

To: Sue Abbotson, Chair of UCC
From: Mike Michaud, Chair of Writing Board
Date: 5/10/23
Subject: Annual Report (2022/23)

I am pleased to submit this report summarizing the activity of the Writing Board (WB) and Writing Board Chair for the academic year 2022/23.

Writing Board Membership (2022/23 and 2023/24)

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 | 2022/2023 | 2023/2024 |
|---------------------------------------|---|---|
| Chair | Mike Michaud | Mike Michaud |
| Director of Writing | Becky Caouette | Becky Caouette |
| Director of Writing Center | Clarissa Walker | Clarissa Walker |
| Director (FCTL) | Chris Marco | Chris Marco |
| Faculty (FAS) (2) -- 1 Math/CS | Mike Michaud (1), Robert Ravencroft (1), Lisa Humphries (1) | Mike Michaud (?), Robert Ravencroft (2), Lisa Humphries (2) |
| Faculty (FSEHD) (1) | Martha Horn (1) | Martha Horn (2) |
| Faculty (SOSW) (1) | Cary Donaldson (1) | Cary Donaldson (2) |
| Faculty (SOB) (1) | Susan Weiss (1) | Susan Weiss (2) |
| Faculty (SON) (1) | Deb/Kutenplon/Sylvia Ross (1) | Sylvia Ross (2) |
| Faculty (Adams Library) | Tish Brennan (1) | TBD |

Blue = Ex Officio
Green = Rotating

Membership Issues to Discuss:

1. We will need to identify an Adams Library faculty member to replace the irreplaceable Tish Brennan, who is retiring this spring.
2. I note that I serve as both the chair and a Writing Board member representing FAS. Should we consider adding another member of the FAS faculty to fill my spot so that I function only as chair of the Board? (My feeling is we should.)
3. I am the only person to serve as the Board chair since the Board was reconceived and restructured a decade or so ago. Further, no other Board member has ever run for Chair. Should we continue the process of having the Chair run for election every two years? My feeling is that we should not. Instead, perhaps the Board Chair could serve in renewable terms (3-years?) at the discretion of the UCC chair or Provost, as is done with other

similar positions (i.e. COGE chair).

Work of the Board

Funding for the Board as well as release time for the Chair remains suspended (more on this below). The Board did resume regular meetings this year, however, gathering in person in the FCTL on 9/28, 10/26, 11/30, 1/25, 2/22, 3/29.

As I noted in my annual report last year, COGE and UCC voted in spring 2022 to allocate administrative responsibility for and oversight of the college's Writing in the Disciplines (WID) requirement to the Writing Board. This was a momentous development and the Board was excited to get to work this year to learn more about the WID requirement at the college.

Towards these ends, we followed a recommendation made by former Provost/VPAA Helen Tate to design and distribute a needs analysis survey to learn about the status of WID. All of our work this year was concentrated on this effort. We spent the fall and winter designing the survey and moved towards distribution in the early spring. I'm pleased to report that 128 full and part time faculty completed the survey. When the Board reconvenes in the fall we will begin to sort through and analyze the data and draft a report on our findings, to be shared with the administration and campus community.

Work of the Chair

The chair's responsibilities, as outlined in the UCC manual, are as follows:

III. Responsibilities of the Chair of the Writing Board

1. Organize and conduct regular meetings of the Writing Board; maintain membership.
2. Facilitate and coordinate the support of writing instruction on campus by serving as the contact person for information pertaining to writing across the curriculum and writing in the disciplines and by developing funding opportunities for faculty development as need and opportunity arise.
3. Coordinate with the Writing Center, First Year Writing, First Year Seminar, Adams Library and OASIS to enhance the support of writing instruction and to help identify faculty and student needs in relation to writing.
4. Regularly meet with departments to discuss writing instruction practices, especially pertaining to writing in the discipline; identify department level support for writing instruction that can be developed and implemented by the Writing Board in collaboration with the Faculty Center for Teaching and Learning.
5. Collaborate with other groups on campus such as the Committee on General Education, Adams Library and the Rhode Island Writing Project, as need and opportunity arise to support writing pedagogy and instruction at Rhode Island College.
6. Facilitate collaboration between the Writing Board and the Faculty Center for Teaching and Learning on professional development events related to writing and pedagogy.

7. Offer input and advice to the Committee on General Education (COGE) on matters related to writing and pedagogy.
8. Serve as an ex officio member of the advisory board of the Faculty Center for Teaching and Learning.
9. Present an annual report in May of the activity of the Writing Board to the Undergraduate Curriculum Committee.
10. Coordinate editorial content and general design decisions to maintain effectiveness of the Writing Board website.

Without proper release time to perform this work, only a small part of it gets done. Considering that it's now been three years since release time was taken away, should we consider rewriting the duties and responsibilities of the chair? This is a question for discussion.

Work Ahead

In my annual report to UCC last year I identified the following as the work ahead:

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.

I stand by this list and it is my hope that after the Board has had the opportunity to review the data from our needs analysis we can begin work on items #1 and 2 next year.

In closing, I'd like to thank our new and old Board members for their service. I'd like to thank Deborah Kutenplon for her years of service, representing the School of Nursing. I'd like to thank Joe Zornado, Lexi Rogel, Sue Abbotson, former Provost Tate and current Provost Carolyn Masters for their support, feedback, and assistance with numerous matters related to the Board and its work.

And I'd like to offer a huge, **HUGE** thank you to Tish Brennan, who has served on the Writing Board every year since it was created in the mid-1990s and has played a pivotal role in guiding the Board these many years. As the longest-serving member of the Board, Tish is our "institutional memory" and a fierce advocate for what we do. She will be sorely missed.

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