



EASTERN KENTUCKY UNIVERSITY

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Office of Academic Affairs and Research
Office of the Dean
University Programs

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TO: Council on Academic Affairs

FROM: Dr. Onda Bennett, Interim Dean, University Programs
Dr. William E. Davis, Associate Dean, College of Business and Technology

DATE: Nov. 11, 2008

RE: Agenda Items for 11/20/08 Council on Academic Affairs meeting

The following items are being submitted to the Council on Academic Affairs for consideration at the November, 2008 meeting:

Proposed Policy Change

Proposal brought forward to change the status of writing intensive courses in the major.





University Policy Impact Statement

Date October 2, 2008 Check One: Revision of Existing Policy New Policy

Policy Number _____ (If known) Policy Name Writing Intensive Course Requirements

Originator(s) Onda Bennett, University Programs, Ed Davis, College of Business and Technology

Justification for Proposed Changes or for New Policy (Attach additional sheet if necessary)

A revision of the policy to require all students to take a writing intensive GENERAL EDUCATION course is needed to expand the opportunities for students to complete the required W course prior to graduation. This is a temporary revision to allow time for the implementation of W courses to meet the requirement. (See Attached for time line and motion)

Consistency with EKU's Mission and Strategic Plan, Other Policies, and Related External Documents

Cite relevant official statements from EKU or external sources.

CAA and Senate Approved original motion on 3/07
Approved and funded through EKU's Quality Enhancement Program
Supports mission focusing on student success and QEP

Impact on the University

(1) Identify resources (human, financial, physical, operational, technological, other) needed to implement and maintain compliance; (2) Identify changes to EKU's culture and/or behaviors that may be involved.

TCAC course proposal process
Funding for faculty to develop the course (existing QE budget to support faculty while designing implementing and assessing the course).
Department/faculty required to submit a proposal for Writing Intensive course description.

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken. Attach additional page if necessary.

<u>Director, TCAC</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Sept. 29, 2008</u>
<u>University Programs</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Sept. 29, 2008</u>
<u>College of Business and Technology</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Sept. 29, 2008</u>
<u>Associate Deans</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Oct. 2, 2008</u>
<u>General Education Committee</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date _____
<u>Council on Academic Affairs</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Other	Date <u>Nov 20, 2008</u> Approved

Executive Policy Group Only
 Board Approval Required

List Key Stakeholders who have been consulted. Indicate action taken and the date it was taken. (Continued from page 1 of Impact Statement)

Faculty Senate ___ Yes ___ No ___ Other Date _____

Provost Council ___ Yes ___ No ___ Other Date _____

President ___ Yes ___ No ___ Other Date _____

Proposed Motion October 2008 CAA

Departments may choose to submit courses in the degree program core or major through the TCAC process in order to be considered for the mandatory writing intensive course designation. The policy will be reviewed for continuation in Fall of 2011 or at the time of the SACS QEP review.

Catalog Copy Revision (See pg. 50 in the Undergraduate Catalog, 2008-09 Edition)

Writing Intensive ~~General Education~~ Courses

All Baccalaureate-degree seeking students who enter the University in Fall 2007 or later are required to successfully complete one writing intensive general education course or a degree program core or major course following completion of ENG 102, ENG 105, or HON 102. Students are strongly encouraged to complete their writing intensive ~~general education~~ course before the conclusion of their second year of study. Writing intensive ~~general education~~ courses are designated with the suffix “W” following the course prefix and number (e.g., HUM 300W). W and non-W versions of the same course (e.g., HUM 300W and HUM 300) are considered equivalent for the purposes of satisfying course requirements for prerequisites, major courses, minor courses, and supporting courses. Credit will not be awarded for W and non-W versions of the same course. Transfer students who are (full) general education certified and students who have earned any associates degree (including AAS) and baccalaureate degrees are not required to complete a writing intensive general education course.

Background

Timeline for CAA actions on the Writing Intensive Initiative.

The following CAA activities resulted in the approved policy for the writing intensive courses reflected in the 2008-2009 *Catalog*.

11/20/08 CAA Approval for Implementation of Writing-Intensive Course Requirement:

The writing-intensive requirement is waived for students who graduate by December 2009. The following students are also exempt:

- 1) Those who entered prior to Fall 2007 (that is, those whose requirements are set by an earlier *Catalog*)
- 2) Those who transfer into ECU fully General-Education certified
- 3) Those who have an associate degree
- 4) Those who will graduate at the end of December 2008, May 2009, or Summer 2009

9/08 Current Proposal to allow designation of major courses as writing intensive.

- 5/14/08 Clarification to Registrar through Associate Provost
- 1) The WI requirement will be waived for students whose graduation is pending for May 2008, Summer 2008, Fall 2008, Spring 2009, and Summer 2009.
 - 2) The Registrar's Office will apply the waiver to the CARES report for each student within the aforementioned cohorts after each graduation application deadline. The colleges do not need to initiate individual exception requests for these students.
 - 3) Students who graduate Fall 2009 and thereafter are not eligible for this waiver.

5/7/08 Current *Catalog* copy approved (2008/2009 *Catalog* page 50)

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- 10/18/07 Procedure for proposing the "W" designation approved by CAA
- 1) Faculty prepare a course for the designation "S" or "W" in collaboration with the Service Learning or TCAC committee. Approval of the designation "S" or "W" is given by the committee, contingent on the approval of the home department.
 - 2) Prepare the curriculum form, indicating the specific change and the justification.
 - 3) The form/request begins at the home department level, and then goes to the home college.
 - 4) The colleges forward the curriculum proposals for CAA, Gen Ed, and Teacher Ed, as applicable.
 - 5) After approved by CAA, certain proposals go to Faculty Senate.

4/9/07 Senate approval
If SACS approves the QEP, then all baccalaureate students who matriculate Fall 2007 or after will successfully complete one writing intensive general