**WEC Process Outline**

**Phase 1**

- **Semester A**
  - Intake Meeting
  - Sample Collection
  - Faculty introduced to WEC project

- **Semester B**
  - Online Survey
  - Meeting 1
  - Meeting 2
  - Meeting 3

- **Cor B**
  - Meeting 4

- **Semester C**
  - Draft Writing Plan
  - Vote
  - Campus Writing Board Approval

**Phase 2**

- Implementation

**Phase 3**

- Assessment

**Who**

- WEC Team, Chair, Faculty Liaison

**Description**

- Planning for WEC project Phase 1

**Who**

- WEC team and selected classes

**Description**

- WEC team collects student writing samples from selected 1XXX through 3XXX classes

**Who**

- Full Faculty

**Description**

- WEC Director attends faculty meeting to introduce the project and answer questions *(approximately 15-20 minutes)*

- WEC team distributes survey to full faculty, students taking undergraduate classes offered by the unit, and industrial affiliates where appropriate

**Description**

- Questions relate to discipline-specific writing and writing instruction *(approximately 20 minutes)*

**Who**

- Full Faculty / TAs / GIs / Advisors / Other

**Description**

- Review survey results and articulate discipline-specific writing characteristics and abilities *(approximately 2 hours)*

**Who**

- Full Faculty / Special Committee / Other

**Description**

- Map desired writing abilities into undergraduate curriculum *(approximately 1 hour)*

**Who**

- Full Faculty / Special Committee / Other

**Description**

- Discuss desired writing assessment strategies (on assignment, course, level, or programmatic levels) *(approximately 1 hour)*

**Who**

- Full Faculty / TAs / GIs / Advisors / Other

**Description**

- Discuss instructional support needed to implement plan *(approximately 1 hour)*

**Who**

- Faculty Liaison and Full Faculty

**Description**

- Review and make revision suggestions on draft of Writing Plan. This may happen in meetings, document sharing software, or other means

**Who**

- Full Faculty

**Description**

- Faculty vote to approve Writing Plan

**Who**

- Campus Writing Board

**Description**

- Provost-appointed board reviews Writing Plan for approval. Approved plans are forwarded to the Vice Provost and Dean of Undergraduate Studies for fiscal approval.

**Who**

- WEC, UCEW, and other University Services

**Description**

- Ongoing support from WAC team and UCEW resources

**Who**

- Faculty Liaison and Campus Writing Board

**Description**

- Assess Writing Plan, revise, and re-submit to Campus Writing Board