

## Writing Intensive Focus 2003-2004 Annual Report

### I. Personnel

1. Is the program directed by a person who has been appropriately appointed and given appropriate released time to supervise the program?

**Yes, Thomas Hilgers serves as Director of the Mānoa Writing Program.**

2. Who assists the director in supervising the program? (e.g., Faculty Board, student assistant)

**A 7-member faculty Writing Focus Board, an Academic Coordinator, and an Assessment Coordinator assist the Director.**

3. Do the director and board members have adequate professional/secretarial/clerk assistance to support their work and maintain records necessary for articulation of W courses?

**The Mānoa Writing Program (MWP) secretary, the General Education Office (GEO) clerk-typist, and a student worker maintain records and assist the Director and the Writing Focus Board.**

4. Does a network of support exist for instructors of W courses?

- **MWP offers workshops at the beginning of each semester.**
- **Board members and the Director are available for consultation and department workshops.**
- **The MWP website includes all *Writing Matters* and *Quick Tips* issues, which contain specific writing-intensive teaching strategies, as well as additional information on teaching with writing, including examples from over 20 different courses.**

### II. Overall Teaching Load and Class Size

5. Are classes designated as W limited to 20 students so that effective interaction between instructor and student can occur?

**Enrollment in W sections is administratively limited to 20 students. (Team-taught classes maintain a 20-to-1 student-to-teacher ratio.) Average enrollment was 16 in Fall '03 and Spring '04, which is fairly consistent with previous years.**

6. Are teaching loads of instructors such that courses can be planned for and carried out in a way that is true to the spirit of the W guidelines and that does not add unreasonably to the overall workload of the instructor?

**Department Chairs and individual faculty members decide which classes are appropriate for the W Focus designation, given the instructor's workload, the Hallmarks of W courses, and departmental particulars.**

7. Is the teaching of W courses appropriately rewarded in review processes, including tenure and promotion?

**Tenure and promotion guidelines recognize W as a distinct category of teaching. (Use of guidelines in committees is confidential.)**

8. Are enough W courses offered so students can meet graduation or degree requirements?

**Over 850 W Focus sections were offered in Fall '03 and Spring '04. In addition, 102 W sections were offered during Summer '03. Over 13,000 seats in W classes were filled during AY2003-04. While the overall number of W sections is adequate, certain fields do not offer enough to satisfy their majors. Students in these majors take W classes outside of their major in order to fulfill the requirement. See Appendix A.**

9. Are W courses clearly designated in class schedules?

**In the printed and on-line *Schedule of Classes*, W sections are labeled with a "W" or "WI" in the "Focus" column.**

10. Are students advised about the availability of and purpose for W courses through regular campus publications?

- **Each semester, the printed and on-line *Schedule of Classes* includes a list of Focus classes (W is one of four Focus areas).**
- **W classes are described in the section on Focus requirements.**
- **A current Focus class list is also posted on the UHM GenEd website.**
- **An "Information for Students" brochure is sent to all W instructors for distribution in their classes.**

11. Can students who need help on writing problems get help, either from instructors or from staff in a writing workshop or laboratory?

- **The English Department runs a Writing Workshop that is available to all students (½ hour appointments; Fall and Spring semesters).**
- **The Learning Assistance Center provides workshops on writing research papers, taking essay exams, and using the library.**

12. Are W designations recorded and explained on student transcripts?

**Not currently (prior to Banner, designations appeared on transcripts).**

13. Have adequate funds been provided to support the program?

**The current budget pays the salaries of the director, secretary, academic coordinator, and assessment coordinator. In addition, the budget covers the cost of placement exam scoring, neighbor island testing, assessment research, and office operations.**

### III. COURSE DESIGNATION PROCESS

14. Is the W designation process reasonable, explained to faculty, and followed regularly by program administrators?

**Departments receive a Focus course designation packet with instructions, the W Hallmarks, Focus Designation Proposal forms, and a checklist of classes/instructors with a two-year Focus approval. Departments complete the checklist to indicate which faculty members will be offering their approved (W) Focus class(es). Interested instructors who do not have a two-year approval may complete the designation form, which is reviewed by the W Board and approved by the General Education Committee (GEC).**

15. Does the designation process include the following:

a) Publicizing the hallmarks of writing-intensive courses

**The W Hallmarks are included on the Focus Designation Proposal form. Faculty members are also directed to the General Education web site, where the Hallmarks appear with explanatory notes.**

b) Soliciting proposals from individual faculty members

- **Announcements are put up on the "News at UH" web site to notify instructors about the deadlines.**
- **Forms and explanatory memos are sent to departments for distribution individual faculty members.**
- **Emails are sent to instructors encouraging them to teach with a Focus designation.**

c) Reviewing proposals

**The seven faculty members on the W Focus Board review all proposals and negotiate with an instructor if a proposal does not meet all five W Hallmarks.**

d) Approving the designation of courses as writing-intensive

**The Board recommends approval for W designation based on the recommendation of the Board member who reviewed the proposal. The Board's recommendations are given to the GEC, which approves all Focus classes.**

e) Notifying appropriate personnel of such designations

- **Instructors are notified by email when their proposed classes are approved as W.**
- **Department secretaries and Chairs are also sent a list of the upcoming semester's approved Focus classes.**

16. Does the program offer an option for W designations that extend beyond a single semester? If yes, please add a brief description of the option.

**Since Fall '02, all approvals are granted for a two-year period. The only exceptions are directed reading courses and "staff" courses, which are only approved for one semester.**

#### IV. EVALUATION PROCEDURES

17. Is there a program of evaluation that assesses W courses to see if they are doing what they are supposed to do—help students improve their writing?

**Evaluation is decentralized at UHM; primary responsibility is with departments. However, about 10% of the W instructors voluntarily distribute a W survey form to their students at the end of the semester. Survey participation decreased from an average rate of 35% to 10% when MWP stopped sending hard copies of the survey form to each W instructor. (Instructors are asked to print out the survey form from the MWP website.)**

**Instructors may use the campus's Course and Faculty Evaluation (CAFÉ) form and they are invited to select the questions that pertain to the W Focus.**

**The W Board has developed a working statement of the program's mission, goals, and learning outcomes.**

18. Do program supervisors monitor the progress of students as they move through W courses?

**College/school advising units are responsible for monitoring student progress. However, MWP does monitor the number of W classes offered to ensure that student needs are being met. MWP also periodically reviews course-taking patterns for particular majors.**

#### V. FACULTY TRAINING PROGRAM

19. Are training programs in W course instruction required or provided for faculty who want to participate in them?

**Voluntary *teaching with writing* workshops are offered at the beginning of each semester for all interested faculty. (Some workshops are aimed at graduate teaching assistants).**

20. Are orientation sessions provided at the beginning of each semester for instructors new to W course instruction?

- **Information is mailed to W instructors at the beginning of each semester and the MWP web site is advertised as a faculty resource.**
- **Workshops are offered at the beginning of each semester but are not required.**

21. Are resources provided for instructors who want or need help in planning and teaching W courses?

- **Written materials—such as *Writing Matters*, *Quick Tips*, and course descriptions—and a 10-minute video are available in hard copy and on the web.**
- **One-on-one help and workshops for departments are available on request.**

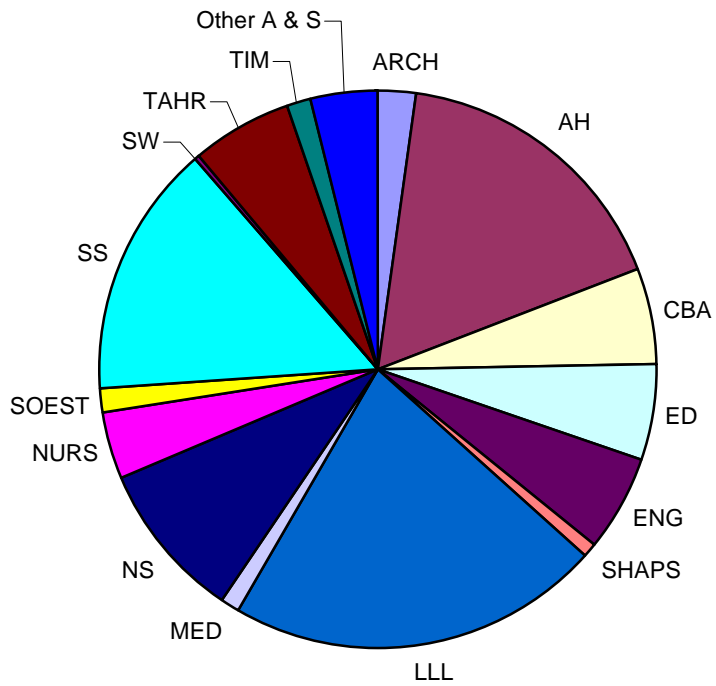
## Appendix A

### Numbers of Majors and W Sections by College

College	Number of Majors Fall 2003	Number of W sections Fall 2003	Number of W sections Spring 2004
ARCH	161	10	9
AH	1041	71	77
CBA	891	24	25
ED	373	19	31
ENG	724	22	25
SHAPS	138	4	5
LLL	501	95	94
MED	59	5	5
NS	1626	25	55
NURS	359	17	16
SOEST	138	6	7
SS	1643	62	68
SW	16	0	2
TAHR	496	26	24
TIM	339	6	6
Other A & S	114	19	16
General A & S	4450	NA	NA
Unclassified	223	NA	NA
<b>Total</b>	<b>13292</b>	<b>411</b>	<b>465</b>

The “Number of W sections” is not adjusted (e.g., a cross-listed class appears as 2 sections).

### Proportion of W sections offered by college, F03-S04



### Proportion of majors by college

