

Writing and Reading Subcommittee Standing Rules

The Writing and Reading Subcommittee is a subcommittee of the General Education/Graduation Requirements Policies Committee (GE/GRPC). The Subcommittee reviews, makes recommendations to GE/GRPC, and advises departments, programs, Academic Affairs, and the Center for Teaching and Learning on matters related to Writing and Reading Across the Curriculum.

Charge

- A. Advise departments and programs on Writing and Reading Across the Curriculum;
- B. Advise departments and programs on the development of possible ~~pilot~~ projects in Writing and Reading Across the Curriculum;
- C. Advise Academic Affairs and the Center for Teaching and Learning on any matter related to Writing and Reading Across the Curriculum;
- D. Advise the GE/GRPC on any proposed modifications of policies related to Writing and Reading Across the Curriculum;
- E. Evaluate self-study descriptions of current writing and reading requirements and assessment measures;
- F. Review course proposals for Graduate Writing Intensive (GWI) courses;
- G. Prepare an annual report of the Subcommittee to the Faculty Senate; and
- H. Prepare an annual report on Writing and Reading Across the Curriculum to the General Education/Graduation Requirements Policies Committee.

Membership

A. **Voting Members**

Eight faculty members appointed by the Faculty Senate.

- a. Seven faculty representatives, one from each of the seven Colleges. No more than two members may be from a single college and no two members may be from the same department/unit. Every effort shall be made to encourage membership from each college.
- b. For the College of Arts and Letters the representative would come from a department outside the English Department; and
- c. The Coordinator for the Graduation Writing Assessment Requirement (GWAR).

B. **Non-Voting/Ex-Officio Members**

- a. Dean of Undergraduate Studies
- b. Director of the Center for Teaching and Learning
- c. The Coordinator of the Writing Program
- d. The Coordinator for Writing and Reading Across the Curriculum (WRAC)

- e. One member from the English Department
- f. One member from the Teaching English to Speakers of Other Languages (TESOL) Program
- g. One liaison from, and appointed by, the GE/GRPC Committee
- h. The Faculty Senate Chair.

Additional ex-officio membership may be recommended by the subcommittee, the GE/GRPC Committee, the Executive Committee, or the President or designee.

C. Term

- 1. The term of appointment for faculty representatives shall be for three years, with the possibility of reappointment. Appointments will be staggered to ensure that approximately one-third of the faculty members are appointed each year;
- 2. The term of the Coordinator for Writing and Reading Across the Curriculum (WRAC) will be one year; and
- 3. The terms of the non-voting/ex-officio members will be one-year.

Officers

A. Chair

- 1. The Chair shall be elected from and be among the voting members of the Committee.
- 2. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which elected and shall end at noon on the last day of the spring semester of the following year.
- 3. A faculty member may be elected to serve up to three consecutive terms of one year each as the Committee Chair. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible again for election to the Chair of the Committee.
- 4. The Chair is responsible for establishing the agenda for each meeting.

B. Vice Chair

- 1. At its first meeting of the academic year, the Committee shall elect from its voting members a Vice-Chair.
- 2. The term of office of the Vice-Chair shall be one academic year. The term shall begin upon election of the Vice-Chair at the first committee meeting of the year and shall end at noon on the last day of the spring semester of the academic year.
- 3. The Vice-Chair shall preside over the routine business of the Committee in the absence of the Committee Chair or should the office of the Committee Chair become vacant, until the election of a new Committee Chair.

Operations

- A. The Committee shall be a subcommittee of, and report to, the General Education / Graduation Requirements Policies Committee.
- B. Issues addressed by the Committee may be referred to the General Education / Graduation Requirements Policies Committee and/or the Executive Committee.
- C. Any of the Standing Policy Committees of the Faculty Senate may refer issues to the Committee either through the General Education / Graduation Requirements Policies Committee or the Executive Committee.

Committee Meetings

- A. The Committee shall meet monthly or as needed at a designated time and place.
- B. Committee meetings shall be open.
- C. Meetings of all Faculty Senate Committees will ordinarily take place as scheduled. If it becomes necessary to cancel or reschedule a meeting it is the responsibility of the Committee Chair or acting chair to notify the Senate Office and committee members at least three working days prior to the scheduled meeting date.
- D. The meeting agenda shall be distributed and supporting documentation provided to the Committee at least 72 hours prior to the meeting.
- E. To be a constituted committee/subcommittee (able to officially conduct business) the majority (more than 50%) of the seats must be filled (non-vacant).
- F. A quorum for all committees/subcommittees exist only if a majority (more than 50%) of the filled seats of the voting membership are present.

Adoption of Standing Rules

- FS 19/20-34/EX: Quorum – Senate adoption October 3, 2019
- FS 19/20-23: Adopted September 3, 2019
- FS 15/16-86: Adopted December 3, 2015
- FS 05-30: Adopted April 28, 2005
- FS 02-64: Adopted October 17, 2002
- FS 00-47: Adopted May 11, 2000
- FS 00-21: Adopted April 6, 2000
- FS 99-10: Adopted March 11, 1999