

the W portion from scratch, then that person will need to go through the W course proposal process.

*Q: What if the review of my course is not favorable?*

A: WINC hopes that faculty will work with their reviewers prior to or during the semester the course is taught so that this does not occur. If a review is unfavorable, then the instructor will have the opportunity to revise the specific course materials in the first few weeks of the following semester to avoid losing the W designator.

*Q: Who are the reviewers?*

A: Reviewers are members of WINC and other faculty who volunteer to be course reviewers.

*Q: Why is WINC involved in this?*

A: WINC, and its predecessor committee WAC, has been responsible for helping faculty design W courses and has been the approval body for W courses since the programs inception 20 years ago. WINC is also the approval body for W course modules.

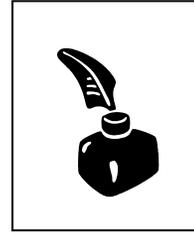
*Q: Whom do I contact if I want to be a reviewer?*

A: Contact any member of the WINC committee.

The members of WINC for Fall 2009 are:

Brand, Ellen	Hollister, William	Diane O’Heron
Donahue, Colleen	Schuldt, Catherine	Mary Seel

If you have other questions about the W course review process, please contact Diane O’Heron (x5480), chair of the Writing Initiative Networking Committee.



# Writing Emphasis Course Review Process Overview

In an effort to encourage the continued success of W courses at BCC, the Writing Initiatives Network Committee (WINC) has developed a periodic college-wide review of all existing W courses. The periodic review process is designed to ensure that each W course, regardless of subject matter, will expose students to the hallmarks of professional writing specific to a discipline, and will offer students opportunities to learn that discipline through effective use of writing.

The purpose of this brochure is to introduce the writing review process to faculty, explain in summary form what is expected, and give the faculty a chance to respond with concerns.

The major goals of W course review are as follows:

1. **Provide** instructors with the most updated W course guidelines.
2. **Encourage** instructors to revisit and reestablish their W course goals. (This will be especially beneficial for those instructors who may be teaching a W course yet did not participate in preparing the W proposal.)
3. **Provide** faculty with the resources and instruction to help them develop their writing instruction philosophy and practice.
4. **Raise** awareness of the services provided by the Writing Center and reinforce the use of the many services offered by the center.
5. **Assure** a level of uniformity among existing W courses and W course proposals.
6. **Share** information about successful strategies, as well as discover new strategies that can be shared among instructors.

## Answers to frequently asked questions about the W course review process.

*Q: What courses will be reviewed in this process and when?*

A: All sections of all courses offered with the W option during the Fall 2009-Spring 2010 academic year will be reviewed.

*Q: What will I have to do?*

A: Send the course syllabus and writing assignments sample documents that concern the W component of your course to your WINC representative by the end of the semester you teach the course.

*Q: What constitutes a W course?*

A: From the W course proposal form: W courses help students use writing as a learning tool, to engage in critical inquiry, and to demonstrate learning, understanding, and analysis within a discipline. Students should use a writing process (which may include planning, drafting, revising) which considers comments from various readers; focus on a purpose for writing recognized as legitimate within a specific discipline; address an audience of members of the discipline and use appropriate conventions of writing in that discipline (such as tone, organization, documentation). Students in a W course should have the opportunity to receive guidance and feedback on their writing. W courses should provide clear and consistent criteria for evaluation of writing. Students should produce approximately 2,000 - 2,500 words of formal writing (the equivalent of 8-10 pages, double-spaced) that has been revised substantially. In this context, formal writing means writing which is intended to communicate with an audience and which meets expectations of minimum proficiency.

*Q: Specifically what is the review committee looking for?*

A: A list, based on WINC committee work and faculty input, is attached at the end of this brochure. A list of items requested of the course's chairperson is also attached at the end of this brochure.

*Q: Will you be looking at examples of student work or grades?*

A: No.

*Q: Will there be a classroom observation?*

A: No.

*Q: Will there be mandated assignments or mandated questions on exams, quizzes, or projects?*

A: No.

*Q: Who will see my materials?*

A: Only the members of the review committee. You will know who is on the review committee for your course prior to the review of the course.

If the review committee sees materials that are exceptional, the committee may ask you if those materials can be shared as sample documents with other teachers new to the W program and/or review process.

*Q: Do I have to write a report or do extra work for this review?*

A: There is no need to write a report. If there are items missing from your course documentation, then you will need to make changes to the existing course documentation.

*Q: Will someone help me assemble the materials?*

A: Yes. At your request, one or more members of WINC will work with you prior to or during the semester you teach the course to ensure your materials are complete.

*Q: Are there sample documents available that I can use as a resource?*

A: WINC is assembling a set of sample documents that reflect all the items in the guidelines. This set of documents is available at [www.sunybroome.edu/~winc](http://www.sunybroome.edu/~winc).

*Q: I teach three sections of the same course. Will all three sections be reviewed?*

A: No, only one section of the instructor's choice will be reviewed.

*Q: Three different faculty use a common syllabus for a course and will use the same writing assignments, do all three need to send in review materials?*

A: No. Include all three names on the cover of the review packet.

*Q: After this review cycle is complete, will each new person who teaches the course have to be reviewed?*

A: If the new person will use existing materials that have been approved, then WINC needs only be notified. If the new person will be developing