MINUTES
WRITING ACROSS THE CURRICULUM ADVISORY BOARD MEETING
APRIL 23, 1996

Presiding: Mary McCay, Chair

Attending:
Larry Lorenz
Cassandra Mabe
Mary McCay
Melanie McKay
T.R. Mooney
Mary Sue Morrow
Mike Klein
Avia Morgan

Absent:
Dorothy Brown
Karen Arnold
Karla Buitrago
Pat Hugg
Janet Melancon

I. The minutes of the March 16, 1995 meeting were unanimously approved.

II. Announcements:
A. Mary McCay announced that Dorothy Brown is retiring and Karla Buitrago is graduating. She requested suggestions for two new board members. The board decided that Melanie McKay, T.R. Mooney and Avia Morgan will contact several City College faculty members and WAC tutors to make a decision. Melanie McKay will announce new appointments at the next meeting.

B. Doreen Simonsen announced that there is a new book in the library on bibliographic instruction in Writing Across the Curriculum

C. Mary McCay announced that Melanie McKay has been appointed permanent director of Writing Across the Curriculum and is now on the tenure track in the English Department. Mary McCay turned the meeting over to Melanie McKay.

II. New Business

A. Melanie McKay gave a progress report on the WAC 1995-98 plan. The Board approved revisions to the plan as indicated on the attached copy.

B. The Board discussed the problem of obsolete equipment in the labs. Mike Klein pointed out that Bobet Hall's first floor is completely wired for campus networking although the current machines are inadequate to access the resources available. The group discussed the importance of equipment upgrades and possible funding.
M. McKay introduced software preserved at the College Composition and Communications Convention. This software for collaborative writing and computer conferencing would allow us to transform the way writing is taught at Loyola, something that has occurred at numerous schools already. The names of the two software packages are Daedalus and Common Space.

The committee agreed that hardware and software upgrades in the WAC labs should be a top priority and that a letter to this effect should be sent from Board to Dean Rowland, Dr. Danahar, Allen Sparks and Fr. Knoth.

C. M. McKay reported on a new program, planned for fall 96, that would assign tutors to individual courses as writing assistants. The program, called 'Tutoring in the Disciplines' would help supplement our full-class tutoring through Advise/Revise. Tutors will attend classes and work with students on a small-group and individual basis. This idea would extend our services without expanding our staff. Mary Sue Morrow stated that this new program would help tutors understand terms in various disciplines and course goals. This was a problem with Advise/Revise when she used it before. The WAC tutor did not have any idea of what the music students were talking about in their papers.

Cassandra Mabe has incorporated this idea with the Modern Foreign Languages tutors successfully. Melanie McKay said that the new tutor program will start in the Fall 1996 on a trial basis. Once faculty surveys are received, she will notify the board with the feedback.

D. M. McKay asked the board for any suggestions for tutor recruitment and reported on what we are presently doing. We have submitted minimum standards for tutor appointments to personnel, and we have enlisted the help of Honors' Director Nancy Anderson in identifying eligible students. Larry Lorenz suggested sending a memo to all faculty members requesting any strong students.

E. Mary McKay suggested that the letter Melanie McKay will draft be sent to Dr. Rowland with carbon copies to Dr. David Danahar, Allen Sparks, and Fr. Bernard Knoth.

The meeting adjourned at 1:55 pm.