

Minutes: Committee on Writing in the Disciplines/Writing Across the Curriculum

Queensborough Community College / CUNY

The Academic Senate Committee on WID/WAC met on 9/9/22 at 10 am on Zoom

Committee Members in Attendance:

1. Christi Saindon, Chair, Communication, Theatre, & Media Production (2023)
2. Adam Luedtke, Secretary, Social Sciences (2025)
3. Carla McIntosh, Academy Advisement (2023)
4. James Nichols, History (2024)
5. David Pham, Mathematics & Computer Science (2025)
6. Angela Ridinger-Dotterman, English (2024)
7. (Svetlana)

Liaisons in Attendance:

1. Arthur Corradetti, Dean for Institutional Effectiveness (Liaison to OAA)
2. Melissa Dennihy, English (HIP Co-Coordinator)

Business:

The meeting was called to order at 10:00 am

1. Approval of minutes from May 13, 2022 meeting.
 - Approved by unanimous consent
2. Approval of meeting agenda.
 - Approved by unanimous consent
3. Activity since last meeting:
 - Christi thanked everyone for their help with completing the Annual Report.
 - There are broken links on the website that need to be fixed. If Carla is the website administrator, could she take a look at this?
 - Report on faculty recertification
 1. Christi completed 2 recertifications over the Summer.
 2. Christi wondered if we should revise the recertification checklist (less repetition would be good). We want the syllabus, assignments, rubric. She doesn't see any requirement for adding writing requirements to the syllabus. Christi asked if everyone was good with the edits or had any suggestions about the edits. Everyone was good with the edits. Assuming that, what she'll do is remove the highlighting and accept the (slight) edits to that section.
 3. In the next section, this is where you'll see some significant edits. The idea is to offer 2 choices: either it's great, or you need to re-submit within 14 days if you want to meet the requirements. The time limit is new and will help a lot because in the past faculty waited a long time. Carla

suggested some edits, “Approve and “Not Approved”. I suggested “Revise and Resubmit”. Everyone agreed with the 14-day timetable. Angela and others had more good suggestions for wording.

4. Do we need to have a norming assignment on recertification? Look at rubric, high stakes assignment, syllabus – those are the 3 requirements, as a reminder. Christi would be happy to do a norming session. Nobody said yes, and we all agreed that we can individually check in.
 5. In her email about faculty recertification, Christi mentioned her priorities. One of them is to clean up the Excel spreadsheet of people who need to be recertified. What she tried to do is go back and choose everybody who is not recertified since before 2015. That gave us 76 names, she has them, she’s going to send that list to Deans Palmer and Corradetti and make sure they’re all active faculty members and then have the Office of Academic Affairs send out recertification emails. The pre-2015 numbers are about on par with letting us do 2016 and 2017 next, which keeps us on a 5 year timetable. Then we need to have a serious conversation about how often faculty should be recertified. One of the goals is that by the Spring we’ll have a good idea where we are in terms of faculty response for those who need to be recertified, how many people have responded to the emails, etc.
 6. Dean Corradetti was asked if he wanted to add anything from the OAA perspective. He responded that, no, he thinks that the main changes that the request will come from OAA and the committee takes it from there will hopefully generate a better response and we could discuss next steps at that point. Hopefully it’ll be good because it couldn’t be worse than it has been! Christi said the response has been bad the last few years, although it was good the first year.
 7. Another thing: one of the things the email has NOT included is a timeline for submission or deadline. What do we think? People said 30 days, maybe, that 14 might be a little tight. We agreed on that.
- Student Waiver Requests
 1. The most recent one we reviewed came in late and messy. We have to discuss that one and then move on to one new one that came in. We looked at the materials: discussed the faculty, certification, etc. People know the instructor, the advisor, this is a tricky one, due to subject, student’s need to graduate, status of prof, lack of certification, retirement, adjunct, etc. Another point, it’s by faculty, not course, the WI designation. This comes up every year. Dr. Palmer says they should be exceptions/exceptional, approvals, and not the norm. Adam’s suggestion about a holistic approach was taken well, sometimes the student’s circumstances can and do matter.
 2. Dean Corradetti said that when this committee was formed, we used to receive hundreds of waiver requests, there was a period of time during which students became familiar with this requirement. Over time, the ability to be excused dwindled, because how do you not know this? At

this point, it's a rarity. And it goes back to has the student been mis-advised, or is there info that the course should be WI at a different institution (transfer-related), and comes up with a fair assessment. Frankly, most of the answers are gonna be no, and this is a rarity. If a student reaches this point, it's probably because something went wrong, and they left it out, and unfortunately it's now a problem. This is not a rubber-stamp, you look at it fairly, try to get all the information you need. Christi thanked Dean Corradetti for the input. His knowledge on all these processes is invaluable.

3. Vote on student waiver: 1 abstention, 6 rejections
4. James added that we approve a lot and it's pretty clearcut but we have to draw the line somewhere. It's usually extraordinarily messy, or extraordinarily clearcut.

4. New business

- We will have a student joining us, and they were emailed to join us today but did not respond.
- We have a bylaw problem, because a student on our committee could read other students' private info. So we might have to discuss a possible revision to our committee bylaws. In other committees, the language is "the committee consists of this many faculty and students" and the language says who shall participate and vote only on matters of policy. We can't have students reviewing student waiver requests, because it does violate FERPA provisions. Christi has never done a bylaw revision, is anyone able and willing to do it? Dean Corradetti said that he is happy to help, I think it's very simple, you have your current bylaws, you have an addition, which would be underlined, you vote and send it to the bylaws committee and then to the Senate ultimately for a vote. We need to have a vote first, then send it to Bylaws committee. We can't vote until we have a draft, unfortunately ,to make that change.
- Dean Corradetti noted falling student attendance rate at committees. The good news about this committee and others is if you have a set time, that's how you can recruit. If you wind up with a student rep by the end of the year, you'll be lucky. Christi added that the fact that we don't meet during club hours is a plus, but the overall point is true.
- Melissa reported on how training is going from when we left off in the Spring: discussed temporarily leaving out student samples from people in the training program, it seemed to be the deterrent for people, so we discussed scaling back that requirement. This time, nobody dropped from the training, which is different from the last couple times. She'll keep everyone posted. Other item: distinction between course designated WI, and faculty being designated WI. What happens is course is WI and there's a scramble where she's asked to let a faculty teach it who isn't certified. Apparently this exception was made frequently in the past. As she's become coordinator, she became less comfortable with it, in part because faculty have committed to do training after accepting class and then not following through. So she's been rejecting the requests for exemptions. That said, other CUNY campuses don't have this policy. Some campuses allow their faculty to do

training while implementing. Her concern, especially with covid, is that things come up. I want to nip it in the bud, and not keep making exceptions, but there is an underlying problem of mismatch between WI courses offered and supply of faculty. Dean Corradetti added that he doesn't know if it's a problem that can be resolved completely. Originally, there were a certain amount of courses designated in each program, but then they had to scramble to train faculty. Now the problem arises especially with late changes, adjuncts being assigned, etc. Artie will talk to Sandra and probably they'll have to talk to chairs because that seems to be the root of the problem. Here's a perfect example of where a student could appeal and be approved. But the real issue is let's try to make it happen as rarely as possible, and try to have flexibility with training during the semester. But yeah, we have little leverage. If the faculty drops out, there's not much more we can do. Taking the WI off at the last second is not fair to the students, but we also need to have pedagogical standards. Let's make sure the chairs are handling this problem. This is another reason why all faculty should be trained. Christi added that more people are joining trainings, and eliminating the sample helps, because some people are doing the training just to be prepared for the future. Artie's concern is whether they are leaving off the WI or leaving it on? Why don't we head that off, so that we don't even have to face the problem of the designation that might be unfair to students? Melissa said that she is seeing more adjuncts coming to training, and more awareness by chairs. Artie said that at the very least, faculty member should make an announcement to the class on the first day about any designation change. The provost should make the ultimate decision, if the faculty isn't trained, they should remove the designation and tell the students. Melissa said that there might be resistance if people are hearing that there are other standards at other campuses. Our approach is the right one. We would want faculty to have training. There was good news about a graduate fellow, how to retain faculty in trainings in response to Christi's question on getting faculty engaged and keeping them in. Melissa briefed us on how the upcoming workshop will help. They discussed options for the new cohort of training and how to improve outcomes, there are going to be videos made (by graduate fellow).

- Committee Guide: Christi will be writing it and would love help from anyone.
- Day and time of next meeting was discussed and Christi will let us know.

5. Adjournment

Respectfully submitted,

Adam Luedtke, Secretary, Committee on WID/WAC