



Minutes of the meeting of the WID/WAC Committee, Wednesday, October 19, 2016 in room H-125/126 Conference Room. The meeting began at 12:30pm.

Present: C. Julian Jiménez (committee Chairperson), Kimberly Ambruso, Glenn Burdi, Liz DiGiorgio, Daniel Garbin, Jeff Jankowski, Scott Litroff, James Nichols, Kersha Smith, Areti Tsimounis, Kathleen Wentrack

1. Welcome

Julian Jiménez introduced himself as the Chairperson of the WID/WAC Committee and welcomed everyone. Copies of the meeting's agenda were distributed.

2. Approval of minutes

The minutes from the committee's last meeting were not available due to the fact that Peter Gray, who served as the committee's Secretary last year, has left the College. Julian Jiménez informed the committee that he will attempt to collect that information, and thus the approval of those minutes have been postponed for the next meeting.

3. Election of Committee Secretary

Areti Tsimounis was unanimously elected as Committee Secretary to replace Peter Gray. Julian Jiménez will coordinate with David Moretti for training on uploading information on the College website.

4. Discussion of Committee charges

Copies of the 2016-17 QCC Academic Senate document regarding the WID/WAC committee were distributed. The following items were discussed:

(i) One of the stated charges of the Committee is to "make the final decision on the designation and recertification of any course or section as WI". Given that the Committee receives the list of posted WI courses after the beginning of the semester, the approval of the list has become a formality. Ways to more accurately state the true role of the Committee in this process, were discussed. It was noted that changing the Bylaws is a complicated process.

In response to the recommendations of the Academic Senate:

(ii) The WI program seems to be a successful one on campus given that WI is the only required High Impact Practice (HIP) and that there has been an increase in the number of WI courses. The program can be further enhanced by reinforcing the application of WI within other HIPs. Individuals who could support this effort are Kathleen Landy (CETL) and Victor Fichera (Institutional Research and Assessment).

(iii) E-mail messages have been sent to Department Chairpersons to identify and possibly recruit WI-trained faculty members to serve on the WID/WAC Committee.



(iv) The Committee may be able to improve the certification process if the list of WI courses was received much earlier than the beginning of the semester.

(v) A more complete e-mail list of faculty members teaching a WI class may be compiled through Kathleen Landy, given that CETL oversees all HIPs, or by requesting Writing Fellows to add the faculty member(s) that they are assigned to.

(vi) There has been an increase in the number of Writing Fellows at QCC this year. Different options/interfaces for Fellows to work with their corresponding faculty members remotely were discussed, such as Skype, Google Drive, and Submittable. This issue will be re-visited if there is a lack of Writing Fellows willing to work with QCC faculty members.

(vii) The Committee website will be updated soon with the names of the current Committee members.

(viii) If an issue for the Committee is raised during annual period the Committee members are willing to work and resolve it over e-mail to the extent that it is possible. If a larger issue arises that cannot be resolved over e-mail, the Committee will re-visit.

(ix) The Committee approved the wording of the committee guide as part of the revised Middle States Accreditation Standard.

5. Solidify Committee meeting dates and times

The Committee agreed on scheduling at least three meetings per academic year: one at the beginning of the academic year (in October), one at the beginning of the spring term (in March), and one at the end of the academic year (in April). The next meeting has been scheduled for Wednesday March 1 at 12:30pm.

6. Approve WI classes

Copies of the current list of WI-approved classes were available. For one of the Nursing courses one section was listed three times and two other sections were missing from the list. The committee voted on the assumption that this was a typographical error. The list was approved unanimously, with no abstentions.

The meeting was adjourned at 2:00pm.

Respectfully submitted,

Areti Tsimounis