

We Committee Bylaws

Purpose and Functions

The purpose of the Writing Enriched (WE) Committee is to aid UVU faculty as they implement the Writing Enriched graduation requirement. This committee will determine requirements and guidelines for WE courses, certify courses as meeting these WE requirements, assess course and programmatic effectiveness, and provide support for faculty.

Membership

- English Department Writing Program Administrator
- Faculty Director of the Writing Center
- Director of Business Writing Lab
- Elected representative from each college/school
- Two student representatives appointed by UVUSA
- Committee chair is chosen from the existing membership and is selected by majority vote by committee members

Course Caps

We recommend that courses applying for WE status have caps of 23-25 students, when possible. We very strongly recommend that courses applying for WE status are those that already have low caps. Courses applying for WE status with higher caps will be certified on a case-by-case basis.

Courses applying for WE status

Courses applying for WE status need to meet one of two criteria: 1. A core course for the major, or 2. One of several elective options, ensuring that all students can take the two required WE courses without having to take extra classes. We strongly recommend that WE courses are core courses.

We recommend that courses chosen for WE status are upper-division courses, preferably one that is typically considered a junior level course, and one typically considered a senior level course (this could include capstone courses). However, lower division courses will be considered on a case-by-case basis.

Faculty Workload

Due to the higher workload that teaching a WE course might require of faculty, we recommend that faculty only teach 1-2 WE section/s per semester. Departments will determine who is qualified to teach and will provide explanations of those qualifications upon application for WE status.

Assessment

Each WE course will be assessed three years after its designation as such.

There will also be an overall assessment of the program conducted by the WE Committee and other institutional mechanisms.

Certification and Decertification

Certification: To receive WE certification, departments must determine two courses that most closely align with the WE requirements. Departments will then submit the WE Course Application through the WE website.

Decertification: After assessment, courses that are determined as not meeting the certification standards will be put under probation prior to decertification, allowing departments to address the problems identified by the committee. If these problems are not addressed effectively, WE status will be removed from the course.

Basic Requirements of WE Courses

Every WE course must contain the following components: revision, high stakes writing assignments, low stakes writing assignments, and writing assignments that are germane to the discipline of the major. The application process will ask for materials that demonstrate the ways in which a course meets these requirements, and the assessment process will determine how well each course is implementing these requirements.

Revision: Each course needs to contain at least one high-stakes assignment that engages students in a revision process. This means that students will receive summative feedback, revise their writing based on that feedback, and submit for formative grading.

High-Stakes Writing: Formal writing activities that are carefully assessed. These tend to be larger, important assignments

Low-Stakes Writing: Informal writing activities are not heavily assessed. They might not be graded, but if they are then credit/no credit type graded is suggested.

Germane to Discipline: Writing assignments require students to compose in genres used in their majors and future careers. The goal is for students to learn what it means to write in their discipline.