

## TCU Writing Committee Charter

The TCU Writing Committee will be a Faculty Senate Committee that will vet courses for Writing Emphasis in the TCU Core Curriculum and will work with other constituencies to develop assessment procedures for Writing Emphasis. Committee membership will be a combination of Faculty Senators, the faculty at large, and appropriate staff. The purpose, oversight, liaison, and membership will be as stated below.

### **Purpose:**

- To vet courses for Writing Emphasis in the TCU Core Curriculum using as criteria the Writing Emphasis learning outcomes and student action steps
- To work with the Faculty Senate, the Office of the TCU Core Curriculum, and the Office of Assessment and Quality Enhancement to develop Writing Emphasis assessment procedures and review Writing Emphasis assessment reports
- When appropriate and sanctioned, to discuss, develop, implement, and review campus-wide writing initiatives, particularly to monitor writing-across-the-curriculum (WAC) and writing-in-the-disciplines (WID)

### **Oversight:**

The Director of the TCU Core Curriculum will have oversight of the Writing committee.

### **Liaison:**

The Director of the TCU Core Curriculum can serve as Liaison to the Faculty Senate Executive Committee and the Provost because he/she reports directly to both.

### **Membership:**

Eight (8) faculty/appropriate staff, two (2) of whom must be elected by, and from, the Faculty Senate and six (6) nominated by the Faculty Senate Executive Committee in consultation with the Director of the TCU Core Curriculum. The selection process must be made with the following criteria in mind:

- Broad departmental and college representation is desirable
- At least 4-5 members must teach, have recently taught, or be scheduled to teach, a course consistent with the Writing Emphasis component of the TCU Core Curriculum

The Faculty Senate Executive Committee will work in conjunction with the Director of the TCU Core Curriculum to achieve the necessary balance and representation. Although effort should be made to represent the various colleges, it is not imperative that all be represented at all times. Consultation with those well versed in areas being considered during vetting will be considered the norm.

In addition, the Director of TCU Core Curriculum will be a non-voting member of the committee and will have the following non-exhaustive duties:

- be the recipient of the submissions to the Committee.
- work with the Chair of the Committee to create meeting schedules and set agendas.
- notify the registrar's office of courses approved, or removed, by the Committee.
- monitor, regulate, and document the flow of courses proposed for Writing Emphasis between the various entities concerned.

### **Terms of Service:**

Terms of Service: Members from the Faculty Senate will be elected for rotating three-year terms. Non Faculty Senate members will be appointed for rotating three-year terms. Members may serve as many terms as desired. A term year will be considered September– August.