



Committee approved: 11/30/2017
 Sent to ACC: 11/30/2017
 ACC Approved: 12/5/2017

COMMITTEE ON UNDERGRADUATE EDUCATION
 Meeting Minutes of October 26 2017

Meeting Location: Old Main 465

CUE Chair Donna Qualley called the meeting to order at 4:03 pm, welcoming a total of 18 attendees (roster attached).

Meeting minutes of 12 October 2017 were approved with roster corrections.

REPORTS AND ANNOUNCEMENTS

- Steve VanderStaaay provided an update on Senate [Bill 5234](#) and its potential impacts on Western's acceptance of transfer credits for AP exam scores of 3. WWU representatives have voiced faculty opinion that GUR credit should only be given for scores of 4 or higher, and elective credit given to scores of 3. VanderStaaay will continue to keep CUE updated on any new developments.

DISCUSSION ITEMS

Draft Writing Proposals for Priority Area 1: *CUE Chair* Donna Qualley presented an updated draft of the Writing Proposals for [Priority Area 1 in ACC Report on Recommended Improvements to General Education](#). The following revisions were discussed:

- [Because CUE found it confusing to talk about a second required writing course that was called 1b and felt students were likely to be confused as well, CUE utilizes the following proposed revision to ACC's numbering throughout its draft writing proposal:](#)

ACC	CUE
W1a	W1
W1b	W2
W2	W3
W3	W4

- Changed the Writing Proficiency (WP) requirement so designation is based on the amount of time devoted to writing instruction rather than calculating a percent of the course grade based on writing assignments. CUE expects to discuss how much time is adequate for writing instruction for each of the W levels at a future meeting.
- Discussed the possibility of requiring professional development training for anyone who intends to teach W2 courses. Some CUE members suggested that professional development is necessary for instructors to consistently improve student writing skills and prepare students for W3 and W4 courses.
- Agreed that it is important to include explicit emphasis on sentence-level conventions and organization particularly at the W1 and W2 levels.
- Discussed whether W3s could be 100-level courses.
- Suggested that it might be a burden for students and departments to have two W3 courses.
- Suggested having a W3 course as a prerequisite for W4 courses in order to incorporate some form of scaffolding and attempt to create more coherence throughout the Writing Proficiency program. CUE members chose not require a W3 as a prerequisite for W4s at this time with the understanding that this

could be a requirement at a later date. CUE members expressed concern that having a W3 as a prerequisite at this time could create bottlenecks for students trying to access their courses as the University will need time to adapt to programmatic changes. It was noted that Departments can require a W3 as a prerequisite to W4s within their programs.

CUE Chair Donna Qualley will send out a revised draft to committee members before CUE’s next meeting.

Adjournment 7:02 pm

COMMITTEE ON UNDERGRADUATE EDUCATION – ROSTER 2017-18

VOTING ATTENDEES				NON-VOTING ATTENDEES			
Faculty				Ex Officio, Non-Voting			
1	Donna Qualley, Chair	At-Large	P	17	David Brunner, Registrar		--
2	Javier Berzal de Dios	D ~ Art	P	18	Terri Clarke, Admissions Office		P
3	Rick Bulcroft	B ~ Sociology	P	19	Holly Diaz, University Residences		--
4	Paul Chen	ACC Representative	P	20	Meagan Bryson, Academic Advising		--
5	Brandon Dupont	E ~ Economics	P	21	Lizzy Ramhorst, Shared Gov Ops Mgr		--
6	Aquila Flower	G ~ Environmental Studies	P	22	Carolyn Swinburne, Registrar's Office		P
7	Sarah McDaniel	I ~ Wilson Library	--	Recorder			
8	Robert Stoops	C ~ Liberal Studies	P	23	Sophie Miller, Recorder		P
9	Andrew Good	A- Math	P	Guests			
10	Jianna Zhang	At-Large	P	24	Kylee Swift, Faculty Senate Admin Assist		P
11	Vacant	F	--				
12	Vacant	H	--				
Voting Ex Officio							
13	Steven VanderStaay, VP for Undergraduate Education		P				
14	Julie Dugger, Director of Writing Instruction Support		P				
Students							
15	Hunter Eider, AS VP for Academic Affairs		P			Voting attendees	12
16	Vacant		--			Non-voting attendees	4
Voting members in attendance			12			TOTAL ATTENDEES	16