

## **FYWP Committee Meeting August 31, 2011**

### I. Welcome and introductions

Contacts & communication: [listserv/informal e-mail list/writing@uml.edu/wiki/SOPs](mailto:listserv/informal%20e-mail%20list/writing@uml.edu/wiki/SOPs)

### II. First Year Writing Program Structure

#### FWYP Committee

Co-chairs: Paula and Dina  
Steering Committee membership  
Katherine  
All Lecturers

#### FYWP Steering Committee

Chaired by Coordinator until Director is in place  
3/3 "Steering" Lecturers  
Department Chair, ex-officio

### III. Annual personnel requirements

- Early November (aim for Nov. 1) – Academic Plan due to the Chair  
One-page document identifying teaching goals, professional development activities related to the teaching of writing, and teaching accomplishments; service goals and accomplishments. Student evaluations may be submitted to accompany the Academic Plan
- Semesterly classroom observations by the Chair
- Optional additional classroom observations by faculty senior to you
- Required student evaluations in every class, every semester

### IV. Technology, office space, other needs

### V. Common Text

#### Old/current business:

Workshop products  
Film series – hosting?  
Bibliography from workshop to wiki  
Contracts, PDPs, etc

#### New business:

Going forward, Spring CT as a subcommittee, or to be handled by the whole, with individuals assigned to various tasks as needed?  
Contact with Brush Gallery for their exhibit/gallery talks  
Contact with Arts & Ideas for Lynda Barry campus visit 10/25/2011 3:00pm O'Leary 222  
Talks about Teaching Writing – dates, topics, volunteers  
Publicity to FYW faculty on upcoming events  
Thinking ahead to CWII in Spring – OBP schedule?

### VI. Classroom observation rubric

Develop a draft rubric for use by the Chair for observations

### VII. Semester goals?

ESL learning outcomes statement