

AcAB – Appendix 2 (2/4/14)

Subject: Writing Inventories – Steps for follow up
From: Richard Ray <ray@hope.edu>
Date: 1/29/14 10:20 AM
To: Patrice Rankine <rankine@hope.edu>, Scott VanderStoep <vanderstoep@hope.edu>, James Gentile <gentile@hope.edu>
CC: William Polik <polik@hope.edu>, Courtney Werner <werner@hope.edu>

Dear Jim, Patrice, and Scott,

Thank you for receiving the Writing Instruction Inventory reports from your Chairs. Recall that this report is the first step toward having each Department define their Writing Instruction plan, with the ultimate goal that every Hope College major receive writing instruction in their major, as well as in the General Education curriculum.

This email outlines some recommended actions for you regarding the Writing Inventory reports that you have received:

1. Check which Departments have turned in their Writing Inventory reports. Prompt any missing reports from Department Chairs. Thank Chairs who have turned in their reports for doing so, and (very importantly) for guiding their Departments in the development of a writing instruction plan for their majors.
2. Quickly peruse Writing Inventory checkboxes. If there are any Writing Inventories in which one or more of the columns do not have checkmarks, then these Departments do not currently offer courses that would meet the Hope College Writing Instruction Policy. Strongly encourage any such Departments to meet very soon with Dr. Courtney Werner (x7122, werner@hope.edu), Director of College Writing, who will work with these Departments to develop such writing experiences.
3. Forward the full set of Writing Inventories to Courtney Werner (werner@hope.edu), who will look over the Writing Inventories in more detail.
4. At your next Divisional Chairs meeting, remind Chairs that the Writing Instruction is due April 15. This report will describe writing instruction in the Department for its majors, how the College's Writing Instruction Policy is met, and how the writing instruction goals of the Department will be assessed. (A template for this final report was emailed to all Chairs along with the Writing Inventory template.) If Departments have not yet held a meeting to discuss writing instruction, strongly encourage Chairs to call such a meeting.

Thank you for facilitating the development of Writing Instructions Plans by each Department, so that every Hope College graduate receives writing instruction in their major, as well as in the General Education curriculum.

Sincerely,

Will Polik, AcAB Chair
Rich Ray, Provost

(cc: Courtney Werner)

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