

## **WRITING COMPETENCY SUBCOMMITTEE**

The Writing Competency Subcommittee is a Standing Subcommittee of the Academic Policy and Planning Committee (AP&P).

The Subcommittee consists of:

1. Nine faculty, including one person from each school, typically someone involved in the teaching of "W" Courses, and a member from the Writing Program in the English Department.
2. One student appointed by the President of the Associated Students.
3. Ex-Officio: The Vice President for Academic Affairs or designee whose duties are closely related to the Subcommittee's area of concern.

In addressing its area of concern, the Subcommittee is charged to:

1. Establish standards for the writing competency expected of students at the different stages in their completion of the University's writing requirements including the development of a time-table for complying with these requirements. Special emphasis will be placed on the minimum standards for graduation which are those standards adequately preparing students for their careers.
2. Study the extent and nature of the writing deficiencies of our students, particularly of those graduating, and prepare recommendations for policy changes needed to ensure that all of our graduates become at least minimally proficient in writing.
3. Establish testing procedure objectives for determining student writing competency, and review testing results from university-wide writing competency examinations.
4. Develop programs and policies to assist faculty in the conduct of writing courses and in the incorporation of a writing component in all other courses in the curriculum.

5. Approve or disapprove the addition of any new writing course, and periodically review existing writing courses.

In general, within its area of concern the Writing Competency Subcommittee will interpret and apply existing policy in order to recommend operational decision to the Vice President for Academic Affairs (VPAA). Within its area of concern, the Subcommittee will also be responsible for initiating the formulation of new policy or the alteration of existing policy for substantive review by AP&P. AP&P may on occasion request the Subcommittee to prepare policy proposals on specified topics for review by AP&P.

The Academic Policy and Planning Committee (AP&P) is the final policy-recommending committee for the Academic Senate, but any alterations by AP&P to policy recommendations coming from the Subcommittee will normally take place only after appropriate consultation by AP&P with the Subcommittee. Appropriate consultation here means that in the event AP&P wishes to alter policy recommendations coming from the Subcommittee, AP&P or its assigned representatives will meet with the Subcommittee to present AP&P's proposed changes and to hear the Subcommittee's views on those proposals. AP&P will then reconvene to reconsider its proposed changes in light of the Subcommittee's views before AP&P forwards its final recommendation to the Academic Senate.