



UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: August 14, 2002

TO:

Pamela Clark Shawlif, Jeanne Madeline Mays, YMCAI
Larry Beeson, Stephanie Pate
George Boxerzini
Maria Burns, Ruth Standard/Chair, General Education Committee
Pat Cesanini (A),
Catherine Clegg
Terry Dugay, EBC
Susan Ferguson (EDUC), Laura Wren

FROM:

Administrator Kent, Ph.D.
Executive Vice President

SUBJECT: Writing Committee - Charge (REVIEW)

I am pleased to invite you to serve on the University Writing Committee. This committee will advise the Executive Vice President on matters related to writing across the curriculum. Below is a brief description of the charge and responsibilities of the committee. The committee's charge is given below.

- **Annually assess and report on members' commitment to written communication outcomes**
- **Annually review and update the University's website, guidelines, and resources**
- **Annually review and update "W" faculty, courses, and programs**
- **Develop and implement new planning, development, and assessment "W" courses**
- **Approve "W" courses**

The writing committee will meet at least once each semester. Please let me know if you have any questions or concerns. If you are unable to attend a meeting, please let me know.

AMR:dky