

Procedure for Submitting WIP Course Proposals to WIFAC

Departments that wish to have redesigned or newly-designed courses approved as Writing Intensive (WIP) courses need to submit the necessary course proposal documents for review by faculty governance.

After receiving departmental approval, course proposals should be submitted to the Writing Intensive Faculty Advisory Committee (WIFAC).

Proposals submitted to WIFAC must include the following:

1. [WIFAC Course Proposal Form](#),
2. Proposed course syllabus,
3. Faculty Council on Academic Affairs (FCAA) Course Proposal Checklist and Rationale, and
4. Curricular Proposal Transmission Form (with signed approval from the department).

The WIFAC Course Proposal Form is available online at www.neiu.edu/~wip, click on WIFAC on the left. If you need information about the forms required by FCAA, please contact Sabrina Guth at s-guth1@neiu.edu or visit the Faculty Senate website (www.neiu.edu/~facsen) and click on the FCAA tab.

WIFAC course proposals are due at 5:00pm the Friday before any scheduled WIFAC meeting. Proposals will be reviewed on a first-come, first-served basis. No more than two course proposals will be considered at any WIFAC meeting. Please see the [WIFAC website](#) (www.neiu.edu/~wip) for meeting dates and other information.

All documents except for the Curricular Proposal Transmission Form must be submitted to WIFAC electronically by emailing them to Kate Hahn at mk-hahn@neiu.edu. The Transmission Form should be brought to the meeting when the course proposal is reviewed with the appropriate information and departmental signatures on it.

WIFAC asks that the proposal writer or another representative from the department come to the meeting to speak briefly about the proposal and address any questions that WIFAC members have.

After WIFAC approval, the course proposal will move to the next appropriate level of governance. If the proposal is for a new course, the proposal will proceed to the appropriate college. If the proposal is for an existing course, the proposal will go directly to FCAA.

Support for designing writing intensive courses and completing the proposal form is available from CAW through consultations and workshops. Please contact Kate Hahn with questions.