2015-2016 Writing Advisory Board Report
July 21, 2016

Writing Advisory Board Members:
Clayton Akatsuka, Mathematics
Sarah Hadmack, Humanities
Toshihiko Ikagawa, Social Sciences
David Krupp, Natural Sciences
Susan St John, Language Arts; WAB Chair

Special activities conducted in AY 2015-16

The WAB has made some minor revisions to the WI Hallmarks explanatory notes. These revisions clarified the hallmarks by specifying word and page count, and that individual conferences were mandatory. Ambiguous directions were also removed. These revised hallmarks were approved by the faculty senate and will be posted on the WCC website.

Regular activities of the Writing Advisory Board include: 1) review of WI syllabi for compliance with WI hallmarks, 2) review and assessment of WI course surveys, and 3) review and approval of instructors’ WI applications.

Writing Across the Curriculum Redesign

The redesigned Writing Across the Curriculum certification process began in May 2015. The face-to-face portion of the WAC workshop was condensed into three days. This three-day workshop will be offered again in May 2016. Major elements of the redesign include:

● Transforming roughly 60% of face-to-face presentation and workshop content into online modules.
● Accommodating instructors with summer commitments by limiting face-to-face workshops to the first week of off-duty period.
● Adding a presentation day modeled after Real World Academics Institute.
● Extending individualized feedback to participants throughout the summer.

Review of WI Syllabi

The Board reviewed syllabi of 24 WI courses offered this fall, and 30 WI courses offered this spring. The Board suggested revisions to the instructors whose syllabi were not compliant with the WI requirements.

Assessment of 2015-2016 WI Student Surveys

In Fall 2016, Windward Community College offered 24 WI courses, 8 of which were online. We received student surveys from 16 courses. We did not receive student surveys from three online courses and five face to face courses. In all, 135 student surveys were assessed on three (Questions 1, 2, and 3) of the seven questions.
In Spring 2016, the college offered 30 WI courses, 9 of them online. We received student surveys from 24 courses. We did not receive student surveys from three online courses and three face to face courses. In all, 274 student surveys were assessed on three (questions 4, 5, and 6) of the seven questions.

Below are data tables for both semesters. To summarize, in Fall 2015, 87.4% of respondents claim that they were able to take as many WI courses at WCC as they needed. 97% of the students had at least one conference with their instructor; most had two or more. 97% of the respondents felt that the writing feedback that they received was helpful.

In the Spring of 2016, 95.6% of respondents claim that they received writing instruction in the course. Although the majority of students--71%--did not take advantage of outside writing help such as tutors or through the writing lab, the mass majority--95%--still felt that their writing improved as a result of the course.

Based on this assessment, the Writing Advisory Board (WAB) believes that WI courses are performing well at WCC. One area of improvement concerns the use of outside resources such as tutors or the writing lab. The WAB will discuss with WI instructors ways to communicate the availability of these resources and to encourage their use.

### Fall 2015 WI Student Survey Data

<table>
<thead>
<tr>
<th></th>
<th>No. of Respondents</th>
<th>Q1: Yes</th>
<th>Q2: No</th>
<th>Q3: Abstain</th>
<th>Q2: Average</th>
<th>Q2: Abstain</th>
<th>Q3: Helpful</th>
<th>Q3: Not Helpful</th>
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<tbody>
<tr>
<td>Total Number</td>
<td>135</td>
<td>118</td>
<td>13</td>
<td>5</td>
<td>2.4</td>
<td>2</td>
<td>131</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Percent</td>
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<td>9.6%</td>
<td>3.7%</td>
<td>2.4%</td>
<td>1.5%</td>
<td>97.0%</td>
<td>0.7%</td>
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### Spring 2016 WI Student Survey Data

<table>
<thead>
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<th></th>
<th>No. of Respondents</th>
<th>Q4: Yes</th>
<th>Q4: No</th>
<th>Q4: Abstain</th>
<th>Q5: Yes</th>
<th>Q5: No</th>
<th>Q5: Abstain</th>
<th>Q6: Yes</th>
<th>Q6: No</th>
<th>Q6: Abstain</th>
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<tbody>
<tr>
<td>Total Number</td>
<td>197</td>
<td>188</td>
<td>7</td>
<td>2</td>
<td>59</td>
<td>138</td>
<td>0</td>
<td>187</td>
<td>6</td>
<td>4</td>
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<tr>
<td>Percent</td>
<td>95.4%</td>
<td>3.6%</td>
<td>1.02%</td>
<td>30.0%</td>
<td>70.0%</td>
<td>0%</td>
<td>94.9%</td>
<td>3.1%</td>
<td>2.0%</td>
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**WI Applications**

The WAC Board approved two applications from Vanessa Cole. MGT 120: Principles of Management, and Bus 122: Introduction to Entrepreneurship both received the WI designation.


Submitted by Susan St. John, WAB Chair