

UH System-wide Standing Committee on Written Communication

Annual Writing-Intensive Report

Spring 2022

This form is based on the document “Procedures and Policies for University of Hawai‘i Writing-Intensive Programs to Provide for Inter-Campus Articulation of Writing-Intensive Course Designations, April 1988.”

According to the 1988 Inter-Campus Articulation agreement, each campus will annually submit to the System-wide Standing Committee on Written Communication a description of how its Writing-Intensive (WI) program addresses the concerns listed below. Campus WI Program Directors may provide supporting or qualifying details in the blank spaces provided or may append additional materials as needed.

Upon receipt of each description, the Committee will review, advise, and recommend action on inter-campus articulation of the campus’s WI courses.

Campus: Kapi‘olani CC

Writing-Intensive Program ~~Director~~ Coordinator: Shawn Ford

Report submitted by (name and title): Shawn Ford, Assistant-Professor

Date: August 10, 2022

I. PROGRAM SUPPORT

Personnel

1. Is the program directed by a person who has been appropriately appointed and given appropriate released time to supervise the program? *(Note: The Committee has interpreted “appropriate released time” as “support that is appropriate for the program’s current size and state of development.”)*

Yes, the new WI Coordinator volunteered during spring 2022 from among the then-current WI Board members, all of whom had years of experience teaching WI sections.

However, the college decided during the financial crisis of 2019 to eliminate the 3 credits of reassigned time each semester for the WI Coordinator and has not reinstated reassigned time. Faculty decided to form a 5-member WI Board to spread out the workload of WI supervision.

2. Who assists the ~~director~~ coordinator in supervising the program? (e.g., Faculty Board, student assistant)

KapCC now has a 5-member board made of 4 faculty members from Arts & Sciences and 1 faculty member from CTE Programs.

3. Do the ~~director~~ coordinator and board members have adequate professional/secretarial/clerical assistance to support their work and maintain records necessary for articulation of WI courses?

No professional/secretarial/clerical assistance of any kind is provided by KapCC. The WI Coordinator is expected to maintain records by themselves.

4. Does a network of support exist for instructors of WI courses?

No formal network for WI instructors exists. However, WI instructors are expected to collaborate with each other in their disciplines (this is the first step in the instructions for any faculty member who wants to offer a new WI section), and the WI Board provides guidance as necessary and requested.

Since the elimination of reassigned time credits, no workshops or summer institutes have been offered to faculty.

Overall Teaching Load and Class Size

5. Are classes designated as WI limited to 20 students so that effective interaction between instructor and student can occur?

Yes, per WI guidance and policy.

6. Are teaching loads of instructors such that courses can be planned for and carried out in a way that is true to the spirit of the WI guidelines and that does not add unreasonably to the overall workload of the instructor?

No, workloads are not adjusted for WI instructors.

7. Is the teaching of WI courses appropriately rewarded in review processes, including tenure and promotion?

Unknown.

Student Needs

8. Are enough WI courses offered so students can meet graduation or degree requirements?

No concerns have been brought to the attention of the WI Board by counseling faculty or admin. WI does not seem to be an issue with students not meeting graduation or degree requirements.

9. Are WI courses clearly designated in class schedules?

Yes, courses are designated WI in the schedule of courses under “GenEd/Focus/Special Des.”, and WI courses notify students consistently in the schedule of courses that they’re WI.

10. Are students advised about the availability of and purpose for WI courses through regular campus publications?

I think this is achieved mostly through program orientations, NSO, First-Year Experience, and ongoing counseling and advising. However, there is a section in the college catalog about WI, and a page on the college website about WI/WAC+.

11. Can students who need help on writing problems get help, either from instructors or from staff in a writing workshop or laboratory?

Yes, per WI guidance and training, WI instructors provide their WI students with writing support in their disciplines. Also, the Study Hub in the Lamakū Center provides faculty volunteers and service learning students during fall and spring semesters to help students with their writing. Pre-COVID, this support was almost 100% in person. During COVID, support shifted to 100% online, primarily via Zoom. Post-COVID, it’s expected that a combination of these supports will be provided.

12. Are WI designations recorded and explained on student transcripts?

It's my understanding that KapCC follows a systemwide standard for transcripts. Courses are listed as WI when that was actually the case, and a statement is provided explicitly stating degree WI requirements when appropriate.

Budget

13. Have adequate funds been provided to support the program?

No, no funds are provided to support the WI program at KapCC.

II. COURSE DESIGNATION PROCESS

1. Is the WI designation process reasonable, explained to faculty, and followed regularly by program administrators?

Yes, the WI application is based on WI guidelines - nothing more, nothing less. Faculty are notified about WI application deadlines each semester during Duty Week meetings and via the campus bulletin. The WI certification process is provided on the KapCC intranet *Ohana* and the KapCC main website. The WI Board meets monthly or as necessary each semester.

2. Does the designation process include the following:

a) Publicizing the hallmarks of writing-intensive courses

Yes, WI hallmarks are provided on the KapCC intranet *Ohana* and the KapCC main website.

b) Soliciting proposals from individual faculty members

Only as necessary, when faculty members who offer WI sections have not renewed them within the 5-year certification period. It is the responsibility of faculty members and departments to keep track of their certified WI sections.

The WI Board does not solicit new proposals from faculty members or departments directly. However, the WI Board does include in meeting and bulletin announcements information about proposing new WI sections in addition to information about renewing WI sections.

c) Reviewing proposals

Yes, the WI Board reviews all WI proposals, both new and renewal.

d) Approving the designation of courses as writing-intensive

Yes, the WI Board approves all WI designations and forwards that approval to the faculty member and department.

e) Notifying appropriate personnel of such designations

Yes, the WI Board approves all WI designations and forwards that approval to the faculty member and department.

3. Does the program offer an option for WI designations that extend beyond a single semester? If yes, please add a brief description of the option. [*added Spring 1998*]

Initial, new WI Certification is for 3 years, which can then be extended in 5-year increments.

III. EVALUATION PROCEDURES

1. Is there a program of evaluation that assesses WI courses to see if they are doing what they are supposed to do—help students improve their writing?

When the WI Coordinator was given release time each semester,

2. Do program supervisors monitor the progress of students as they move through WI courses?

Not that we're aware of. Certainly, the WI Board doesn't do this. Perhaps this is done at the department level.

IV. FACULTY TRAINING PROGRAM

1. Are training programs in WI course instruction required or provided for faculty who want to participate in them?

Training is not required. WI workshops and the summer WAC+ Institute have been put on hold due to the elimination of release time for the WI Coordinator. WAC+/WI materials and information are posted online, and one-on-one advising and support with WI Board members is provided to individual faculty members as necessary.

2. Are orientation sessions provided at the beginning of each semester for instructors new to WI course instruction?

No, not exactly. One-on-one advising and support with WI Board members is provided to individual faculty members as necessary.

3. Are resources provided for instructors who want or need help in planning and teaching WI courses?

Yes, links to resources are provided online via the KapCC intranet *Ohana* and the KapCC main website.

If you have additional information for the committee, please submit it with this form.