

## D. WRITING INTENSIVE BOARD (WI)

*The Writing Intensive Board will be one of four Focus Boards; the Mānoa Writing Program (MWP) was initially chartered by the Board of Regents in 1987, and will oversee the Writing Intensive (WI) course requirement (5 courses). All Focus Boards will oversee the process of approval and evaluation of courses intended to fulfill the specific requirements of each area of General Education. However, as the Writing Intensive Board, functioning under the MWP, already exists and has more course requirements, it is constituted with 10 members, as well as a liaison to the GEC. The Faculty Senate thus acknowledges and incorporates the existing charter of the MWP Writing Intensive Board in the Governance of General Education Requirements.*

*Personnel:* The Writing Intensive Board will consist of ten members recommended by the Committee on Faculty Service and the advice of the Director of Mānoa Writing Program. These members will then be appointed by the Faculty Senate. An eleventh non-voting member will be assigned as liaison from the General Education Committee. They will serve three years, with staggered terms. Terms will start July 1 and continue to June 30 of each academic year, with the first Board members to serve longer, from their initial appointment until June 30 of the appropriate year for their term of service. The Director of the Mānoa Writing Program will be the Chair of the Board. No appointed member may serve more than four consecutive years. The membership of the Writing Intensive Board will be structured in the following way:

- Four faculty representatives, one from each of the four Colleges of Arts & Sciences;
- Two faculty who will represent each of two different professional schools;
- One representative from the Arts & Sciences Student Academic Services;
- The Director of Composition (English department) (*ex officio*);
- The Director of the English Language Institute (Second Language Studies department) (*ex officio*);
- The Director of Mānoa Writing Program (*ex officio, Chair*).
- One member who will act as liaison to the GEC (non-voting);

*Guidelines for selection of members:* The members of the WI Board will be recommended and appointed according to the following criteria:

- a) No more than one member shall be appointed from any one department;
- b) The aim will be to maintain a broad range of representation from colleges and professional schools;
- c) All members, or at least a majority, will have experience teaching WI;
- d) Departments that teach heavily in the field will be represented.

*Duties:* The general duties of this board will be:

- 1) review and refine the hallmarks, guidelines, and other criteria for the acceptability, continuation, or deletion of courses deemed Writing Intensive, in an on-going dialogue with its constituents (students and faculty);
- 2) oversee procedures, forms, and templates for submitting courses to be recommended for the WI area;
- 3) evaluate and recommend courses that receive their designation;
- 4) foster the creation of new courses through sponsoring forums and encouraging interdisciplinary efforts to ensure availability and diversity of courses that meet the requirement;
- 5) assist the GEC in maintaining a liaison with the UH system (other campuses and the Community Colleges) regarding articulation, transferability and assignment of credit for transfer courses in the WI area;