



## SUBCOMMITTEE ON WRITING-INTENSIVE COURSES

**Regular Meeting**  
**Tuesday, October 28, 2025**  
**2:00 p.m. – 3:00 p.m.**  
**MS Teams Online**

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### AGENDA

1. Call to Order and Territorial Acknowledgement ..... Darren Francis     2:00
2. Approval of Agenda
3. Approval of Minutes, March 11, 2025
4. Chair's Report
5. Business ..... Darren Francis     2:05
  - 5.1. Introduction of Members
  - 5.2. Review of Committee Mandate and Membership
  - 5.3. Review of Criteria for Writing-Intensive Courses at KPU
  - 5.4. Mandate Revision..... Catherine Schwichtenberg     2:30
6. Items for Discussion
7. Adjournment

## SUBCOMMITTEE ON WRITING-INTENSIVE COURSES

**Minutes of Regular Meeting**

**Tuesday, March 11, 2025**

**2:00 p.m. – 3:00 p.m.**

**MS Teams Online**

Voting Member Quorum: 5		Non-voting
Allyson Rozell Bev Wake Darren Francis, Chair Deborah Blenkhorn	Donna Danielson Emily Ginter Erin Ashenhurst Rachelle Hollaway	Catherine Schwichtenberg Geraldine Wee
Regrets	Senate Office	Guests
Robert Dearle	Michelle Molnar Sonia Orlu	Jennifer Gao Nicola Harwood

### 1. Call to Order and Territorial Acknowledgement

The Chair, Darren Francis, called the meeting to order at 2:01 p.m.

### 2. Approval of Agenda

**Allyson Rozell moved to approve the agenda as circulated.**

**The motion carried.**

### 3. Approval of Minutes, November 26, 2024

**Allyson Rozell moved the minutes be accepted as amended.**

**The motion carried.**

### 4. Chair's Report

No report.

### 5. Courses for Review

#### 5.1. TCME 4330 – Advanced Case Analysis

Jennifer Gao, Acupuncture Instructor provided background on the development of this course including fulsome consultation with SWIC member Donna Danielson to ensure the course fulfills the criteria required for the writing-intensive attribute.

**Allyson Rozell moved that the Subcommittee on Writing-Intensive Courses recommend that the Senate Standing Committee on Curriculum approve TCME 4330 – Advanced Case Analysis, for Writing-Intensive designation, effective September 1, 2025.**

**The motion carried.**

#### **5.2. CRWR 1200 – Introduction to Craft and Process in Creative Writing**

The committee offered feedback regarding the criteria for the writing intensive attribute, noting that the current proposal does not satisfy the established requirements. They advised the proponent to consult with a committee member for assistance in revising the outline prior to future review.

#### **6. Adjournment**

The meeting adjourned at 2:47 p.m.



## SUBCOMMITTEE ON WRITING-INTENSIVE COURSES

**Agenda Number:** 5.2

**Meeting Date:** *Tuesday, October 28, 2025*

**Presenter(s):** *Darren Francis*

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**AGENDA TITLE:** COMMITTEE MANDATE AND MEMBERSHIP REVIEW

**ACTION REQUESTED:** Discussion

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### Context and Background

On September 19, 2021, the Senate Governance and Nominating Committee (SGNC) discussed the importance of having each committee annually reacquaint itself with its mandate and membership. This practice is intended to help new members understand the committee's mandate and membership while allowing returning members to refresh their knowledge.

### Key Messages

Senate standing committees continue the practice of providing an informational introduction to their mandates and memberships each fall.

### Attachments

1. Senate Subcommittees under SSCC – SWIC\_Senate Approved - Current
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### Submitted by

Michelle Molnar, Administrative Coordinator, Senate

### Date submitted

October 20, 2025

## Senate Subcommittees under SSCC - Senate Subcommittee on Writing-Intensive Courses (SWIC)

The Senate Subcommittee on Writing-Intensive Courses (SWIC) is a subcommittee of the Senate Standing Committee on Curriculum (SSCC). In support of Policy AC14, KPU Credential Framework, SWIC is the body which has the subject expertise to recommend approval of writing-intensive (WI) designation to courses in accordance with the criteria set out by the committee.

### **MANDATE**

The Subcommittee on Writing-Intensive Courses (SWIC) is a SSCC subcommittee with a mandate to:

- Make recommendations for criteria for writing-intensive (WI) courses.
- Make recommendations for amendments to the AC11, General Education in Degree Programs, and the AC14, KPU Credential Framework, policies and procedures as they pertain to WI courses.
- Review course outlines for WI designation and recommend approval in accordance with the criteria as established by the committee.
- Oversee the review of the criteria for WI courses as necessary and recommend approval of any revisions to Senate.
- Report to SSCC of any courses the committee deems to have satisfied the established criteria, for recommendation to Senate.
- Review periodically the mandate, composition, and processes of the SWIC, and make recommendations to SSCC concerning these matters as appropriate.
- Perform other duties as assigned by Senate.

Approved by Senate: April 25, 2022

## **MEMBERSHIP COMPOSITION**

**Chair:** Elected by the committee for a three-year term

The membership of the Subcommittee on Writing-Intensive Courses is constituted by representative faculty members from across KPU who have expertise in writing-intensive courses. The faculty members are nominated by their respective Faculty Councils and approved by the Senate Standing Committee on Curriculum.

### **Voting Members**

- One faculty member from each Faculty, with the exception of the Faculty of Arts, which shall have four faculty members (two of whom are from the Department of English)

### **Non-Voting**

- One Academic Advisor, approved by the Academic Advising Council
- Vice Chair of Senate, ex officio

Vacant positions do not count towards quorum.

### **Terms of Office**

- Faculty members: three-year term
- Academic Advisor: three-year term

The Chair will inform the committee if a member's absences exceed three meetings. The committee will discuss the situation and the Chair, in conjunction with the committee, may declare the position vacant.

Approved by Senate: April 25, 2022



## SUBCOMMITTEE ON WRITING-INTENSIVE COURSES

**Agenda Number:** 5.3

**Meeting Date:** *Tuesday, October 28, 2025*

**Presenter(s):** *Darren Francis*

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**AGENDA TITLE:** REVIEW OF WRITING-INTENSIVE CRITERIA

**ACTION REQUESTED:** Discussion

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### Context and Background

The Subcommittee on Writing-Intensive Courses is mandated to make recommendations for criteria for writing-intensive (WI) courses.

### Key Messages

The attached criteria for writing-intensive designation was approved at Senate on November 10, 2021.

### Attachments

1. Writing-Intensive Criteria
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### Submitted by

Michelle Molnar, Administrative Coordinator, University Senate

### Date submitted

October 20, 2025

# Criteria for Writing-Intensive Courses at KPU

## Writing-Intensive (WI) Courses

Writing-intensive courses (WI) teach content through writing and writing through content. Students will develop their writing abilities through practice and revision as well as through instructor and peer feedback. Course content is discipline-specific, and assignments are designed to introduce students to discipline-specific writing conventions, practices, vocabulary, and citation methods. Emphasis is also placed on developing and assessing students' essential writing, editing, and proofreading skills.

The vetting of writing instructors is up to areas; the Senate Writing-Intensive Committee has no means and no mandate to determine that an instructor is qualified to teach writing. Instructors of WI courses would benefit from previous experience teaching writing in their disciplines and familiarity with current writing pedagogies as well as the fundamentals of English mechanics, grammar, and punctuation. Support and professional development for writing instructors across disciplines should be provided by KPU, perhaps through the Teaching and Learning Commons.

Area course developers may want to consider setting English 1100: Introduction to University Writing as a course prerequisite, particularly in WI courses numbered above the 1100 level.

### Requirements for the designation of courses as Writing Intensive (WI).

(Wherever possible, these requirements will be reflected in course outlines and course presentations.)

1. Instructional resources must be adequate to support writing-intensive instruction and the pedagogies connected with student writing development. While class size maxima are established by agreement between KPU and the KFA, the committee recommends a maximum of 25 students per WI section. Course developers should begin by speaking to their deans to ensure that adequate instructional resources are available and will be maintained for as long as the course carries a WI designation.
2. The course is at the undergraduate level or higher. Courses designated as eligible for the Pathway to undergraduate studies are not eligible for WI designation.
3. The course is mainly composed of several individual, discipline-related writing assignments, and these assignments represent at least 60% of student assessment. Activities and assignments are scaffolded to build and reinforce core writing skills.
4. Writing instruction occurs throughout, and students receive ample, timely feedback on their writing. Evaluations should be based on clear, pre-established criteria.
5. Student writing in the course totals approximately 5000 words. Most writing occurs in a series of low stakes writing assignments, but up to 30% may occur in a combination of ungraded writing assignments and revisions.
6. The course teaches and encourages recursive writing strategies such as prewriting, drafting, revising, and editing. Students are given multiple opportunities to integrate instructor and peer feedback.
7. The ability to communicate clearly and effectively in writing without academic assistance is an essential learning outcome of the course. Therefore, supervised or invigilated writing assignments should constitute approximately 25% of overall assessment.
8. The course includes comprehensive supplementary writing resources such as a handbook, textbook, Internet materials, models, frameworks, or rubrics.

## SUBCOMMITTEE ON WRITING-INTENSIVE COURSES

**Agenda Number: 5.4**

**Meeting Date:** Tuesday, October 28, 2025

**Presenter(s):** Catherine Schwichtenberg

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**AGENDA TITLE:** MANDATE REVISION: SUBCOMMITTEE ON WRITING-INTENSIVE

**ACTION REQUESTED:** Motion

### RECOMMENDED RESOLUTION

**THAT the Subcommittee on Writing-Intensive recommend that the Senate Standing Committee on Curriculum approve the revisions to the mandate.**

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### COMMITTEE REPORT

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#### Context and Background

In Spring 2025, the Subcommittee on Quantitative Courses as well as the Subcommittee on Pathway Courses revised their mandates to include the review of revised courses previously approved for attributes.

Reviewing courses previously approved for the Writing-Intensive attribute was discussed previously by this committee. It is recommended that all three attribute committees align their practices to ensure continuity.

Subcommittee on Quantitative Courses (SQC) mandate language:

- *Evaluate current QUAN designated courses under revision to ensure they continue to meet the criteria established by the committee.*

Subcommittee on Pathway Courses (SPWC)

- *Review proposals for new undergraduate Pathway designated courses, changes to existing undergraduate Pathway courses, and the removal of undergraduate Pathway designated courses following established criteria and guideline.*
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#### Submitted by

Michelle Molnar, Administrative Coordinator, Senate

#### Date submitted

October 20, 2025

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