

PROCESS for WIN Course Approval and Collection of Data
(EFFECTIVE Summer 2015)

WIN Requirement

Three WIN courses are still a graduation requirement; however, WIN Syllabi and Checklists will no longer be submitted to INTEGRATE nor come through the Writing Program office for approval. The approval process will now reside within departments, and department chairs will be responsible for ensuring that WIN –designated courses have the required components and documentation.

NOTE: Many departments have WIN course syllabi that have been vetted and have been used regularly since 2010. It is recommended that these become the “standard” used for future courses. This way, new instructors and adjuncts will have already prepared syllabi that meet WIN requirements, and this will make the department oversight more efficient. Of course any new courses that are WIN designated may need to go under closer scrutiny by the department chair.

WIN Contracts

WIN Contracts should be rarely used. In fact, each department should have 3 WIN-designated courses in their departments so that students do NOT have to have contracts; however, there may be lingering cases where students do need a WIN course and must do so through a contract. Instructors and department chairs will still need to fill out a contract, along with the new Cover Sheet, explained below. Department chairs should verify that the contracted WIN course meets all of the required components.

After the department chair approves the contract, s/he will need to submit the contract, coversheet, and syllabus to the Office of Institutional Assessment who will then forward to the Registrar’s Office so that it appears on students’ transcripts.

WIN contracted courses MUST be assessed. This means that if there are 4 student contracts in a non-WIN designated course, then instructors will submit scores for those 4 students. (See “Survey Monkey Data Collection” below for the new method of score-submission.)

WIN Coversheet Replaces Checklist

To help chairs stabilize WIN course requirements, there is a new coversheet that will accompany all WIN syllabi. This will allow department chairs to quickly review and verify that the necessary components are included in the syllabus, especially those from new instructors or adjuncts assigned WIN courses. Instructors simply cut and paste relevant information from their syllabi to the designated area on the coversheet.

Department Chairs can retain these for assessment purposes or discard them. The coversheets do NOT need to be submitted to anyone outside of the department.

Data Collection and Assessment

Department programs MUST collect WIN data for their AIER reports. Because all programs must have a Student Learning Outcome (SLO) devoted to writing, the WIN data is the most obvious and convenient method of direct assessment for AIER. This means that departments will not need to collect every student artifact or every student rubric scores. They WILL need to collect a random sample as follows:

35% of total number of enrolled students in a given semester in a given WIN-designated course. If there are several sections of the same course, then a random sampling of those courses that adds up to 35% of the total enrollment for that course is needed.

Example: Most WIN courses are capped at 30. In such cases, 35% (11 artifacts) will need to be submitted. If the WIN course is capped at 40, then 35% (14 artifacts) will need to be submitted. If there are 3 sections of the same WIN course with a total enrollment of 90, then 35% (32 artifacts) will need to be submitted.

These scores will be submitted to Survey Monkey, and the Writing Program Director, Associate VP for Institutional Assessment, and Department Chairs will have access to these scores.

Survey Monkey Data Collection

A Survey Monkey tool now exists to make data collection easier for department program coordinators and WIN-contract instructors. The tool will reflect the discipline-specific rubrics. The Survey Monkey tool can be accessed using this url: <http://www.tamtu.edu/adminis/iep/Rubric.shtml> .

New “ACT on IDEAS” QEP

With the new QEP, “ACT on IDEAS,” there may be times when Critical Thinking Enhanced (CTE) courses will also be WIN courses. In those cases, a Survey Monkey tool will allow for the convenient collection of data for CTE and WIN, thus, facilitating reporting for AIER.

These modifications will allow for a more streamlined and efficient process.