Writing Across the Curriculum (WAC) and the Office of Institutional Effectiveness (OIE)
7515 Halcyon Summit Drive, Suite 103

New Faculty Orientation: Summer 2011

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Associate Professor, Foundations and Secondary Education
What is WAC? www.aum.edu/writing

The AUM Writing Across the Curriculum (WAC) program seeks to improve the quality of student writing campus-wide by incorporating writing-intensive instruction into all undergraduate students’ required programs of study.

2 Comp Courses
ENGL 1010 and 1020

1 Swing Course
A Writing-Intensive Core Course, Required Writing in the Professions, or Extra Course in Major

2 Content Courses
Program Major Required Writing-Intensive Courses

Students must take five total WAC courses to meet graduation requirements
Course Criteria: Content–Area Writing Intensive

- **Criteria for Writing–Intensive (WI) Content–Area Courses:**
  - The course is a program completion requirement (either within Core curriculum or program major).
  - The course will increase by a credit hour.
  - Course enrollment will be capped at 20 students.
  - A minimum of four written products will be embedded within the course instruction and evaluation.
  - One of the four products engages students in the writing process.

- **Note:** Composition courses are not considered writing–intensive content courses. Although they are an important part of the WAC program, they do not increase by a credit–hour.
Steps for WAC Course Approval

- **WAC Committee Approval:** Please submit a Course Proposal Form: [http://www.aum.edu/uploadedFiles/Academics/Writing_for_Success/WAC_Course_Proposal_Form.pdf](http://www.aum.edu/uploadedFiles/Academics/Writing_for_Success/WAC_Course_Proposal_Form.pdf)

- **Curriculum Committee Approval:** WAC Program administrators will complete a Form 2000 and secure appropriate signatures to submit to the Curriculum Committee.

- Department heads will be notified of status of the course in the approval process via email.
The first four preliminary sessions of WFDI are open to all faculty! Session dates are available on the WAC website; Email Jenny Good to register.

- **Preliminary Development Topics** *(Traditional Workshop Format Before Instruction)*
  I. Understanding Writing in the Disciplines
  II. Instructional Strategies: Formal and Informal Writing Assignments
  III. Assessing Writing
  IV. Support for the Struggling Writers

- **During Course Support and Development** *(Ongoing support during first semester of WI instruction)*
  V. Reflecting on Classroom Strategies (Online Discussion)
  VI. Peer Observation (Partner’s Classroom; Online Follow-up)
  VII. Regrouping (Traditional Workshop Session)
  VIII. Peer Observation (Partner’s Classroom; Online Follow-up)
  IX. Reflections on Instruction (Online Discussion)
  X. Final Follow-up Session and Debriefing (Traditional Workshop Session)
WAC Content–Area Faculty Incentives

- Small and manageable class sizes!

- $100 per WFDI training session transferred into departmental account for faculty use in research, travel, equipment, books, etc. *(Note: $400 disbursed at the completion of the first 4 sessions and the additional $600 at the end of WFDI.)*

- One course release per three WI courses taught.
Interested in Getting Involved?

- **Courses**: Talk to your department head and submit a course proposal if you have a class that you think would easily align with the WAC Program.

- **WAC-ky Times**: Look for information in the *The WAC-ky Times* (published once a semester). Past issues are on the WAC website.

- **WFDI**: Contact Jenny Good ([jgood@aum.edu; 3481](mailto:jgood@aum.edu)) if you are interested in participating in a WFDI cohort.
OIE guides the implementation and documentation of the institutional effectiveness process at the university.

OIE supports the consistent, systematic, explicit, and documented measurement of institutional performance and its alignment with institutional goals.

The main purpose of the Office is to serve the senior academic and administrative officers by providing an effective analytical framework for planning and improvement.
# The Faces and Branches of OIE

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<thead>
<tr>
<th>Institutional Research</th>
<th>Assessment</th>
<th>Course Evaluation</th>
<th>External Survey Evaluation</th>
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<tbody>
<tr>
<td>Patricia Turpin</td>
<td>Kelly Birchfield</td>
<td>Jessica Carroll</td>
<td>Jennifer Dyess</td>
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<td>Senior IR Officer</td>
<td>Associate Director of Assessment</td>
<td>Research Database Specialist</td>
<td>Senior Program Associate</td>
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# OIE Branches and the Faculty Connect

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<th>Branch</th>
<th>Faculty Support</th>
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<tr>
<td><strong>Institutional Research</strong></td>
<td>• Useful university data for grant writing</td>
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<td>• Useful data for program evaluation research</td>
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<td>• Support for accreditation</td>
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<tr>
<td><strong>Assessment</strong></td>
<td>• Annual Data Reports (departmental specific data) to support annual unit assessment and academic program review</td>
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<td>• Useful university satisfaction data for grant writing</td>
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<tr>
<td><strong>Evaluation</strong></td>
<td>• Course evaluation reports for faculty evaluation (Distribution: Deans &gt; Dept.Heads &gt; Individual Faculty)</td>
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<td>• Hanover research reports on select topics and with comparison universities</td>
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How Can I Get My Hands on OIE Data and Operations Information?

- **Institutional Research > AUM Data**
  (Enrollment, CHP, GPA’s, . . .)

- **Assessment**
  (NSSE and Noel Levitz Surveys, General Education Outcomes)

- **Evaluation**
  (External Survey listings and Course Evaluation Information)

- **OIE Update**
  (Sent via email to all faculty and staff in the fall and spring semesters)

- **Annual Assessment System Access**

- **OIE Policies and Procedures**

- **IAS (Course Evaluation) Policies and Procedures**

- **University Strategic Planning Information**

- **OIE Annual Reports**

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**Data on the website:**
www.aum.edu/oie

**Data on AUMnet:**
https://sharepoint.aum.edu/aumaa/OIR/default.aspx
In keeping with OIE policies, requests must originate (for approval) through senior administrators.

Data and research requests can be made of OIE using the following request forms:

- **Data Request Form** (internal data): available on the website
- **Research Request Form** (external studies via Hanover Research): available on AUMnet
Questions about WAC or OIE?

Contact Jenny Good (jgood@aum.edu)