

Writing Meeting
November 16, 2006
1:20-2:45 Rm 112

Present: Sun, Luisa, Lori, Pat, and Rick

Agenda Item	Discussion	Outcome
1.0 Minutes from September	Accolades, accolades	No corrections
2.0 AWE Update	Sun brought in the latest numbers. Apparently, LERN is still about 12% of the total.	Sun will bring in total numbers to compare with last year's.
3.0 PIE Linked to Funding	Last year we had two pieces of PIE: <ol style="list-style-type: none"> 1. Hire another writing professor 2. Restructure Lab 	We will focus on restructuring of Lab this year: <ol style="list-style-type: none"> 1. Create an environment that is more student-centered 2. Increase number of tutors and retrain to meet the demands from #1
4.0 SLO: Next assessment	We will focus on Respond to Assignment. Luisa suggested a Read-summarize-respond assignment to be given either in the 11 th or 12 th week of the Spring semester. It was agreed that only full time writing professors will be responsible for implementing.	Luisa will bring in possible models next meeting. We will look at creating a rubric based on the assignment then.
5.0 Skills Lab Writing	Some approaches used include: Inspiration, Reading and Responding, and Writing Prompts. It was mentioned that we need a full set of textbooks to be available in lab.	ESL students must be at level 4 or higher in order to benefit from the Skills Lab.
6.0 Lab Restructure	See PIE above	

7.0 Material Needs for Writing	Brainstormed List included: Software to replace GrammarTools Small portable white boards to be used for group work A classroom set of grammar handbooks Magnetized word lists Set of writing books for lab	