



UNIVERSITY OF SOUTH ALABAMA

## MEMORANDUM

Academic Affairs

DATE: August 14, 2002

TO:

Pamela Clark Shawlif, M.A., Jeanne Madeline May, M.M.C.B.R.  
Larry Beeson, M.A., Stephanie P. Parker, M.A.,  
George Boxeritez, M.A., Ruth Standard /Chair, General Education Committee  
Maria Burns, A.A.,  
Pat Cesanini (A.A.),  
Catherine Clegg, M.A.,  
Terry Dugay, M.A.,  
Susan Ferguson (EDUC), Laura Wren, M.A.

FROM:

Adrienne M. Kent, Ph.D.  
Executive Vice President

SUBJECT:

Writing Committee - Charge (REVIEW)

I am pleased to invite you to serve on the Writing Committee for the University of South Alabama. Your responsibilities will include attending, participating in, and leading the charge of the writing committee meetings. The committee's charge is given below.

- **Annually assess and report on the accomplishment of written communication outcomes**
- **Annually review and update the website, newsletter, and other communication products**
- **Annually review and update "W" courses**
- **Develop and implement planning, implementation, and assessment of "W" courses**
- **Approve "W" courses**

The writing committee is composed of faculty from all disciplines. If you have any questions or concerns, please let me know.

Adrienne M. Kent, Ph.D.