

## CAB Meeting Minutes – March 7, 2016, 1:00 – 2:50 pm, SSC 122/124

Present: Chris Nichols (Chair), Kaitlyn Baumgartner, Laird Easton, Kent Sandoe, LaDona Knigge, Chiara Ferrari, Nancy Anderson, Kate McCarthy, Kevin Klipfel, Christine Goulding, Patricia Black, Bill Loker, Diana Flannery, Jacque Chase, Holly Ferguson, Charlene Armitage, Nicol Gray. Student rep: Tamara Fleet; Special guest: Chris Fosen.

### 1. Announcements

- LaDona is planning an e-portfolio showcase with Thai Wolf which will be held Wednesday, May 11. She is looking for examples to showcase; please contact her to participate.
- Student representative joining CAB: Tamara Fleet representing College of ECC as a Computer Science major.

### 2. Approval of Minutes from 2/22/16

- Approved

### 3. Writing Task Force: update on discussion and ideas:

- Review of proposed changes the task force has come up with. Reminder that there is a dual purpose to this project: to eliminate complexity and solve space issues, and to improve writing. Classic case of technical vs. style.
- Should there be specific goals to the courses at each level so there is a progression from broad to specific? A2>college>major. Vertical writing strategy. Chris Fosen can provide more information and examples of this.
- Can the enrollment cap be reduced? Most CSUs cap at 20-25. Doesn't seem feasible with the numbers we have now.
- Colleges without writing? (BUS, ECC, AGR). They will need to add courses, this would be an opportunity to help students with writing they will need in their major and career. Faculty support will be needed. Colleges could possibly partner to help each other: Business could use English faculty for example to help teach their courses. Agreement that writing instruction and subjects specific to college and major would be both useful and interesting for students.
- Responsibility for designating and maintaining writing courses will be split between CAB (A2 and GE writing course) and UWC (college writing course and WP). EM 10-001 would have to be rewritten for the two GE courses and EM 99-003 would govern the other two.
- Students could possibly demonstrate proficiency to skip one requirement. Procedure will have to be defined for this, maybe use e-portfolios?
- There are currently many courses with low enrollment that could potentially be designated as writing courses. CAB should reach out to these and recruit them in as substitutions.
- Ideally there would be a common suffix (W?) to identify approved writing courses. There are a few NURS courses right now using W, but hopefully they will relinquish it for this purpose. EM 08-025 addresses course numbering. Could be amended to reserve W for writing courses.

- Next steps? Writing Task Force will continue to meet and fine-tune proposal. Will need to be taken to the deans for their input/support.

4. Other

- Nothing to add

5. Adjourn