

Aloha Liberal Arts instructors,

The Writing Intensive Curriculum Committee is now accepting proposals for Writing Intensive (WI) courses for **Spring 2019**. The application process is described briefly below, as well as on the [website](#), but we also encourage you to contact your department chair or your WICC representatives with any questions about your particular course or the proposal process. As usual, the deadline is 3 weeks into the semester (**Monday, September 10**) to allow time for committee review and scheduling for Spring.

(1) Read the [Guidelines for Writing Intensive Courses](#) for basic information on the WI philosophy and instructional requirements. *Please note that our Guidelines were revised in 2016 to include a standard prerequisite of "C" or better in ENG 100 for all WI courses. **We ask that you include that prerequisite on your proposed syllabus.***

Another change, as a result of the College's move to its new general education program, is that [courses with a Foundations designation \(FX, FG, FW\)](#), are no longer eligible for WI designation. Contact your department for updated information on Foundations proposals that may affect your course.

(2) Complete a WI Proposal form (attached) for your course.

(3) Submit the completed proposal (including syllabus and other supplementary materials) to your department chair for feedback, approval, and signature before the deadline. DCs should review proposals and send the signed and completed proposals to the WICC **by Monday, September 10, 2018**.

(4) The WICC reviews the proposal and may contact the proposer for clarifications or suggestions.

(5) If the proposal is complete and meets all Writing Intensive requirements, the committee recommends and forwards the proposal to the Vice Chancellor for Academic Affairs for final approval.

Note: Once approved, a course carries the WI designation **for five (5) years before a renewal is required**. Please check most recent proposal/renewal dates on our Active Course list to make sure that [your WI designations are up-to-date](#) (courses last renewed in 2012 must be renewed this academic year or will lose active status).

Again, if you have any questions about WI designation, please contact me or one of the WI representatives (Ākeamakamae Kiyuna, Humanities; Noelle Rodriguez, Social Science; Tanya Dean, English; Pamela Scheffler, Math and Natural Sciences; Kaleo Quintana, GSSS).

If you'd like to schedule an individual meeting/call to talk about your course proposal, please contact me at sdansere@hawaii.edu or x2576.

Thank you,

Sharon Dansereau, WICC Chair

