Course Designation Process

I. Course Planning Process
   [This should take place in conjunction with the submission of construction sheets for each semester.]

   A. Coordinator calculates rough numerical goals for Writing Intensive offerings, and, queries department chairs about their planned offerings for the next semester.

   B. Department chairs consult with WAC Coordinator and FASN Dean’s office regarding levels of Writing Intensive offerings in their department, including a discussion of any difficulties they foresee in meeting these responsibilities.

II. Course Development Process
    Once a department chair has declared the intention of designating a particular section of a particular course with a particular instructor as Writing Intensive for a particular semester:

    A. The Coordinator contacts that instructor, enclosing an “Orientation Package” of materials concerning WAC standards, resources for teachers, sample syllabi, etc.

    B. When ready, the faculty member submits supporting materials (course description, syllabus, sample assignments, etc.) in electronic form to the online WAC Faculty area.

    C. Once materials have been submitted, the Coordinator passes them on (electronically) to a subcommittee of two or more WAC Advisory Committee members, who then review the materials, discuss them among themselves, and communicate suggestions to the instructor regarding the Writing Intensive elements.

III. Course Review Process

    A. The subcommittee of reviewers makes a recommendation to the overall committee, which can then designate the course as “Writing Intensive” (or not, in rare cases).

    B. The Coordinator makes sure that the course is properly listed in the Schedule of Classes, and on the WAC website.

Timetable: It is anticipated that the full designation process as described above, including Course Planning, the Course Development Workshop, and formal Course Review by the WAC Advisory Committee, will be in place for all writing intensive courses to be taught in Spring 2005, whether they have been taught before or not.

[Approved by WAC Advisory Committee 4/19/04]