



UNIVERSITY  
of HAWAII®  
MĀNOA

June 30, 2010

MEMORANDUM

TO: Council of Chief Academic Officers

FROM: Thomas L. Hilgers, on behalf of the UH Standing Committee on Written Communication ("System Writing Committee")

SUBJECT: Compliance with Writing Intensive Hallmarks and Governance Guidelines

A handwritten signature in black ink, appearing to read 'Tom Hilgers', written over the 'FROM' line.

At the April 2010 meeting of the System's Standing Committee on Written Communication, campus faculty representatives became concerned that some campuses may be skirting or perhaps even ignoring provisions of the System documents that govern articulation of UH Writing-Intensive courses.

Four areas of concern were discussed at our April 22, 2010 meeting:

- 1) *WI-class size.* One of the System-wide WI-class hallmarks limits WI classes to 20 students. Failure to maintain this enrollment cap puts a campus out of compliance with the governing agreement. If a campus systematically increases course caps, the System Writing Committee members can vote not to renew articulation of WI courses from that campus.
- 2) *WI-class grading.* Another WI hallmark states that "Writing plays a major role in determining the grade for the course." The Standing Committee has established that at least 40% of the grade must be based on written work. Individual faculty members may "count" writing for more than 40% of a student's grade in a WI course, but individuals may not make writing count for less without otherwise ensuring that no student can pass a WI course without doing all the required writing.
- 3) *Writing as a mode of learning.* Committee members noted that some course sections in Banner carry the WI designation but are bundled with companion non-WI sections taught by the same instructor at the same time, day, and location as the WI section. This bundling of a WI and non-WI class appears to violate both the spirit and the letter of the governing WI guidelines relating to WI Hallmark #1: "The course uses writing to promote the learning of course materials." Before any more classes are offered as both WI and non-WI, the rationale for this practice must be brought to the Standing Committee for discussion so that the committee can determine whether or not a campus's practices are in compliance with the System-wide articulation agreement.

- 4) *WI classes with additional GenEd designations.* WI classes may carry additional Focus designations as well as a Diversification designation. However, WI classes, like all other Focus classes, may not also carry a Foundations (FG, FW, or FS) designation. No Foundations course may carry any other GenEd designation.

The UH System-wide Standing Committee on Written Communication is proud that its efforts, coupled with campus administrators' actions, have allowed UH students to transfer their credits to meet WI degree requirements at other System campuses for more than 20 years. If we are to maintain this enviable record, it is essential that all UH campuses ensure that WI activities fall within established governing guidelines.

---

\*Policies and Procedures for University of Hawai'i Writing-Intensive Programs to Provide for Inter-Campus Articulation of Writing-Intensive Course Designations," April 1988

c:     **WI Standing Committee**  
Morgan Andaluz  
Steve Dawson  
Dolores Donovan  
Kenton Harsch  
Karla Hayashi  
Richard Hill  
Wayne Iwaoka  
Davin Kubota  
Donna Moore  
Amy Nishimura  
Emily Nye  
Darin Payne  
Richard Randolph  
Marcia Roberts-Deutsch  
Jean Shibuya  
Frank Stanton