

Developmental Writing Minutes

November 9, 2012

HBC 411

1:00-3:00 p.m.

Adjunct Faculty Representatives 2012-2013: Louella Tate, Joe Wiseman, Joy Clark, Bill Martin, Kim Martinez, Anne Fletcher

Members absent: Louella Tate, Hillary Reyes, Caryn Newburger, Frank Cronin, Alison Ely, Bill Martin, Susan Todd, Carrie Nance

Stacey started out with a departmental update:

- Non-Course Based Options (NCBO). Per the proposal, WS3 students who previously earned a grade of I, IP, D, or F will be given the option of attending a workshop and testing on either the College's assessment test or a departmental assessment test. This is to be effective spring 2013.
- To ensure consistency within the department, Stacey reminded everyone of our departmental changes that will take effect this fall. This document will be emailed and posted on Blackboard (Bb). Faculty are encouraged to review it before our December 8th grading session.
- Hilda gave a brief overview for the integrated reading and writing classes (IRW) that will be offered at RVS and RRC this spring. The one at RVS will be taught by Hilda and Caryn while the one at RRC will be taught by Hilda alone.
- An updated placement chart, which now includes Accuplacer scores, has been posted to our online schedule and our website. DWAs should make sure they use this chart from this point forward.
- Faculty were given a chance to submit their corrections to the DEVW brochure and one change was submitted.

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- We discussed last year that while this department follows best practices, one best practice it falls short in is with regard to faculty development training. As a result, we started offering Friday Brown Bags (BBs). While they started out well-attended, it now appears that the same faculty members are attending them, and we are not reaching everyone. One reason for this may be that the times they are offered are difficult for most faculty to attend. Thus, it was suggested that these times be changed to include evenings and weekends. If faculty members want to offer a BB on a Saturday or an evening session, please let Raha know so she can assist in scheduling a room. Additionally, it was also suggested that DWAs offer campus-based BBs for colleagues who teach on that campus. So, for the spring, DWAs are encouraged to reach out to their campus colleagues to determine what type of BBs should be offered as well as what time and what days they should be offered to give more faculty an opportunity to participate. To ensure that everyone receives faculty development credit, the faculty member should submit the names of the participants to Raha. It was also decided that calibration sessions should be done when there is a majority of faculty present, so starting in spring, calibration sessions will only be offered at our departmental meetings.
- The Academic Master Plan (AMP) is a document that should drive the budget, so department chairs have been tasked with submitting one by December. A copy of this will be sent out to all faculty with a very short deadline to respond. However, this is a working copy and faculty will have additional opportunities to comment in the future.

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Departmental essay requirements discussion

Brian noticed that our WS2 and WS3 departmental syllabus says that three essays must count for 50% of a student's grade. Given that our departmental essay is now worth 30%, a discussion ensued and as a result, the following changes will take place:

- **Writing Skills II**
 - 30% essays, 30% departmental essay, 10% lab, and 30%, other assignments.
- **Writing Skills III**
 - 30% essays, 30% departmental essay, and 40% other assignments.

Additionally, a midterm essay, counting for 10% of a student's grade, will be required.

- This midterm essay must be written under supervision, by hand without the use of a computer, it can be given at any time during a semester, and it can be taken either in class or in a testing center. **However, all students must still write the departmental essay during week 15.**

Essay grades for departmental grading session

Jeanne brought up the topic regarding what essays should be brought to the departmental grading session.

- Previously, essays with a score of 15-19 were brought and graded twice. However, since this is the first time we are using this grading scale as a department, and this is the first time that essays will count for 30%, it was decided that essays with scores of 14-19 will be brought to the grading session. Also, when using the grading scale for WS2 students, 10 points should be added to determine their final grade.
- We also discussed that since we had not determined how to calculate the revision into a student's final grade, we would place this topic on the agenda for January. One school of

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thought is to add points to the score, and another school of thought is to average the two grades. For this semester, instructors can use their own discretion and share their strategies in January so we can come up with a consensus.

- It was also decided that during the grading session, essays with a score differential of three or more points will require a third reader, and the two closest grades will be averaged.

Jeanne also reminded us that we need to recommend students to Comp 4.0 **only** if they have earned a grade of A or B in WS2. This information needs to be shared with the campus Dean of Students as well.

Survey information: DEVW Student Withdrawal Survey, Phase I

Deanna shared with us a student survey that will be shared with our students and focuses on why our students withdraw. A few of us offered her some suggestions on what other questions she might need to add, and we also discussed strategies on ways for encouraging students to participate. The survey will be administered the week of November 26th -30th. Instructors were asked to send feedback concerning the editing/adding of survey questions by November 16th. Instructors may allow their students to complete the surveys either in or outside of class.

Update on BB calibration Session

Joy gave an FYI overview on some feedback regarding the departmental grading scale. Some comments concerned the “vagueness” of the language of the departmental grading scale and the emphasis on content and organization over grammar and mechanics. Regarding the December grading session, some suggestions were discussed, such as having one member of each table move among the other tables so the dynamic of the table always changes; the need to have some *good* and *bad* paragraphs available for faculty to view; the need to offer more calibration

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sessions and encourage faculty to attend; the grading scale should reflect that the only spelling errors students are responsible for are those commonly confused words and words in the prompt; and to add the error correction symbols on the list of CCW. These are all just suggestions and may be discussed in detail at a later date.

Other announcements

Patti reminded WS2 faculty to use our COMP 4.0 postcards to motivate students to earn a seat in a COMP 4.0 class. To give everyone an opportunity to do so, postcards will be sent to everyone via campus mail.

Mark your calendars!

- **Friday, November 30th**, BB calibration session, **Check Bb for more info!**
- **Saturday, December 8th**, Grading Session, **Check Bb for more info!**
- **Friday, December 7th**, ACC Holiday Party
- **Friday, December 14th**, ACC Graduation

There are still three Brown Bag slots available for the spring semester—see below— so please let Raha know if you would like to be a presenter. Also, if you would like to offer one on a Saturday or an evening, please let her know as well. The sooner you can do this, the better chance she has of securing a room.

- Friday, January 25, 2013, noon-2:00 p.m.
- February 8, 2012, noon-2:00 p.m.
- March 1, 2013, noon-2:00 p.m.

The meeting was adjourned at 3:00 p.m.