

**To:** Sue Abbotson, Chair of UCC  
**From:** Mike Michaud, Chair of Writing Board  
**Date:** 5/13/22  
**Subject:** Annual Report (2021/22)

I am pleased to submit this report summarizing the activity of the Writing Board (WB) and Writing Board Chair for the academic year 2021/22.

### Writing Board Membership (2021/22 & 2022/23)

The table below indicates Board membership for this past academic year and the year ahead. The numbers in parentheses indicate year of service within a two-year term.

Position	2021/2022	2022/2023
Chair	Mike Michaud (2)	TBD
Director of (Writing)	Becky Caouette	Becky Caouette
Director (Writing Center)	Clarissa Walker	Clarissa Walker
Director (FCTL)	Chris Marco	Chris Marco
Faculty (FAS) (2) -- 1 Math/CS	Andrea Del Vecchio (1)/	TBD
Faculty (FSEHD) (1)	Martha Horn (2)	Martha Horn (1)
Faculty (SOSW) (1)	Cary Donaldson (3)	Cary Donaldson (1)
Faculty (SOB) (1)	Michael Casey (3)	Susan Weiss (1)
Faculty (SON) (1)	Deborah Kutonplon (3)	Sylvia Ross (1)
Faculty (Adams Library)	Tish Brennan (2)	Tish Brennan (1)
Faculty (Comp/Rhet)	Mike Michaud	Mike Michaud

Blue = Ex Officio  
Green = Rotating

### Work of the Year

For the second year the Writing Board was largely inactive. Funding for the Board as well as release time for the Chair was suspended by the Provost/VPAA in the summer of 2020 when COVID struck. These have not been restored.

In February I met with Provost Tate to discuss the Board, its future and its past. The meeting was largely an effort to help the Provost understand the history and background of the Board, the college's investments in professional development for writing initiatives over the past decade or so, and my own convoluted administrative positioning as the Writing Board chair, interim coordinator of WID, and lead teacher in the Summer Seminar for Teaching Writing. At the

meeting I identified two goals for the Board going forward:

1. to assume responsibility for the college's Writing in the Disciplines requirement;
2. to initiate a conversation about external funding for the years to come.

Following this meeting, I submitted a proposal to the Writing Board to reconstitute the board as the Writing in the Disciplines Committee, in order to align our mission more clearly with a recognized cross-disciplinary college writing initiative. This proposal included an initiative to request that the Board be given administrative oversight of WID. While Board members seemed to agree that it would be good to assume responsibility for WID, many felt that the Board's reach should not be constrained to just one writing initiative.

The Board then drafted a new set of bylaws which preserved its former role and name but folded WID into its purview. These were voted on and approved by the Board. The new bylaws were then submitted to COGE for review at its 5/6/22 meeting and a vote was taken on the two aspects of the bylaws changes which impact COGE: 1) the removal of the WB chair as an *ex officio* member of COGE, 2) the removal of administrative oversight and responsibility for WID. COGE voted to approve both changes to its bylaws. UCC will review these bylaws changes at its meeting on 5/13.

Should UCC approve the changes to its bylaws proposed by the Writing Board there is ample work ahead for the Board in the years to come in the area of WID. I see this work as follows:

1. Revisit & revise (as necessary) the language of initial WID Requirement;
2. Design and implement a process/protocol whereby programs/departments regularly report on changes to their WID (i.e. curriculum updates, new courses, etc.);
3. Establish a regular WID assessment schedule and work with the college Assessment Coordinator to guide departments/programs in the assessment of WID;
4. Interface with campus entities (e.g., campus communications, departments/programs) to ensure that communications to faculty and students about WID are up-to-date/accurate;
5. Collaborate with the FCTL and Grants Office to identify external funding for writing PD.

To be sure, such work is significant and to be done well will require resources. I look forward to further discussions with Provost/VPAA Tate about the restoration of funding for the Board and Chair.

In closing, I'd like to thank Michael Casey, Peter Little, and Deborah Kutenplon for their service to the Writing Board. Kutenplon has served since 2015 and has contributed in a significant way to the Board's work. We will miss her and Drs. Casey and Little in the years to come. We welcome Sylvia Ross of Nursing, Susan Weiss of the School of Business. My fifth two-year term on the Board concludes this spring so the Writing Board will also need to vote to determine whether I shall continue as Chair.

Thank you for the opportunity to submit this report about the activity of the Writing Board.