**Steps to Completing a Department Writing Plan**

*Just like a writing plan, these steps are customizable depending on your department’s needs. What are listed below are recommendations/suggestions based on what has worked with previous departments who have gone through this process.*

1. Chair meeting or faculty member meeting with WAC Director.
2. Department faculty meeting with WAC Director to introduce process and answer questions.
3. Faculty nominate one/two faculty members to coordinate the writing plan and liaise with WAC Director.

(these first three can really happen in any order, or the Department Chair can appoint a WAC Liaison and we can begin meeting)

1. Faculty liaison collects syllabi of record or most commonly used syllabus for courses taught in majors programs; begin to interview faculty on how writing is taught (WTL and WTC).
2. Faculty liaison meets monthly/bi-monthly with WAC Director to review syllabi, discuss writing plan objectives, and plan assessment tools.
3. Department faculty attend two-day Liberal Studies May Writing Workshop or WAC workshops throughout the academic year, or WAC director offers customized workshops to whole department.
4. (optional) Faculty coordinators write IRB proposal (in order to use writing plan and assessment results in research publications).
5. Administer assessment of senior writing samples.
6. Data analysis of assessment and/or senior survey (WAC Director can do this for you).
7. Faculty coordinators present data and full draft of writing plan to department faculty for review.
8. Department faculty discuss revisions, concerns, etc.
9. (optional) WAC Director attends department meeting to discuss next steps before implementation of writing plan.
10. Full writing plan goes to college dean, provost, provost’s associate, director of liberal studies.

1. Ongoing 🡪 administer assessment every other year, revisions of writing plan as necessary, faculty development (workshops with WAC director as requested, review with WAC director every five years