

Executive Board Meeting Minutes
September 3, 2019, 3 p.m. Eastern
Webex

Present: Beth Bensen, Kristi Costello, Derek Mueller, Cheri Spiegel

Guest: Kurt Schick

- Grad Student Opportunity
 - Kurt Schick (JMU) has an opportunity to hire a grad student who could offer support for WAVA.
 - Responsibilities might include the following:
 - Conduct survey of writing programs across Virginia to collect data about what these programs look like.
 - Survey might address the following: # courses offered, student services, course descriptions, course outcomes, common course resources (textbooks), training and professional development for faculty and GTAs.
 - Conduct research in first-year writing with WAC/WID focus.
 - Use research to inform other programs and help develop a white paper and build resources for WAVA Web site.
 - Questions raised by committee:
 - What is the student studying? (Masters in Writing, Rhetoric and Technical Communication)
 - What is the student's timeline on submitting work? (One-year project; possibly 1 day a week)
 - To whom is the student submitting the work? (Will report to Kurt)
 - Participation on WAVA? (possibly sit in on meetings and create project online)
 - Professional Benefits to the Grad student:
 - Able to add a line on CV that is CWPA presentable
 - Developing valuable skill sets
 - Job title might be Graduate Research Officer
 - Kurt's specific questions:
 - Is it okay for us to say (when talking with school representatives) that we're doing this under the auspices of WAVA?
 - Can we use the WAVA email list to introduce/promote the project? (And is there such a list?/Do you need help assembling a list of VA WPAs and their contact info?)
 - What questions does WAVA want answered about writing in Virginia? (already brainstorming a list and will share that before the meeting).
- Website:
 - Thank you to Derek for developing [HokiesWrite](#), the WAVA: Writing Across Virginia Web site .

- Log-ins for all officers?
 - Derek has created log ins for all officers.
 - Check email invite to create password.
- Recent updates
 - Updates: added that we have members and that Matt is our Web master.
 - Beth will add update that officers met on 9/3
 - Flesh out About page
 - Add statement that participation in WAVA counts as part of professional commitment
 - Add institutional membership page
 - Add officer bios—brief intros to membership 70-100 words max. **Send bios to Matt by Sep 16 with photos.**
- Matt will assume role as webmaster on Sep 16

- By-Laws
 - Link to draft:
 - <https://docs.google.com/document/d/1py0RmyzQQubo0pc3kBvjTpw5CTVUdWj7YjOuVms2w9Q/edit?usp=sharing>
 - Meetings: once a year but have not specified place until we are more established as a group.
 - Executive Committee: changed co-chairs to co-presidents to align with WPA language.
 - Term limits and election rotation for the first group of EB members
 - Election of Officers: agreed to two-year terms. Starting off with staggering three-year terms until officers are fully established
 - For the first inaugural class of officers two of the officers agree to serve for three-year term and then revert back to two years after this. This will result in some overlap after the inaugural class.
 - Derek and Cheri agree to serve three-year terms.
 - Will send out bylaw notice to membership, noting that bylaws have been written and submitted and will be reviewed in a year.
 - Reminder to forward bylaws with application for affiliate status to WPA.
 - **Comments and review of draft due within about a week (9/10).**
 - Derek has agreed to be the WPA liaison.

- Membership
 - Who shall we invite? How?
 - Encourage members to promote at their institutions
 - What does it mean to be an active member?
 - What tools will we use to track membership? Who's job is that?
 - Listing members in bylaws
 - Active membership is represented by the following institutions
 - Active membership differentiated from non-active membership: those who pay dues and those who do not.

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- Discussion about membership and whether to include all 14 higher ed institutions and 23 CCs
- Reminder that we need at least 5 institutions to be an affiliate.
- The WAVA roster includes list of all institutions
- Dues
 - Require for the first year? Institutional dues? Part-time faculty exempt from dues? Minimal dues to support a small budget?
 - First year could be dues-free to invite participation; budget is not defined yet.
 - We do not have well-articulated purposes yet. This is an opportunity for this affiliate to be tone or trend setting to roll out models for a free-will due.
 - Suggestions to remove dues temporarily and revisit when we review in one year. Discuss again at our next membership meeting. Do we want to include a window or possibility for institutional dues?
 - By-laws: Tease out section on institutional and individual membership.
- Grad Member of our EB/ Liaison with WPA-GO?
 - Put out call for grad student member at Spillman.
- Grants Update
 - Paul Lee Mini-Workshop (Sept 15) deadline
 - Proposal being developed by NOVA and TCC
 - Writers agree to contribute parts by September 6
 - More co-signers could help make this persuasive
 - Goal: Spring 2020 workshop on shared values
 - Needs: Ideas for facilitators / speakers
 - This is a cross-institutional workshop in spring funded by Paul Lee.
 - Looking for ideas as a facilitator.
 - Need other VCCS co-signers and to develop a list of co-submitters.
 - Need people from multiple institutions that event is being planned by more than one school.
 - Main goal for this workshop is to start off with some information sharing.
 - 4VA Grant
 - Great opportunity for WAVA; Lourdes (GMU) will take the lead
 - Need ideas for what kinds of budget needs we can envision
 - More institutional representation (4-years specifically) would make this more likely to be funded
- Meetings
 - Next Org. meeting—[Spillman Symposium](#) on 26 October
 - Next Exec. Board (TBD)