

**UH System-wide Standing Committee on Written Communication
Annual Writing-Intensive Report
Spring 2014**

This form is based on the document “Procedures and Policies for University of Hawai’i Writing-Intensive Programs to Provide for Inter-Campus Articulation of Writing-Intensive Course Designations, April 1988.”

According to the 1988 Inter-Campus Articulation agreement, each campus will annually submit to the System-wide Standing Committee on Written Communication a description of how its Writing-Intensive (WI) program addresses the concerns listed below. Campus WI Program Directors may provide supporting or qualifying details in the blank spaces provided or may append additional materials as needed.

Upon receipt of each description, the Committee will review, advise, and recommend action on inter-campus articulation of the campus’s WI courses.

Campus:

Writing-Intensive Program Director:

Report submitted by (name and title): Donna Moore, Assoc. Prof. of English
Writing Intensive Committee, Chairperson

Date: April 21, 2014

I. PROGRAM SUPPORT

Personnel

1. Is the program directed by a person who has been appropriately appointed and given appropriate released time to supervise the program? (*Note: The Committee has interpreted “appropriate released time” as “support that is appropriate for the program’s current size and state of development.”*)

The WI Coordinator does not receive release or reassigned time for coordinating the WI program. The Writing Intensive Committee (WICC) is an ad hoc committee of the Hawaii Community College Academic Senate.

2. Who assists the director in supervising the program? (e.g., Faculty Board, student assistant)

We have a Writing Intensive Curriculum Committee(WICC) that assists with the WI program. The WICC consists of faculty representatives from each of the four Liberal Arts Departments: English- Robyn Gartner, Humanities- Meidor Hu, Social Sciences- Noelle Rodriguez, Mathematics and Natural Sciences- Denise D’Haenens-Luker.

3. Do the director and board members have adequate professional/secretarial/clerical assistance to support their work and maintain records necessary for articulation of WI courses?

The WI Coordinator does the clerical work. Additional help may be needed as the number of Writing Intensive instructors and courses increases. For assessment purposes additional support would also be necessary.

4. Does a network of support exist for instructors of WI courses?

Writing Intensive instructors receive support from the WI coordinator, the WICC members and the Writing Lab Coordinator in the Learning Center. The WI coordinator and the WICC members orient and assist instructors. The Writing Lab coordinator offers support by instructing tutors in techniques for helping students from WI classes.

Overall Teaching Load and Class Size

5. Are classes designated as WI limited to 20 students so that effective interaction between instructor and student can occur?

Yes. Following the discussion in this committee and the memorandum to the CCAOs in 2010, class caps have been maintained, and “bundling together” of WI-non-WI classes has not occurred.

6. Are teaching loads of instructors such that courses can be planned for and carried out in a way that is true to the spirit of the WI guidelines and that does not add unreasonably to the overall workload of the instructor?

The class cap of 20 makes carrying out the WI guidelines feasible. However, the typical course load is a heavy one consisting of 4/5 courses per academic year. The course load (4/5) is the same for WI instructors as for other full time instructors.

7. Is the teaching of WI courses appropriately rewarded in review processes, including tenure and promotion?

The resolution sent out following discussion in this committee was helpful in reminding faculty to recognize and reward the teaching of WI courses.

Student Needs

8. Are enough WI courses offered so students can meet graduation or degree requirements?

Yes. Currently HawCC requires Liberal Arts students to take one WI course for the AA degree. The courses offered adequately meet the degree requirements for our population.

Fall semester 2013: 8 WI classes were offered in Hilo, and 5 WI classes were available in West Hawaii.

Spring semester 2014: 6 WI classes were offered in Hilo, and 6 WI classes were available in West Hawaii.

9. Are WI courses clearly designated in class schedules?

The WI courses for Hawaii CC and W-Hawaii campus are listed under a special section entitled *Writing Intensive* in the *Courses Available* for a specific term when students view the *Registration Information*. In addition they are listed within their specific discipline sections online. Each WI course carries a **W** following the course number, and a **WI** in front of the course title.

10. Are students advised about the availability of and purpose for WI courses through regular campus publications?

Students are advised about the availability and purpose for WI courses through the school catalog, the online registration listing, and during advising sessions. They also receive information through *STAR*, their online advising program that lists courses and requirements yet to be completed for graduation.

11. Can students who need help on writing problems get help, either from instructors or from staff in a writing workshop or laboratory?

Students have help available in The Learning Center from their WI instructors, from writing tutors, or the Educational Specialist either on a walk-in basis or by appointment.

12. Are WI designations recorded and explained on student transcripts?

The courses are noted on the transcript with a **WI** in the course title, and with a **W** following the course number.

Budget

13. Have adequate funds been provided to support the program?

No separate funding exists for the WI program presently; however, I assume additional resources could be requested from the VCAA, if needed for future projects or in response to growing program needs.

II. COURSE DESIGNATION PROCESS

1. Is the WI designation process reasonable, explained to faculty, and followed regularly by program administrators?

The WI coordinator makes WI reports at Faculty Senate meetings, and emails all faculty requesting proposals and notifying faculty of proposal deadlines. The representatives from each area also inform their respective departments about WI proposal due dates at department meetings. The WI coordinator and the WI committee members meet to review proposals. After review of all proposals, the WI committee recommends only those course proposals that meet the WI guidelines to the Vice Chancellor for Academic Affairs for final approval.

The WI coordinator and representatives on the Writing Intensive Committee (WIC) inform faculty of the writing intensive proposal steps and requirements by:

- Consulting individually with potentially interested faculty
- Posting information about procedures, guidelines, deadlines and proposal forms on the HawCC website.

2. Does the designation process include the following:

a) Publicizing the hallmarks of writing-intensive courses

Yes, these hallmarks accompany the proposal forms for faculty making WI proposals. In addition, the WI coordinator meets face-to-face and explains the WI guidelines to faculty members who have not previously taught a WI course. Proposers can also view the *Hawaii Community college Guidelines for Writing Intensive Courses* posted on the HawCC website.

b) Soliciting proposals from individual faculty members

The WI coordinator and the WI committee members provide information about proposals and solicit proposals each semester.

c) Reviewing proposals

The WI coordinator and the WI committee members review proposals each semester.

d) Approving the designation of courses as writing-intensive

After review by the WI coordinator and committee members, the proposals are submitted to the

VCAA for final or official approval.

e) Notifying appropriate personnel of such designations

The VCAA signs the proposal, and sends copies of the signed proposal to the WI coordinator, the Dept. Chairperson, the Academic Support Specialist, and the WI coordinator. The class can then be listed as WI, and included in the course offering for the semester by the Academic Support Specialist if the Chairperson wants to schedule it.

3. Does the program offer an option for WI designations that extend beyond a single semester? If yes, please add a brief description of the option. [added Spring 1998]

Instructors are certified to teach WI classes for five years, but are asked to submit a current syllabus, an updated version of major writing projects, and a WI evaluation each time the course is taught.

III. EVALUATION PROCEDURES

1. Is there a program of evaluation that assesses WI courses to see if they are doing what they are supposed to do—help students improve their writing?

End-of-semester instructor and student evaluations are used to maintain the integrity of the WI program. The WI coordinator also asks WI instructors to submit a current course syllabus and a sample of major writing assignments. After reviewing these materials, the WI coordinator and WICC meet to discuss any offerings that do not appear to meet the WI guidelines.

2. Do program supervisors monitor the progress of students as they move through WI courses?

No.

IV. FACULTY TRAINING PROGRAM

1. Are training programs in WI course instruction required or provided for faculty who want to participate in them?

Training for faculty is provided on an individual and as needed basis. It is not mandatory.

2. Are orientation sessions provided at the beginning of each semester for instructors new to WI course instruction?

Yes, orientation is available and provided by the WI coordinator upon request. The WI committee members share information about the proposal process and WI course instruction with individuals in their respective departments.

3. Are resources provided for instructors who want or need help in planning and teaching WI courses?

The WI coordinator, WI committee members, and the Learning Center staff serve as resource people. WAC Institute has also been an invaluable source of support; I hope our campus will fund prospective WI instructors to attend this workshop when it is offered.

If you have additional information for the committee, please submit it with this form.

Please see attachment: WI Courses Offered at Hawai'i Community College for Academic Year 2013 and 2014

Hawaii Community College
WI Courses offered for Academic Year 2013-2014

Writing Intensive Courses offered for Fall 2013		
Course Alpha, Number and Name	Instructor	Originally approved
ART 101: Introduction to the Visual Arts	Violet Murakami	03/2010
ENG 103: Critical Reading, Thinking, Problem Solving	Caroline Naguwa	02/2007
ENG 204: Creative Writing	Caroline Naguwa	09/2006
ENG 256: Types of Literature: Poetry and Drama	Robyn Gartner	10/06/13
ENG 257A: Themes in Literature: Hawaii	Robyn Gartner	10/06/13
		09/22/99 02/2006 renewed
GEOG 102: World Regional Geography	Nan Elmer	
HIST 274: Writing Personal History	Richard Stevens	10/2007
PHIL 101: Introduction to Philosophy: Morals and Society	Elizabeth Shaver	10/04/12
PSY 100: Survey of Psychology Hilo/West Hawaii	Gwynne Pacheco	9/12/01
PSY 275/HUM 275: Psychology and the Expressive Arts Hilo/West Hawaii	Trina Nahm-Mijo	10/31/01
WS 151: Women's Studies	Lucy Jones	2/2012
WS 151: Women's Studies	Trina Nahm-Mijo	2/06/97

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Writing Intensive Courses offered for Spring 2014		
Course Alpha, Number and Name	Instructor	Originally approved
AJ/HSER/WS 256: Domestic Violence and Child Abuse	Willow Aureala	10/25/12
ENG 204: Creative Writing	Caroline Naguwa	02/2006
ENG 255: Types of Literature: Short Story and Novel	Robyn Gartner	09/2011
ENG 257A: Themes in Literature: Literature in Hawaii	Betsy Morrigan	10/14/99
ENG 257A: Themes in Literature: Literature in Hawaii	Robyn Gartner	2/2011
HD 234: Human Development: Aging	Lucy Jones	10/04/12
HIST 274: Writing Personal History	Richard Stevens	10/2007 3/2013 renewed
PHIL 101: Introduction to Philosophy: Morals and Society	Elizabeth Shaver	10/04/12
PSY 275/HUM 275: Psychology and the Expressive Arts	Lucy Jones-Voisey	10/2010
PSY 275/HUM 275: Psychology and the Expressive Arts Hilo/West Hawaii	Trina Nahm-Mijo	10/31/01 10/06/13 renewed
SCI 124L: Introduction to Environmental Science LAB	Pamela Scheffler	10/06/13
WS 151: Women's Studies	Lucy Jones	2/2012
WS 151: Women's Studies	Trina Nahm-Mijo	2/06/97