
Procedure **Writing Course Review**

Procedure Number: 202.50.1
Date Adopted: 4/26/11
Last Revision: 4/26/11, 3/25/20

Approved by: ASCRC Writing Committee

Review of Existing Courses

Review all writing courses every six (6) to seven (7) years to determine whether the courses still conform to the criteria and learning outcomes. A section of the writing courses will be reviewed each year for five years. In years when the committee does not review writing courses it may evaluate the Writing Program to advance program improvement and accreditation. The categories for review are (see appended sample distribution list):

- Writing, Literature, and Fine Arts courses
- Humanities
- Professional Schools
- Sciences
- Social Science courses

At the end of the spring semester the Writing Committee will determine which groups will be reviewed the following Autumn semester. A notice will be sent to department chairs with the list of courses to be reviewed. Each unit is responsible for retaining or withdrawing the writing status of its course(s) by the stated deadline.

Course Review Procedures for Existing and New Courses:

The committee will review both existing and new courses based on the following procedure to determine whether the courses meet the appropriate criteria and learning goals.

1. Each proposal is reviewed by at least two members.
2. Based on writing course guidelines, FAQs, curriculum policies and the forms, committee members will communicate concerns or questions to the committee chair.
3. The subcommittee should note any inconsistencies between the course and the criteria and learning outcomes. The subcommittee chair will communicate any necessary adjustments to the instructor. The instructor and/or chair will have the options to request reconsideration by the Writing subcommittee or to modify the course to fit the current criteria and learning outcomes.

4. Most writing courses and requirements can be reviewed adequately from the forms and syllabi, but in some cases, the subcommittee may ask for additional materials.
5. The Writing Committee should determine whether the criteria/learning goals require review and communicate any recommendations to ASCRC.
6. Courses that meet the current criteria will be recommended for renewal of the Writing designations. In the event that a course does not appear to meet the criteria, this will be communicated promptly to the instructor and to the Chair of the Writing Committee to facilitate revision or appeal.
7. Rolling Review results will be reported to Faculty Senate annually.

Writing Course Review Distribution

Writing and Literature

English /Literature
Composition / Writing

Humanities

African American Studies
History
Honors College
Philosophy
World Languages and Cultures

Fine Arts

Art
DanceMedia Art
Music
Theatre

Social Sciences

Anthropology
Communication Studies
Economics
Environmental Studies
Geography
Linguistics
Native American Studies
Psychology
Sociology

Professional Schools

Communicative Sciences and Disorders
Information Systems Technology
Integrated Physiology and Athletic Training
Forestry
Management
Journalism
Pharmacy Practice
Radio TV
Social Work
Teaching and Learning

Science

Biology
Chemistry
Computer Science
Geosciences
Mathematics
Physics
Wildlife Biology

