

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**F15-6, University Policy, Modification of Writing Requirements  
Committee Membership**

**Legislative History: Rescinds S03-2, Amends S95-5**

At its meeting of October 5, 2015, the Academic Senate approved the following policy recommendation presented by Senator Shifflett for the Organization and Government Committee.

Rescinds S03-2 which amended S95-5. S03-2 had amended sections E1 and E2 of S95-5 which specified the composition and selection process for the Writing Requirements Committee.

**Action by University President: Approved on October 18, 2015 by  
Interim President Susan W. Martin**

**University Policy:  
Modification of Writing Requirements Committee Membership**

Whereas: SJSU's commitment to writing has resulted in a significant number of faculty hires and changes in areas of responsibility for writing programs; and

Whereas: The Writing Programs Administrator (WPA) plays a significant role in establishing a strong frosh composition program at SJSU yet is not currently a voting member of the Writing Requirements Committee (WRC); and

Whereas: The Writing Across the Curriculum (WAC) Director also plays a significant role in supporting and coordinating SJSU's writing across the curriculum program, particularly as it is expressed through 100W and other university-wide writing programs yet is not currently a voting member of the WRC; and

Whereas: Some administrative offices and positions have changed title since the original committee composition was written; and

Whereas: The WRC has rarely, if ever, been able to fill both student positions on the

committee, a difficulty that has been made more complex by the requirement that one student must have learned a language other than English as his or her first language; and

Whereas: In the spirit of our commitment to improving writing and the transfer experience for all students, the WRC has created the possibility for ongoing meaningful dialogue and communication with community college partners through the establishment of a semi-annual community college partners luncheon focused on writing; therefore be it

Resolved: That University Policy S03-2, be rescinded and replaced with the revisions detailed below to amend Sections E1 and E2 of S95-5.

Rationale: The WPA and WAC are faculty fully engaged in issues related to student writing. The WPA was hired in 2014 to run frosh composition and the WAC Director was to support and coordinate writing across the curriculum, particularly 100W.

The title changes proposed reflect the consolidation of undergraduate and graduate studies and the change in title to Student Academic Success Services. The current charge states “campus writing coordinator and/or Writing Skills Coordinator...” We have no designated “campus writing coordinator” (the WAC Director effectively fills that role) so that terminology has been deleted.

Current composition calls for two students, one of which “shall” have a language other than English as first language. However, given the difficulty in getting students to serve, this proposal allows for greater flexibility so as to encourage student participation on the committee with a preference for one position to go to a student whose first language was not English. Similarly, inserting “undergraduate or graduate” encourages both types of students to be on the committee.

Currently, S03-2 calls for a representative from each of the community colleges in our service area. In lieu of having people serve on the committee, which has been impossible to accomplish given workloads and schedules, we have created a standing, semi-annual meeting to which community college deans and their writing chairs and/or coordinators are invited. As such, we no longer need to have the non-voting representatives from each community college, a system that has never worked and has not had representation.

Finally, changing the process for selection of college faculty representatives allows for greater transparency with regard to the opportunity to serve on the WRC

Approved: 9/28/15

Vote: 8-0-0

Present: Grosvenor, Mathur, Curry, Gleixner, Shifflett, Elmiarri, Becker,

Absent: Beyersdorf  
Laker  
Financial Impact: None expected  
Workload Impact: No change from current situation.

E.1 The University Writing Requirements Committee (WRC) shall be an administrative committee reporting to the Board of General Studies. The committee shall be composed of the following:

- College Dean (EXO; WRC Chair; Appointed by the Provost)
- SJSU Writing Programs Administrator (WPA) (EXO)
- SJSU Writing Across the Curriculum (WAC) Director (EXO)
- AVP, Graduate & Undergraduate Programs or Designee (EXO)
- Director of Testing (EXO; non voting)
- SJSU Writing Skills Coordinator (EXO; non voting)
- AVP Student Academic Success Services or Designee (EXO; non voting)
- 1 faculty member from the University Library
- 1 Faculty, Applied Sciences & Arts
- 1 Faculty, Business
- 1 Faculty, Education
- 1 Faculty, Engineering
- 2 Faculty, Humanities & the Arts with one from the Department of Linguistics and Language Development
- 1 Faculty, Science
- 1 Faculty, Social Sciences
- 2 students (undergraduate or graduate) who have satisfied the Written Communication II requirement, one of which shall, preferably, have experience with ESL learning.

## E. 2 Recruitment and Appointment of Members

Faculty members will serve a 3-year term with the possibility of renewable for one additional 3-year term if selected. Student members will serve a renewable 1-year term. Recruitment to serve on the Writing Requirements Committee will be done through the normal Committee on Committees process for the seats designated for faculty members and students. When there are multiple applications for a seat the Executive Committee of the Academic Senate will select individuals to serve. In considering potential WRC members, attention should focus on the person's experience and engagement in activities related to student writing.

### E.2.a Interim Appointments.

When a seat will be vacant for no more than 1 semester (e.g., sabbatical) an interim appointment can be made following normal committee on committee processes. Any seat that

will be vacant for a year or more will require a replacement for the remainder of the term associated with that seat.

#### E.2.b Replacing Members

If a member is absent from three regularly scheduled committee meetings in an academic year, the chair of the WRC may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement. If a member repeatedly does not perform assigned committee duties, the chair of the WRC may request that the Associate Vice Chair of the Senate initiate action to recruit a replacement.