

**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. One of the provisions within the Gen Ed program is the periodic recertification of courses with D, P, W, and FYI labels. This process is not intended to be cumbersome but will help maintain the integrity of the Gen Ed curriculum.

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 during the fall of the year designated for recertification of its courses. The timing of each Department's general education recertification coincides with the PASSHE Five-Year Program Reviews. The Associate Provost for Academic Administration, or designee, will send a reminder to Department Chairs about the need to submit courses for recertification..

1. For an existing course 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 recertification/evaluation form. (Included at the end of this document.)
  - b. A course syllabus.
  - c. Any supporting documentation the instructor/department feels is needed to support the recertification.
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.

The above process is used only for courses which carry the "W" Gen Ed label. Courses that wish to add the "W" label will need to follow the process for adding a General Education label found at <http://www.millersville.edu/fsenate/standing-committees/ucprc.php>

## Guidelines for the Perspectives Requirement

Based on Governance and Policies

Courses carrying a “W” designation are designed to develop skills and habits of writing to enable students to communicate confidently and effectively in print and/or new media environments. The courses expose students to expectations appropriate to specific disciplines, while encouraging the use of clear language, credible and relevant sources, and awareness of context and purpose in the development of well-reasoned texts. Writing courses are designed to lead students to more fully appreciate the writing process, a process which includes writing, rewriting, editing, and revision. Courses with a “W” designation must continue to demonstrate the importance of writing in both individual learning and group communication.

### Writing Course Criteria:

- 1) Students practice forms of writing typical of the field. Writing assignments are designed to develop their content knowledge and enhance their communication skills.
- 2) Students are required to submit at least 2500 words of graded analytical/persuasive writing. Some examples of how this requirement might be met include:
  - a. A research paper in which the student is required to define a problem, select, organize, and synthesize information around a stated thesis.
  - b. Short analytical essays that explore a topic with reasoned evidence and informed opinion.
  - c. Position papers prepared by students that address pros and cons of controversial topics.
  - d. Microthemes that ask the student to find academic sources, organize ideas, develop a thesis and show evidence, but condense the final paper to a single page or two.
- 3) Students will be given opportunities to develop and revise papers through more than one draft.
- 4) Instructors are encouraged to assign expressive, reflective, and/or observational writing tasks.

### Writing Course Competencies:

Upon successful completion of a “W” course student will be able to:

- i. Articulate ideas clearly in writing.
- ii. Demonstrate the ability to find, evaluate, and integrate appropriate sources into formal written work.
- iii. Apply inferences or causalities to informal written works.
- iv. Use appropriate critical reasoning strategies in developing content.

Request for Re-Certification of "W" Label

<b>Subject &amp; Course Number</b>	<b>Course Title</b>

<b>Department</b>	<b>Proposal Representative</b>	<b>Contact E-mail</b>	<b>Phone Extension</b>

**Approval/Submission Record:**

<b>Committee</b>	<b>Chair</b>	<b>Signature</b>	<b>Date Received</b>	<b>Date Approved</b>
Department				
UCPRC				

Also, please indicate (Y or N) whether each requirement is identified in the syllabus. If YES, please use TextEdit, Comment, highlight, or label to detail alignment of the course and "W" objectives. If NO, please explain at the end of the re-certification application how those objective(s) will be met.

	<i>Syllabus</i>
<b>1) Students practice forms of writing typical of the field.</b> Writing assignments are designed to develop students' content knowledge and enhance their communication skills.	
<b>2) Students submit at least 2500 words of graded analytical/persuasive writing.</b> Examples of this requirement are research papers, short analytical essays, position papers.	
<b>3) Students are given an opportunity to develop and revise papers through more than one draft.</b> Assignments are structured and sequenced in ways that help students improve their writing through practice and revision.	

Please acknowledge that the course helps students achieve the established writing competencies.

<b>Upon successful completion of a writing course students will be able to:</b>	<b>Initial</b>
i) Articulate ideas clearly in writing.	
ii) Demonstrate the ability to find, evaluate and integrate appropriate sources into formal written work.	
iii) Apply inferences or causalities to informal written works.	
iv) Use appropriate critical reasoning strategies in developing content.	

**Please attach a course syllabus that documents how this course meets the expectations of a writing “W” course. For any objective that is not clearly stated or described in the syllabus (marked NO above), please explain below.**