

**QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK**

**COMMITTEE ON WRITING IN THE DISCIPLINES/
WRITING ACROSS THE CURRICULUM (WID/WAC)**

**ANNUAL REPORT
ACADEMIC YEAR
2011 – 2012**

Membership

Officers:

Dr. Kathleen Wentrack (Art & Design), Chair
Dr. Karan Puri (Mathematics), Secretary

Members:

Prof. Marvin Gayle (Electrical and Computer Engineering Technology)
Dr. Julie Pigza (Chemistry)
Dr. Julia Rothenberg (Social Sciences)

Liaisons/Designees

Dr. Paul Marchese (Academic Affairs), President's Designee
Prof. Lawrence Bentley (Nursing), Steering Committee Designee
Prof. Diane Carey (Speech Comm. & Theatre Arts), Committee on Committees Designee
Dr. Megan Elias (History), Director of the WID/WAC Program
Susan Budhoo, Student Designee

Committee Meetings

The WID/WAC Committee met three times during the 2011-2012 Academic year. The meetings were held on the following dates: October 12, February 29, and May 16. The minutes for each of the meetings are available for review on the website for the QCC Academic Senate. The Committee acknowledges the service of the secretary, Dr. Karan Puri, in preparing the minutes. In addition, five waiver requests were coordinated via email during the summer months and one during the January intersession as they were submitted to the Committee by Dr. Paul Marchese of Academic Affairs.

Summary of Committee Work

Bylaw Charges and the Committee Actions

(1) Bylaw Charge: Oversee and make recommendations to the Academic Senate related to the WID/WAC Program.

Over the course of the academic year, the Committee discussed and made clarification edits to the wording of the charges of the WID/WAC Committee. These changes were submitted to the

Academic Senate Steering Committee and the Bylaws Committee at which time it was noted that there is a discrepancy between the WID/WAC Committee charges listed in the Bylaws and the charges listed on the Committee's website. (The recommendations the WID/WAC Committee approved are attached as an Appendix to this report.) After analyzing notes and a discussion between the current Chair and the previous WID/WAC Committee Chair, Dr. Jeffery Jankowski, it was noted that the charges listed on the website have been the charges followed by the Committee for at least the past four academic years (these are also the charges listed and reviewed under the Summary of Committee Work in this report). At the end of the academic year, David Moretti of the Academic Computing Center located all electronic files relating to the WID/WAC Committee since its inception as a special committee of the Academic Senate before it was a full committee. The current WID/WAC Committee Chair, Dr. Kathleen Wentrack, then met with the Bylaws Committee Chair, Prof. Linda Meltzer, at which time it was decided that the moment of discrepancy or change must be located and understood. Due to the immense amount of paper work that must be analyzed, including the WID/WAC Committee's archives in the Library, it was agreed that additional time was required. To these ends, Dr. Wentrack was appointed as the Steering Committee Designee for the 2012-2013 Academic Year to assist in the research and resolution.

The Committee made no further recommendations to the QCC Academic Senate during the 2011-2012 Academic year.

(2) Bylaw Charge: Review and recommend changes in the criteria for a writing intensive (WI) class to the Academic Senate for its approval.

The Committee made no recommended changes in the criteria for a writing intensive (WI) class to the QCC Academic Senate during the 2011-2012 Academic year.

(3) Bylaw Charge: Oversee a continuing WID/WAC Faculty Professional Development Program with the Office of Academic Affairs.

The Director of the WID/WAC Program, Dr. Megan Elias, attended all meetings keeping the Committee informed of developments in the Program. Dr. Elias informed the Committee that the WID/WAC Program was developing its own assessment tools. Dr. Elias also updated the Committee on the switch to one-year writing fellows and the ten-week orientation for new faculty which will include WI training.

(4) Bylaw Charge: Hear and decide student cases requesting a waiver from any WI degree requirements.

The Committee continues to spend less time hearing and deciding requests for WI course requirement waivers. This change can be attributed to better clarification in the online registration system, improvements in advising students on this requirement, and a greater knowledge of this requirement on the part of faculty, staff, and students. More WI courses are being offered online to accommodate students' varying schedules.

In general, the number of waiver requests presented to the committee differed each meeting. The Committee carefully considered and deliberated each case. In total, fourteen waivers were granted, five denied, and one deferred for additional information. Also, the Committee had a

Blackboard group established as a communications tool that was also used for waiver request discussions. This Blackboard group reduced the required monthly face-to-face meetings allowing the Committee to be equally effective with fewer meetings.

The Committee acknowledges the considerable time Dean Paul Marchese from Academic Affairs spent in preparing the cases for the Committee and thanks him for his assistance.

(5) Bylaw Charge: Provide a list of current WI certified classes and the instructors certified to teach WI classes to the department chairs that will make the final decision on the designation of a course or section as WI each semester.

The Committee read through and approved all WI class sections with attention given to ensure a diverse offering of courses to meet the needs of the students. All course offerings with WI designations during Fall 2011, Winter 2012, and Spring 2012 were approved unanimously by the Committee.

(6) Bylaw Charge: Insure through a certification and recertification process that all classes designated as WI meet the criteria for a WI class.

The Director of the WID/WAC Program kept the committee informed of the status of the training of new faculty teaching WI sections. Course sections designated as WI had faculty who were WI certified.

(7) Bylaw Charge: Provide the Committee on Committees with a list of faculty members who are participating in the WID/WAC program.

The Director of the WID/WAC Program provided the Committee with a list of faculty who were eligible to teach WI courses (i.e. faculty who went through the WI training). This list was forwarded to the Committee on Committee's Chair.

Matters of Interest

- New voting procedures were discussed per advisement from the Steering Committee of the Academic Senate. The Committee agreed to record all votes on paper with the respective voter's initials and the Committee Chair will submit this paperwork to the archivist in the Library.
- As Prof. Marvin Gayle will be leaving at the end of the 2011-2012 Academic year, the Committee would like to thank him for his service. Dr. Kathleen Wentrack will continue to serve the Committee as the Steering Committee Designee.
- The alternate and Steering Committee Designee Dr. Julie Pigza joined the Committee in the beginning of the year as Dr. Edward Volchok was elected to the Committee on Committees. The Committee on Committees then appointed Prof. Lawrence Bentley as alternate and Steering Committee Designee.

- For the upcoming 2012-2013 Academic Year, Drs. Karan Puri, Julie Pigza, and Julia Rothenberg will remain on the Committee. The Committee welcomes new members Dr. Julian Stark (Biological Sciences and Geology) and Prof. Lawrence Bentley (Nursing).
- The Committee elected Drs. Karan Puri and Julie Pigza to serve as Chair and Secretary, respectively, during the 2012-2013 Academic Year.
- The Chairperson would like to thank all members who served on the Committee throughout the academic year.

Respectfully submitted,

Dr. Kathleen Wentrack
Chair, 2011-2012

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APPENDIX

The WID/WAC Committee voted on October 12, 2011 and on February 29, 2012 to amend the Committee charges as indicated below. Only the sections with changes are listed below which include membership and charge number 6. The additions are bolded and the deletions underlined.

Text change:

"Membership: **The** director or **one** co-director of the WID/WAC Program, who shall serve as ex-officio members without vote, five faculty members who are certified or participating in the WID/WAC Program from a cross section of disciplines and departments, and one student."

Rationale:

The Committee agreed that the opinion of a WID/WAC Program director should be included in the voting process of the Committee.

Text change:

"6. **Review the list of** Insure through a certification and recertification process that all classes designated as WI **and encourage diverse course offerings across disciplines.** meet the criteria for a WI class."

Rationale:

Historically, the Committee has regularly approved a list of WI designated courses to insure a broad selection of courses across disciplines. Secondly, it is unrealistic to state that the Committee can ensure that ALL WI classes meet WI criteria. Thirdly, the Committee has traditionally overseen the certification process of faculty, not classes.