

# Memo

**To:** Department Heads/WC Course Contacts  
**Fr:** Jeff Ringer, WC Subcommittee Chair  
**Da:** April 25, 2019  
**Re:** Deadline for Vol Core WC course reapproval

In order to count as Written Communication (WC) for the new general education curriculum, Volunteer Core, all current WC courses must be submitted for reapproval. Given the large number of WC courses that must be reapproved, the WC Subcommittee is setting a submission deadline for all proposals. That submission deadline will be **Tuesday, October 15, 2019**. Existing courses that are not reapproved as WC by the end of December 2020 will not be included as WC courses when Vol Core goes into effect in the 2021 catalog.

**Process.** To submit a course for reapproval, complete a WC course proposal form and then submit it along with all supporting documents (e.g., representative syllabus, sample assignment) to the link below. Please be sure to complete the form in its entirety. Once courses have been submitted, the WC Subcommittee will review them in order of submission. The review process will likely involve revision, so a member of the WC Subcommittee will be in touch with you if there are areas of your proposal that need clarification. Ultimately, you will receive a message when your course is approved by the General Education Committee.

**Submitting proposals.** Instructions on how to submit a WC proposal are available [here](#), and you can go directly to the [Sharepoint site](#) to submit your proposal.

**Resources.** The following links and resources will help you complete your proposal:

- [WC Course Proposal](#). The new WC proposal form asks for a lot of the same information as the previous form, though the layout of the form has changed. One new feature of the form is the section asking about how approved WC courses will be assessed.
- [WC Course Guidelines](#). These guidelines should help you prepare your proposal.
- [WC Course Rubric](#). This rubric reflects the revised WC outcomes and will be integral to assessing WC courses.
- [Existing WC Course Database](#). The WC Subcommittee has existing proposals for many current WC courses. While these proposals are dated and do not contain all of the information that the new proposal form requires, they might help jumpstart the process of preparing proposals. Clicking on the link in the rightmost column should take you to the existing proposal. If no link appears in that column, then we do not have an existing proposal for the course. Please note that some course numbers have changed.

**Questions.** If you have questions or would like to schedule a consultation with a member of the WC Subcommittee, please contact Jeff Ringer at [jeff.ringer@utk.edu](mailto:jeff.ringer@utk.edu).