



UNIVERSITY OF SOUTH ALABAMA

**MEMORANDUM**

Academic Affairs

DATE: August 13, 2020

TO:

Patrick Shaw (Chair)	Chrystal Lewis
Stephanie Ard	Jeanne Maes
Larry Beason	Harry Roddy
Audi Byrne	Bob Sweeney
Pat Cesarini	Susan Ferguson
John Cleary	Richard Ward
Catherine Cooper	General Education Coordinator
Marsha Hamilton	Jenny Manders (FS)

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

SUBJECT: Writing Committee 2020-21

I am pleased to invite you to serve on the University Writing Committee for the 2020-21 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