

Composition Committee Description

Composition Committee

The Composition Committee acts on behalf of the English faculty on all matters relating to the composition programs. The Composition Committee is comprised of faculty who teach first-year writing. The Policy and Personnel Committee appoints ~~three~~ tenured/tenure-track English faculty members who serve indeterminate terms and full-time non-tenure track faculty within the Department will annually elect one of their number to serve as a representative to the committee. In addition, faculty who teach first-year writing in other departments may be invited by the Composition Committee to join as members. A graduate student representative, nominated by the faculty members on the committee or assigned by the Graduate Committee in consultation with the Director of Composition, serves on the committee.

The Director of Composition, who serves a three-year renewable term, chairs the committee. All members may vote.

The committee meets regularly as necessary during the academic year.

Responsibilities

1. Policy Making, Implementation, and Oversight
 - a. The committee develops, recommends, and revises guidelines for composition courses to the English faculty.
 - b. The committee develops and recommends changes in the structure of the composition program to the English faculty.
 - c. The committee coordinates with the Undergraduate English Committee in proposing changes in composition courses for undergraduate majors and minors.
 - d. The committee oversees assessment of Objective One.
 - e. The committee oversees professional writing courses, specifically English 3307 and 3308.
 - f. The Director of Composition coordinates with the Director of Graduate Studies in English in matters relating to teaching assistants, particularly the mentor program. The Director of Composition also participates in the awarding of teaching assistantships and fellowships with the Graduate Committee.

2. Textbook Selection and Development
 - a. The committee evaluates and selects texts used by temporary faculty and teaching assistants for English 1101P, 1101, and 1102, 1122, and 1123. (Full-time faculty who serve as mentors must also select from the textbooks on the

approved list created by the Composition Committee.)

- b. The committee reviews proposals for alternative choices of texts used in writing courses at the first-year level.
3. Testing and Grading
 - a. The committee designs the tests and the testing procedures for challenge exams for writing courses (1101P, 1101, 1102, 1122, 1123, 3307, 3308)-
 - b. The Director of Composition appoints two faculty members to grade composition challenge exams. A third faculty member will be appointed to resolve any grading conflict.
 - c. The committee judges grade appeals in composition courses at the request of the chair.
4. Student, Teaching Assistant, and Faculty Development
 - a. The committee organizes and judges an annual essay contest for English 1101P, 1101, and 1102.
 - b. Along with the Graduate Committee, the Composition Committee is involved in the training, preparation, and supervision of graduate teaching assistants.
 - c. The committee develops and coordinates as necessary panel discussions on issues in rhetoric and composition, pedagogy, policy, and current trends in the field.
5. Writing Placement
 - a. The Director of Composition oversees the placement process using The Write Class during the academic year. (The department chair is responsible during the summer and when faculty are not on contract.)
 - b. The Director of Composition reviews requests for accelerated placement, but may assign members of the Composition Committee to assist with the evaluations.
 - c. The Composition Committee is responsible for recommending to the English faculty any major changes to the placement process for first-year writing courses.
6. State General Education Disciplinary Group
 - a. The Director of Composition serves on the state-wide general education disciplinary group for written communication.
 - b. The Composition Committee discusses the written communication competencies, and the Director of Composition brings forward to the state-wide disciplinary group their ideas or concerns.

- c. The Director of Composition reports on the work of the state disciplinary group for written communication to the Composition Committee and the department faculty.

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