

## Writing-Intensive Focus 2004-2005 Annual Report

### I. Description of Writing-Intensive Program

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 Writing Focus Board makes W decisions. The General Education Office, Academic Coordinator, and Assessment Coordinator assist with all Focus areas.**

3. Do the director and board members have adequate professional/secretarial/clerical 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 every semester.**
- **Board members and the Director are available for consultation and department workshops.**
- **The MWP website includes all *Writing Matters & Quick Tips* issues, which contain specific writing-intensive teaching strategies, as well as additional information on teaching using writing, including examples from over 20 different courses.**

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 students/section in Fall '04 and 17 in Spring '05, which is 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 courses might be appropriate for the W Focus designation, given an instructor's workload and the Hallmarks of W courses.**

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 committee decision-making is confidential.)**

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

**Over 800 W Focus sections were offered in Fall '04 and Spring '05. In addition, 123 W sections were offered during Summer '04. Over 13,000 seats in W classes were filled during AY2004-05. 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 for a breakdown of approved sections by college.**

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" in the "GenEd/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 UHM's 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 W Hallmarks require that instructors provide help. Out-of-class help is provided by English Department's Writing Workshop and the Learning Assistance Center (offers help with 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 and neighbor island testing.**

## **II. COURSE DESIGNATION PROCESS**

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

**Departments receive a Focus packet with designation instructions and forms. Departments complete the Checklist Form to indicate which faculty will be offering their approved (W) Focus class(es). Interested faculty who do not have a three-year approval complete the Proposal Form, which is reviewed by the W Board and approved by the General Education Committee (GEC).**

2. 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 GenEd web site, where the Hallmarks appear with explanatory notes.**

b) Soliciting proposals from individual faculty members

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

c) Reviewing proposals

**The 7-member W Focus Board reviews all proposals and negotiates with an instructor if the 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 GenEd Committee, which must approve all Focus classes.**

e) Notifying appropriate personnel of such designations

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

3. 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.

**Effective Fall 2004, instructor approvals are granted for a three-year period. (Between Fall 2001 and Summer 2004, approvals were granted for a two-year period.) The only exceptions are directed reading courses and "staff" courses, which are only approved for one semester.**



