



UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: August 6, 2021

TO:

Patrick Shaw (Chair)
Stephanie Ard
Larry Beason
Audi Byrne
Pat Cesarini
Shenghua Wu
Catherine Cooper
Marsha Hamilton

Amy E Davis
Jeanne Maes
Harry Roddy
Bob Sweeney
Susan Ferguson
Pavica Sheldon
General Education Coordinator
Laura Vrana (FS)

FROM: Andrea M. Kent, Ph.D.
Interim Provost and Senior Vice President of Academic Affairs

SUBJECT: Writing Committee 2021-22

I am pleased to invite you to serve on the University Writing Committee for the 2021-22 academic year. Patrick Shaw will serve as Chair of the committee and will notify you of meetings. The committee charge is given below:

Charge:

- Annually assess and report on the accomplishment of written communication learning outcomes.
- Annually review and update the "W" website, as needed.
- Annually review and update the "W" policy, as needed
- Develop and implement a plan of review for existing "W" courses.
- Approve "W" courses

The work of the University Standing Committees is vitally important to the University. Please accept my appreciation for your willingness to serve. If, for any reason, you will be unable to serve, please let me know.

AMK:rmh