Notes from WI Focus Board Committee meeting
Friday, October 31, 2014  Convened: 10:00 Ended: 10:50
Present: Eric Shaffer, Doug Madden, Jim Poole, Fumi Takasugi, Cynthia Smith
Absent: John Vierra

I. Committee Membership
Membership of the WI committee will be changing in the future due to decisions made by the Liberal Arts and CTE Gen Ed Boards. In the future, there will be no CTE faculty on this committee since no faculty in these programs teach WI courses.

II. Committee Meeting Procedures
The meeting schedule of the committee was made clear: it meets once a year, with additional meetings called as needed.

III. Certification and Re-Certification Application Deadlines and Procedures
The current process of review and certification was clarified. Applications for certification (for new WI courses) are accepted on a rolling basis throughout the year. The process is done primary online with application packets sent to members. Only the signature page for approval and comments is submitted in hard copy to the Chair for archiving. Once review is complete, all electronic copies of applications and supporting materials are to be deleted.

Recertification timetable with deadlines for each WI course is posted. Chair sends multiple reminders to faculty who have a pending recertification deadline. The cycle is 3 years after initial approval; then every 5 years after the first recertification.

Chair will send out reminders to the campus as a whole of WI submission process.

Chair is creating a FAQ for faculty regarding this process and solicited committee members to suggest topics to include.

IV. General WI Meeting in November
Meeting will take place during first two weeks of November. Will include update announcements and norming session; will also include looking at some results from the survey and discussion on these outcomes. Was discussed that need to find ways to increase number of faculty coming. Can indicate it is required but cannot make it mandatory.

V. WI Course Evaluations
The WI evaluation for students in WI courses continues to be conducted each semester. There is still work to be done in promoting more faculty to give to students, and to encourage more student involvement.
VI. Assessment
Assessment activities undertaken:
* Every semester, WI evaluation survey conducted
* Results discussed at Fall WI faculty meetings. Areas for improvement part of discussion.

Was discussed that in addition to semester evaluation surveys, will carry out an imbedded assessment in coming semesters. Chair will discuss with former Marcia Roberts-Deutsch (former Chair) regarding logistics and process for carrying out imbedded assessment of student written work.

VII. New Business
Suggestions were sought for increasing faculty and student participation in the WI survey. Some included: promote students taking the evaluation on their phones/tables in class (easier than taking to computer labs); promoting class performance as a whole and extending rewards for high percentage of completion.