



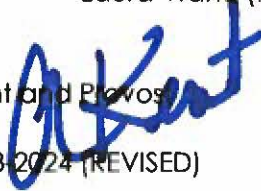
UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: August 14, 2023

TO: Patrick Shaw (Chair) Jeanne Maes (MCOB)
Larry Beason (A/S) Stephanie Patch (ENG)
George Bovenizer (A&S) Sonja Sheffield (LIB)
Maria Byrne (A/S) Beth Shepard (Chair – General Education Cmte)
Pat Cesarini (A/S) Harry Roddy (A/S)
Catherine Cooper (AHP) Kelly Urban (A/S)
Amy E. Davis (NURS) Maureen Van Devender (SOC)
Susan Ferguson (EDUC) Laura Vrana (FS)

FROM: Andrea M. Kent, Ph.D.
Executive Vice President and Provost 

SUBJECT: Writing Committee 2023-2024 (REVISED)

I am pleased to invite you to serve on the University Writing Committee for the 2023-2024 academic year. Patrick Shaw will serve as Chair of the committee and will notify you of meetings. The committee charge is given below:

- **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 Committee is vitally important to the University. Please accept my appreciation for your willingness to serve. If, for any reason, you are unable to serve, please let me know.

AMK:dbg