



# Higher Education Coordinating Commission

## TRANSFER COUNCIL WRITING COMMON COURSE

### NUMBERING SUBCOMMITTEE MEETING

**Writing Subcommittee**

**Attendance:**

- Tim Jensen, Co-chair
- Leigh Graziano, Co-chair
- Tristan Striker, Co-chair
- Julie Brown
- Kate Comer
- Sydney Elliot
- Laura Jessup
- ~~Rachele Eccleston~~
- ~~Paul Lask~~
- Nick Reckentwald
- Sheri Rysdam
- Matt Schnackenberg
- Gina Szabady
- ~~Verne Underwood~~
- Malinda Williams
- Amanda Coffey

MINUTES

10:00 am – 1:00 pm

HIGHER EDUCATION COORDINATING COMMISSION

3225 25<sup>TH</sup> ST Salem, OR 97302

**VIDEO CONFERENCE ONLY**

AGENDA
<p>Welcome</p> <p>Roll was called and a quorum was established.</p>
<p>Approval of Minutes</p> <p>Motion to approve: Tim Jensen</p> <p>Second: Gina Szabady</p> <p>Vote: 11    No: 0    Abstain: 0</p>
<p>Last Meeting Follow-up</p> <ul style="list-style-type: none"> <li>● Final thoughts on DRAFT WR 227 were discussed.</li> <li>● Discussion and wordsmithing revisions were reviewed and updated during the meeting.</li> <li>● Next steps were reviewed, Transfer Council will vote on all subcommittee reports at their next meeting Nov 18<sup>th</sup>, 2022.</li> </ul>
<p>WR 227 Vote Course Title, Course Description &amp; Learning outcomes.</p> <p>Motion to approve: Tristan Striker</p> <p>Second: Julie Brown</p> <p>Vote: 12    No: 1    Abstain: 0</p>
<p>Discussion of Review Cycle</p> <ul style="list-style-type: none"> <li>● Annual review to check on effectiveness of these courses transferring and to gather feedback from institutions on concerns, challenges, etc.               <ul style="list-style-type: none"> <li>○ Winter term 2024 of the academic year (week 5-6 of the term; following the OWEAC meeting)</li> <li>○ Discussion based</li> <li>○ Consult with OWEAC for some of this information gathering</li> </ul> </li> <li>● Every third year, do a deeper review of the learning outcomes/course description to make necessary revisions (alignment to national standards like CWPA) and to address noted challenges from information gathering.</li> <li>● Items Needed:               <ul style="list-style-type: none"> <li>○ Clarify which institutional stakeholders are required to be consulted, and which are recommended</li> </ul> </li> </ul>

Vote on Annual Review Cycle  
Motion to approve: Gina Szabady  
Second: Nick Reckentwaldt  
Vote: 12 No: 0 Abstain: 0

Update on Timeline and Next Steps

- The report will be submitted. The subcommittee will meet in Winter term, approx. time discussed.

Public Comments N/A  
Meeting was adjourned.