

MINUTES

Writing across the Curriculum Committee
October 3, 2012, 9 AM
Building 9, Conference Room

Present: Dr. Jon Elmore, Dr. Mike Davis, Sandra Pinkham, Cynthia King, Becky Leach, Pat Walker

Absent: Wesley Beddard, Sherry Glover

Jon Elmore convened the first meeting of the Writing across the Curriculum Committee (WACC) and initiated the election of officers. Jon Elmore was elected chair; Sandra Pinkham, vice chair; and Pat Walker, secretary.

Jon Elmore immediately outlined the purpose of the meeting by disseminating the committee's purpose according to the BCCC Faculty and Staff Policy Manual. He emphasized the key words of 23 a.—“oversight,” “implementation,” and “evaluation”—as part of the committee's focus pertaining to the Quality Enhancement Plan (QEP) submitted to the Southern Association of Colleges and Schools (SACS). He will provide committee members with an electronic copy of the college's QEP.

Jon Elmore reviewed 23.b, which states the committee's purpose is to conduct data analysis each semester and prepare reports for distribution through the President's Office. He noted that he wrote a progress report during summer 2012. The challenge in complying with the QEP is in analysis of data. Mike Davis has been collecting data regarding QEP activities. Mike Davis worked informally with Dr. Phillip Price, Dean of Administrative Services, during summer 2013 to hire a consultant to process the data; however, little useful data have been returned from the consultant to date.

Discussion ensued about the need for a system to analyze the data and how the data should be analyzed. Jon Elmore noted that the responsibilities of Dr. Jay Sullivan, the new Dean of Research and Institutional Effectiveness, are not clear yet; therefore, it is uncertain whether Dr. Sullivan can assist the committee. Additionally, Mike Davis and Jon Elmore stressed the need to mine data stored in Datatel to assist in predictions about student success in writing. Jon Elmore emphasized the need to access and analyze the data from Datatel.

Jon Elmore said that committee members are all available on Wednesday mornings at 9:00 AM; therefore, we shall plan that time slot for future meetings.

Jon Elmore will provide committee members with an electronic copy of the QEP and the latest QEP progress report; all members should read the QEP and the first sixteen pages of the progress report prior to the next committee meeting.

The committee will next meet at 9:00 AM, October 31, 2012.

The meeting was adjourned at 9:30 AM.

Respectfully submitted,
Pat Walker, Secretary
10/4/2012