Writing Enriched Charter

Purpose:
The Writing Enriched Committee oversees the graduation requirement for discipline-specific writing education for UVU's Bachelor-degree seeking students. The Writing Enriched Committee is a Faculty Senate committee. The Writing Enriched (WE) Committee aids UVU faculty as they implement the Writing Enriched graduation requirement.

Objectives:
The responsibilities of the Writing Enriched Committee include:

- The Committee provides guidelines to help faculty create high-quality Writing Enriched curriculum, consistent with institutional policy.
- The Committee makes, reviews, and enforces requirements regarding the creation, maintenance, assessment, modification, and certification and decertification of Writing Enriched courses and requirements.
- The Committee oversees the regular assessment of Writing Enriched courses and the Writing Enriched program outcomes.
- In collaboration with University Curriculum Committee, the Committee has the responsibility of creating general guidelines for the creation of Writing Enriched courses, with academic departments retaining the authority to determine exact content of courses.
- In collaboration with the OTL, the WE committee facilitates the Writing Enriched educational development certification, provides insights on effective teaching and learning strategies that can enhance writing instruction, and supports the design and development of resources and support materials for faculty teaching WE courses

Membership:
Committee membership should consist of faculty and staff co-chairs, elected representatives from each college/school, and the Senior Associate Provost for Academic Programs, Assessment, and Accreditation. Voting members include co-chairs and elected representatives. Additionally, the committee may have non-voting liaisons from the following offices who support the committee's work: Writing Center, Registrar's Office, Curriculum Office, First Year Writing Council representation, and the Office of Teaching and Learning.

Leadership:
Leadership will consist of a co-chair model in which one chair is faculty. The voting committee members shall elect the faculty co-chair of the WE Committee, with preference being given to someone with experience on the WE committee and/or writing program experience. The other co-chair, an appointed position, shall be a professional with demonstrated expertise in the discipline of writing. The voting committee members recommend the appointed co-chair to the Senior Associate Provost for Academic Programs, Assessment, and Accreditation for final

approval and appointment by the Provost and Senior Vice President of Academic Affairs. The co-chair positions shall be for a term of three years and may be renewed for additional terms at the discretion of the voting committee members. When possible, co-chair terms should be staggered.

Meetings:
The Writing Enriched Committee will meet regularly during the academic year with additional meetings as needed. Meetings will be scheduled at the start of the academic year.

Decision-Making:
A quorum, defined as at least 2/3 of the members of the Writing Enriched Committee, is required for decision-making (a vote by email counts as "present"). A proposal passes only if more than half of the quorum approves it. If a tie-breaking vote is needed, the Senior Associate Provost for Academic Programs, Assessment, and Accreditation will serve as the tie-breaking vote.

Reporting:
The recommendations and actions of the Writing Enriched Committee will be reported to the Senior Associate Provost for Academic Programs, Assessment, and Accreditation.

Review and Amendments:
The Charter will be reviewed annually by the Writing Enriched Committee. Amendments may be proposed by any member and require a two-thirds majority vote for approval.