

General Education Writing Course Expedited Review Process (Approved by GERC on 10/25/07; Approved by Senate 11/6/07)

In April 2007, the Millersville University Faculty approved a new General Education (Gen Ed) curriculum to be implemented for the fall 2008 semester. Within the new Gen Ed curriculum the definition of writing courses has been modified requiring all existing courses with the “W” Gen Ed label to undergo an expedited initial certification process. If a department wishes a course to retain the “W” Gen Ed label, the department must submit each existing “W” course to the review process described below.

1. For an existing course that is to retain the “W” label, the department offering the course must demonstrate how it will meet each of the specific criteria (word/page limit, revised prose, etc.). The department will submit to the chair of UCPRC (electronically) the following certification documents for each course:
 - a. A brief evaluation form (appended).
 - b. A course syllabus.
 - c. Any supporting documentation the instructor/department feels is needed to support the self-evaluation.
2. The chair of UCPRC distributes the submitted certification documents to the Writing Sub-committee of UCPRC for review.
3. The Writing Sub-committee of UCPRC reviews the certification documents and makes one of three recommendations to UCPRC:
 - a. Approval of the “W” label for the course as presented.
 - b. Approval of the “W” label subject to certain amendments agreed to by the department spokesperson. Such amendments shall appear at each stage as attachments to the original proposal unless they are purely editorial.
 - c. Disapproval. Reasons for disapproval must be clearly stated in writing to the proposal spokesperson. Revised certification documents must undergo the complete expedited initial certification process.
4. The chair of UCPRC communicates final decisions regarding each course to the departmental spokesperson. In addition, the chair of UCPRC advises the Faculty Senate at each full Faculty Senate meeting of courses that have been approved to meet the new “W” requirements.

The above process is used only for courses which carry the “W” Gen Ed label as of fall 2007. Course that wish to add the “W” label starting with the fall 2007 semester will need to follow the process for adding a General Education label found at <http://www.millersville.edu/~fsenate/Committees/UCPRC/guidelines.html>.

Courses labeled with a “W” as of the fall 2007 semester which are not taken through this initial certification process will NOT retain the “W” label. Such courses will need to follow the process for adding a General Education label to an existing course should they desire to add the “W” label after the initial certification process.

Evaluation Form for Existing Courses to Retain “W” Label

Subject and Course Number	Course Title

Proposing Department	Proposal Representative’s Name	Contact Email	Campus Phone Extension

Approval/Submission Record:

	Name	Signature	Date
Proposal Representative			
Department Chair			
Writing Subcomm. Chair			
UCPRC Chair			

Please feel free to copy and paste information directly from the course syllabus (syllabi) for any of the items below.

- 1) Students practice forms of writing typical of the field. Writing assignments are designed to develop their content knowledge and enhance their communication skills.
 - Please indicate the types of writing assignments that each student will complete (research papers, analytical essays, position papers, microthemes, etc.).

 - Students are required to submit at least 2500 words of graded analytical/persuasive writing (about 10 standard double-spaced pages). Please indicate the expected amount of writing to be submitted.

- 2) Because W courses are committed to developing writing as a process, students will be given opportunities to develop and revise papers through more than one draft. Assignments will be structured and sequenced in ways that help students improve their writing through practice and revision. Instructors’ feedback on students’ writing will contribute to effective revision and encourage students to develop effective self-assessment.
 - Please provide a description, or descriptions, of the revision process(es) students will follow.

- 3) Writing intensive courses work best when they include a combination of informal and formal writing experiences for students. In addition to the 2500 words of revised graded analytical/persuasive writing, instructors are encouraged to assign expressive, reflective and/or observational writing tasks. The purpose of these assignments is to bring out the student’s perceptions informally, and to increase writing practice.
 - If you will be including additional writing tasks, please indicate those below.