Minutes

Attendees: Chris Ault, Rita King, Andrew Lamortacella, Christopher Murphy, Anne Peel, Nina Ringer, Catherine Rosemurgy, Stephen Tomkiel

1. Review of 9/20/23 Minutes
   ● Approved

2. Review of Updated College Core Designation Proposal form
   ● Suggestion to build parallel Google form for Writing-Intensive
   ● Add check boxes for different outcomes in section 1
   ● Add Yes / No to Section 3
     ○ Does your syllabus include the relevant College Core learning outcome?
   ● Section 4
     ○ Do separate boxes for each 300 word prompt
     ○ Have a selector, how many designations are you applying for?
       ■ Give them three text boxes for each designation

3. Discussion: Submission Requirements for Writing-Intensive Proposals
   ● Recommendation: Create Google Form based on Writing Intensive Cover Sheet requirements
     ○ Include a Yes / No: “Did you include the Written Communication Learning Outcome in your syllabus”
     ○ Nina will draft question prompts, Stephen will draft Google form
○ Rubric “or other guidelines / instrument” requirement
  ■ Send a sample for an early assignment
  ■ Send a sample of an end-of-term assignment

○ Add a requirement for chair statement of support

● Nina will draft question prompts, Stephen will draft Google form

4. Discussion: Dual Enrollment Writing Courses

● No updates / continued discussion for 10/4/23 meeting

5. Proposal Reviews
  a. PBHG 376 / 521 - Behavioral, Social, and Cultural Perspectives
     i. PBHG 376 - Approved with minor revisions
     ii. PBHG 521 - Approved with minor revisions
  b. COM 394 - Writing Intensive
     i. Not reviewed, will be reviewed at next meeting