

**Minutes of the GVAR Committee Meeting  
December 3, 2010  
ASU 311**

In attendance: Colleen Dunagan, Susan Platt, Linda Sarbo, Rick Tuveson, Karin Griffin, Mark Wiley, Rebekha Abbuhl, Bron Pellissier, Nathan Jensen, and Gary Griswold

- 1. Approval of Agenda: MSP**
- 2. Minutes of meetings on November 19, 2010: MSP**
- 3. Announcements:**
  - a. Exception to Policy discussed at previous meetings (off-campus cohorts be allowed to pursue other options besides passing the WPE) – Rebekha has communicated with Lisa Vollendorf, and they have made arrangements for taking the request to the Senate.
  - b. WPE reading tomorrow, Saturday, December 4, 2010.
- 4. Policy revision:**
  - a. Nathan, Rebekha, Susan, and Gary:
    - i. Met and drafted an outline of the GVAR policy revision, which has been distributed to the committee today.
    - ii. Discussion: Sections two and three seem to be the most vital in terms of content revisions.
    - iii. Linda is drafting the overview, Susan is drafting the diagnostic assessment, Gary and Rebekha are drafting the undergraduate pathways, Nathan is drafting the graduate pathways.
    - iv. Mark will help with overview, Lori and Carol will help with diagnostic, Colleen will help with the GVAR Committee Charge/membership.
    - v. December 17, 2010 rough drafts emailed to each other and more formal drafts by January 17, 2011 emailed to each other, so that we can work towards complete draft to committee by first meeting in February.
    - vi. The importance of the timeline chart for the policy revision is that it will document our efforts to consult all of the various constituents throughout the process.
    - vii. Committee agreed to add consultations with Executive Committee/Lisa Vollendorf in late February and a consultation with English Department.
    - viii. Issue raised that we need to be clearer about why we are consulting various groups and when the best time to do this aspect is. Suggestion that we need to consult smaller campus groups prior to taking it to CEPC and GEGC.
    - ix. Committee agreed to move the consulting process up to the beginning of February, and we will focus on presenting larger conceptual issues of revision, framing the consultation as informational while still collecting responses to share with this committee. Prior to formally submitting the revision to CEPC, members who are normally involved with CEPC and GEGC will share the process with them on an informal level as we go.
- 5. Questionnaires:**
  - a. Drafts of faculty and student questionnaires.
  - b. Suggested revisions
    - i. On faculty change “important” to “which do you emphasize”.

- ii. Change order of items listed to reflect the writing process etc.
- iii. Add box that says “All of the above”.
- iv. Add a statement on page two, saying “Students are receiving enough writing instruction.” And then adding boxes to check “Agree”, “Disagree” etc.
- v. Van Novack (Institutional Research) maintains an accurate list of all faculty and student emails and could send the questionnaire out to all of them. He will need to get permission from Tom Enders for the student email. Google Documents automatically tallies the data and Rebekha can review/monitor. Agreed to send the questionnaire out during the second week of classes. And mention to Lynn Mahoney that we are planning on moving forward with the questionnaire.
- vi. Suggestion to modify language on student questionnaire under what do you struggle with the most: change “writing process” to “planning and “; modify order of items as on the faculty one. Split “evaluating and incorporating source materials” into “Evaluating source materials” and “Incorporating source materials – paraphrasing, quoting, summary”. Revise top so to indicate how many units (0-30, 31-60, 61-90...) completed as well as undergrad, grad, and post-bac (certificate or credential), and add department. Add a statement that “I am satisfied with the quantity of writing instruction I have received.” Position “evaluating and incorporating source materials” in the top half of list of aspects of writing. Add question about English as second language or first. Add question asking if they are a transfer student or not.
- vii. Rebekha will revise the questionnaires today and send out today so that we can look at and provide and feedback.

**6. GWAR Coordinator’s Report:**

- a. No waivers to consider
- b. No items to report

**7. WPE Development Committee Chair’s Report:**

**8. Next meeting is February 4, 2011 from 1:30 to 3:00 PM.**

**9. Meeting adjourned at 2:25 PM**

Respectfully submitted,

Colleen Dunagan

(These minutes were approved on 2/4/11.)