

August 31, 2010

Bill Ladusaw, outgoing Vice Provost and Dean for Undergraduate Education  
Marc Cioc, incoming Interim Vice Provost and Dean for Undergraduate Education

Dear Bill and Marc:

RE: Summer course offerings

For some years when there was to be a new instructor for a writing-intensive (W) designated course or when the course would be offered in the summer for the first time, the course was reviewed by the Committee on Educational Policy (CEP), regardless of whether the course was new. The concern was that it was difficult to teach a W course over 5 weeks and include the same amount of feedback and drafts.

As part of the review, departments/instructors were to submit course approval documentation to confirm that the content of the course continued to be in line with expectations for the W requirement. However, what is actually needed is for the course sponsoring department to confirm that the appointed instructor will be provided with the approved course approval documentation (or syllabus) and asked to follow its content, without diluting the material due to the course being offered in a compressed term.

More broadly, the Committee thinks that this is necessary to ensure that all courses follow the approved format and asks that you include this expectation in the next request for summer session proposals. This could be accomplished, most likely, with a form asking the sponsoring unit to check a box and confirm that the instructor, if new to that course, was provided with the information and told of the expectation that it either be followed or that course approval documentation be provided for CEP review. For W courses specifically, CEP decided that there is no longer a need for course approval documentation to be provided as long as the sponsoring unit provided such a confirmation and the course is not changing.

Please let me know if you have questions.

So attests,

/s/

John Tamkun, Chair  
Committee on Educational Policy

CC: Pat Vani, Director, Summer Session