

This template is provided as guidance in assisting committees to satisfy the reporting requirements found in Faculty Senate Bylaws, Article III, Section 2. Please note the following applicable provisions:

The Chair of each Faculty Senate Committee shall report at least once each semester to the chair of the Executive Committee regarding the business conducted by the Faculty Senate Committee....

It shall be the responsibility of committee chairs to monitor their committee membership's status and any vacancies (whether occurring by repeated absence, leave of absence, resignation or retirement), and promptly report any occurring vacancies to the Senate leadership.

Email completed reports to faculty senate@unt.edu.

Report to the Faculty Senate Executive Committee

x Mid-year report Year-end report

Date: 1-28-19

Committee Name: University Writing Committee

Chair or Co-Chairs: Kim Moreland

Meetings for the term/year: [insert dates of all meetings to-date, whether electronic or in-person]

October 1, 2018 (via e-mail, to select a new chair)

November 12, 2018

Membership and Attendance (year-to-date attendance record):

[These column and row titles may vary based upon the nature of the committee composition]

Group Represented, committee office, if applicable	Name	Department or administrative unit affiliation	Term End (if applicable)	Meetings Attended	Meetings Absent (# Excused)
Chair	Kim Moreland	College of Liberal Arts & Social Sciences	2021		
	Scott Warren	College of Information	2019		
	Sabine Theapaut	College of Business	2021		
	Young Hoon Kim	College of Visual Arts and Design	2021		
	Randy Loftis	Mayborn School of Journalism	2020		
	Bill Acree	College of Science	2020		
	Traci Cihon	College of Health and Public Service	2021		
	Thuan Nguyen	Toulouse Graduate School	2021		
	James Duban	Honors College	Administrative		

	Jehanne Dubrow	Rhetoric/Composition Representative	2019		
	Kimberly Tweedale	Writing Center Director/Designee	2021		
	Pamela Andrews	At-Large/Libraries	2019		

Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate): [bulleted list or narrative]

During the November 12th, 2018 meeting, the minutes from the previous meeting on April 27, 2018 were approved; the guidelines for the 2019 competition were reviewed, clarified, and approved; the procedures for the 2019 competition were reviewed and approved; and a new timeline for the 2019 competition was submitted and approved.

The Writing Committee meets twice during a cycle: once in the fall prior to the year's competition to prepare the year's competition and once after Honors Day to evaluate the year's competition and prepare next year's competition. Submissions for the 2019 competition are due on February 18th, 2019. Subcommittees for each awards category meet in person or via e-mail after the contest deadline to discuss rankings and finalize decisions. Results will be submitted to the Faculty Senate office by March 18, 2019.

Ongoing/future projects: [bulleted list or narrative]

The Writing Committee is seeking to increase the number of submissions by increasing outreach, especially to encourage a wider variety of submissions from across the disciplines and from all of UNT's eleven colleges. An updated poster includes language to welcome submissions from the social sciences, physical sciences, biological sciences, humanities, and professional programs.

In addition, the committee will continue to consider and develop criteria for evaluating submissions that support a wider variety of academic genres.