**Writing Instruction in the Disciplines (WID) Committee
MINUTES**

January 25, 2016

9:00 a.m.

Chicago Room University Union

**Present:** Nathan Miczo, Neil Baird, Madgelyn Helwig, Jennie Hemingway, Cecil Tarrant III, Munia Cabal-Jiménez Adrianna Marshall, Mei Wen, Tawnya Adkins Covert

1. **The meeting was called to order at 9:00 am.**
2. **Approval of minutes from December 7 meeting (with updates on list of departments contacted about review to come later).**
3. **Announcements:**
4. Response from IRB - We may need to amend the WID anthology form. IRB approval is needed during the course if the final paper to be included in anthology is based on research conducted on human subjects.
5. Cecil mentioned issue with older form being on the site when he was preparing BC320 review paperwork. Appears to direct to old form on some web browsers and new form on other browsers. Nathan will contact Annette Hamm to have any old files removed from server.
6. **BCOM 320 Review**
	1. Course Approved
7. **Communication for future reviews**
	1. Discussion regarding who to contact following a review. Committee suggested that an email go to the contact person (typically the department chair) regarding review outcomes/approval.
8. **CITR Sessions**
	1. A decision was made in December meeting to open these to all disciplines.
	2. Neil distributed draft workshop names and descriptions
	3. Members volunteered to lead workshops to run bi-weekly beginning in late February.
	4. Neil will send information to CITR to have workshops scheduled and added to calendars.
9. **New Business**
	1. 10 day count coming soon for overenrollment.
10. **Tentative next meeting February 8 (pending new courses/review)**

**Adjourned at 9:43**