Meeting convened at 2pm in Building 7, Room 504.

Present: Eric Paul Shaffer, Chair (Language Arts); Doug Madden (Tech 1); Jim Poole (Tech 2); Cynthia Smith (Humanities); Fumiko Takasugi (Social Sciences); and John Vierra (Tech 2)

Introductions

Eric went over the agenda and gave a brief summary of the function of the WI Committee. He noted that the main role of the board is to go through instructor-based applications to determine whether a course taught by a particular instructor meets the criteria necessary to certify the course as a Writing Intensive course.

Board members introduced themselves.

Committee Meeting Procedures

Eric noted that there would be at least one meeting of the WI Committee each academic year in order to review and update policies and procedures, address new questions and issues, meet and orient new members, and attend to the great volume of applications for WI certification and re-certification. In extraordinary conditions, committee members may need to be ready for more meetings and applications. He also noted that there may also be occasional e-mail updates from him to keep committee members apprised of issues and developments.

Certification and Re-Certification Deadlines

Eric announced that applications for both certification and re-certification for WI course instructors should be delivered to the WI Committee Chair by Thursday, October 3, at 5:00 PM.

He noted that an updated chart of where different courses are located in the process of their certification/recertification is now up on the Intranet. Everything has been updated to reflect where courses taught by specific instructors stand now. WI instructors will be individually notified. This notification includes ALL late applications, applications for the Spring 2014, and applications for Fall 2014. He also mentioned that due to his possibly going on sabbatical in the Spring, he wanted to make sure all WI instructors were prepared during his time away.

Certification and Re-Certification Procedures
Eric explained that review procedures for approving certifications and recertifications for WI instructors are straightforward. All committee members will be provided with copies of the applications (cover sheet, application form, and supporting documentation including syllabus). Each application will be topped with a sign-off sheet, which will require a signature, and then offer a box or blank to indicate approval with revisions. Committee members can write in detail what they would like to see revised. The WI Committee Chair will then work with the instructor and provide the final check. Once all WI Committee members have signed off on a WI course, the instructor will be notified of approval with a letter.

Doug asked if he could be provided a list of things to look for when certifying or recertifying a course as WI. Eric and Cynthia responded that what needs to be clarified in the applications for certification or re-certification is fairly straightforward. Basically, four questions need to be addressed by the instructor (these are on the form). Re-certification applications will require the instructor to have done some assessment on the course in the past and a discussion of what the instructor will do, given the results of the assessment.

Eric reiterated that he will do the first step, and go over with the instructor what is necessary for the instructor to address, and get it ready for final review by the committee.

**Update:** Eric emailed the committee on 9/17/13 addressing a question from Jim regarding this issue in certifying two courses that needed to be expedited through the process.

Eric’s reply: “As the Chair, I have already reviewed the applications for completeness, and I only pass along to the committee the applications that I am already satisfied with. In other words, the applications you receive from me are already ones I am ready to approve. Thank you for the question, and I hope this response is useful.”

**General WI Meeting**

All WI instructors will be notified of the mandatory meeting of all WI instructors for the AY 2013-2014 by e-mail. This meeting will occur on October 11, 2013 at 1:00 PM. Eric explained that as part of the meeting, a norming session including all of the attending WI instructors will take place. Together, we will examine four or five student papers and discuss our approaches and strategies for assessing their quality and grades.

Members of the WI Committee are invited to attend the meeting.

**Course Evaluations and Assessment**

Traditionally, the HCC WI Program has provided students with WI course evaluations every semester, and that procedure will continue as it always has. Every semester, the WI Committee Chair will assure that each WI course has its own WI course evaluation. WI Committee Chair will also assure that, as they have in the past, the WI course evaluations will be provided to each instructor in the designated WI folder in the instructor’s Laulima account.
Student course evaluation results are included by the instructor in discussions of assessment for re-certification.

Cynthia and Jim noted that we will need to address the issue of “closing the loop” as a WI committee. We need to not only accumulate data but also compile and analyze the data. We would need to look at the cumulative data and note the trends. It was suggested that we use some of the time at the General WI meeting in October to go over the data. We can see where we are strong and where we are weak. Cynthia mentioned that there is still 2011 data we have not yet examined, since 2009 data seems to be the most recent data that we have available on the Intranet. As a committee, we will need to have some more recent data to show the visiting accreditation team.

Some discussion of embedded assessment versus knowledge surveys ensued. Cynthia volunteered to work on some systematic analysis of the cumulative data available.

The D Grade in WI Courses

Eric reported that currently, the best information he could get on the meaning and value of a D received in a WI course is that:

At Honolulu Community College, a student who earns a D in a WI course DOES NOT receive WI credit toward a degree.

At UH-Mānoa and at UH-Hilo, a student who earns a D in a WI course at Honolulu Community College DOES receive WI credit toward a degree. The same is very likely true at UH-West O'ahu.

At this time, the only way to assure that a student who earns a D in a WI course does not receive WI credit at a UH four-year institution is to assign the student an F or an N.

Other matters

Eric stated that he continues to look into the WI policies of our campus and those of other campuses; namely, Manoa. For example, while at HCC, 60% of a WI course grade must be based on writing assignments, there seems to be a lack of consistency on this in the UH system. He will continue to update the committee of discussion that occurs at the system level.

**Update: Since the meeting, the committee has read three submissions at the time of this draft: HIST296, WS151, and ENG257C.

Meeting was adjourned at 2:47pm.
Minutes respectfully submitted by Fumiko Takasugi