (Committee Secretary, Engineering Technology)

1. Vote on Approval of WID/WAC Meeting Minutes of February 26, 2020

- The chair shared the minutes of WID/WAC meeting on February 26, 2020 on members' Webex screens.
- The minutes have been emailed to all committee members before the meeting.
- Vote counts were unanimous.
- The meeting minutes dated February 26, 2020 were therefore accepted and approved by the committee.

2. Vote for New Chair and Secretary of WID/WAC Committee

- Jeff Hall was elected unanimously as the new chair.
- Christina Saindon was elected unanimously as the new secretary.

3. Chair's Last Address to the Committee

- First Task of the Committee – Writing Intensive (WI) Course Recertification
  - The committee is to continue with the WI course recertification project.
  - Recertification project was scheduled to evaluate one third of the WI faculty each year.
  - One third of the WI faculty was evaluated last year.
  - The second one third was not completed this year due to the pandemic.
  - Office of Academy Affair will communicate with faculty members for the project.
  - Chair will work with the Office of Academy Affair to solicit WI documents.
  - Two to three evaluations are assigned to a committee member.
- Second Task of the Committee – Petition for Waiver of Writing Intensive Requirement
  - The committee is to address student's petition for waiver of WI requirement.
  - Student who is under hardship will request the committee to accept classes as writing intensive classes for fulfilling the WI requirement.

- Recommendations for WI Recertification
  - The following items are recommended as requirements in the WI recertification checklist.
    1. Writing intensive is identified on the front page of syllabus.
    2. A paragraph of syllabus explains what it means to be WI.
    3. Campus Writing Center is mentioned on syllabus.
  - Faculty member under evaluation is allowed to submit revised documents for re-certification of a course.
- Incomplete WI Recertification Evaluation by Committee Members
  - Two persons have not completed WI recertification valuations.
  - They are urged to finish the evaluations by the last day of school.
- Committee Meeting Schedule
  - The committee generally meets once in fall and twice in spring.
  - Meeting in October is recommended in fall.
  - Petition has been voted remotely without having a meeting.
  - Selecting actual dates of committee meeting is recommended, as it is suggested by the Steering Committee. Student representative can therefore participate in committee meetings.
- Assistance to New Chair and Secretary
  - Jeff Hall and Christina Saindon are welcome to contact John Talbird and Ray Lam for any question regarding their new roles.

The meeting was adjourned at 12:35 p.m.

Respectfully Submitted,  
Ray Lam

