

Finding Aid to the English Department Writing Program Records

Dr. Amy Rupiper Taggart

English Department, 2002-2012
1,921 files, 281 folders, 785 MB
Collection number: UA 196

[Biography/Program History](#)

[Scope and Content](#)

[Box and Folder List](#)

OVERVIEW

Access: The collection is open under the rules and regulations of the NDSU Archives.

Provenance: Transferred by Ben Pitkin for English Department (UA 196).

Property rights: The NDSU Archives owns the property rights to this collection.

Copyrights: Copyrights to this collection is held by The North Dakota State University Archives.

Citation: [Identification of item]. English Department Writing Program Records (UA 196), NDSU Archives, North Dakota State University, Fargo.

BIOGRAPHY/PROGRAM HISTORY

English courses have been a part of the NDSU curriculum since its founding, first under the preview of the Department of English, Modern Languages, and Philosophy, then within the English Department when that became an independent department. Freshman or first-year composition has also long been a part of the English courses offered at NDU. Before the Fall of 2007 the courses taken to fulfill the general composition requirements at NDSU both English 110/112: College Composition I and English 120/122: College Composition II, the same courses and requirements as the other colleges in the North Dakota University System. That changed in the fall of 2007, due in large part to the efforts of Dr. Amy Rupiper Taggart and Dr. Kevin Brooks, when a vertical writing program was approved and established at NDSU, and with that the creation of the Upper Division Writing Program in addition to the existing First-Year Writing Program. The vertical writing program enabled students with certain test scores (the current method is a placement survey) to receive credit for English 110/112 and start their college English courses with English 120/122 instead of first needing to take 110/122. In order to fulfill the Category C,

Communications, General Education credits students must also take an upper division writing course after they have achieved junior standing. These upper-division courses are 3 or 400-level and are more focused than the 100-level classes assuming disciplinary knowledge on the part of the students and they prepare students for the workplace and/or graduate school. While the Upper Division Writing Program has expanded since its founding in 2007, with additional courses having been added to the program since then, and more departments creating courses specific to their field, the goals of both the Upper Division and the First-Year writing programs remain the same and they are integral parts of NDSU.

SCOPE AND CONTENT

The NDSU English Department Writing Program records are made up of electronic documents related to Dr. Amy Rupiper Taggart's time as professor, a member of the Freshman English Committee, and director of the First-Year Writing Program (previously called the Freshman Writing Program) in the NDSU English department from 2002 until 2012. These documents were given to Dr. Lisa Arnold by Dr. Taggart when she was hired as the new director. The archival documents were originally separated into two files: "Amys Files," containing the digital files given to Dr. Arnold, and "Digital Archive" which contained physical documents given to Dr. Arnold that were later digitized by a department work-study and organized into subfolders by an assistant director. The records are arranged into thirteen series: **Administration, Collaboration, Common Core and ND ELA, Data, First-Year English Committee, Meetings, Observations, Program Assessment and Evaluation, Program Development, Program Goals and Outcomes, Program Materials, Teaching, and Training.** As these documents are academically oriented, the subseries and file organization follows an academic school year rather than a standard calendar year for their organization. For example, in the Agendas Subseries within the Meetings Series, the 2007-2008 folder contains materials from the 2007-2008 school year, rather than materials from the entirety of the years of 2007-2008.

The [Administration](#) Series contains files related to the administration of the First-Year Writing (FYW) Program at NDSU and to Dr. Taggart's position as the writing program administrator (WPA). This series is divided into eight subseries: Administrative Procedures, Advocacy, Assistant Director, Budget, Hiring, Scheduling, Statements of Mutual Expectations, and Student Complaints and Grade Challenges. The Administrative Procedures Subseries is a large one and contains files on a variety of topics from discussions of grading, to plagiarism policies, to policies for adding and dropping students from classes. The Advocacy Subseries is a smaller one that focuses on supporting the National Writing Project sites in North Dakota. Some of the subseries content is more self-explanatory, like the Assistant Director Subseries which materials related to the Assistant Directors of the FYW Program, the Budget and Hiring Subseries which contain documents related to the writing program budget and hiring for the program respectively, and the Scheduling subseries, which focuses on the course schedules for professors, instructors, and graduate students. The Statements of Mutual Expectations Subseries contains statements of mutual expectations for professors with split appointments in the English Department, and finally the Student Complaints and Challenges Subseries contains policies for and records of students in a FYW Program class challenging their grade

The [Collaboration](#) Series consists of materials about the collaboration of the First-Year English Committee (FEC) and FYW Program with groups outside of the English Department, specifically the NDSU Center for Writers and the Intensive English Language Program (IELP), and this is reflected in the

two subseries: IELP and Writing Center. Both of these subseries contain documents that focus on partnership between the FYW Program and the outside program and how those programs could be better integrated into the English curriculum.

The [Common Core and ND ELA](#) Series contains files related to the North Dakota Common Core State Standards in English Language Arts, the North Dakota English Language Arts & Literacy Content Standards, and the connection of those state standards to first-year writing programs and first-year English courses like English 110: College Composition I and English 120: College Composition II. The series is divided into two subseries: Amys Files, which focuses more on the newer ELA Content Standards and how they can lead into college English courses, and Digital Archive, which is more focused on the older content standards as well as being more nationally focused.

The [Data](#) Series contains statistical information about and related to the FYW program like enrollment numbers, program and topic-related surveys, within its three subseries: Enrollment, National Data, and Surveys. The Enrollment Subseries contains enrollment and attendance information, year-to-year comparisons, and placement statistics for students, the National Data Subseries contains national reports on writing and surveys of student engagement, and the Surveys contain results on surveys on a wide variety of topics from the supplemental texts used by English 120 instructors to how instructors use Blackboard, the LMS used by NDSU at the time.

The [First-Year English Committee](#) Series is made up of files relating to the First-Year English Committee (FEC), its role, its activities, and the FYW program during Dr. Taggart's time on it at NDSU, and is divided into two subseries, Amys Files and Digital Archive, both of which are developed from the original organization of the archival materials. The Amys Files Subseries contains document types like continuity plans, information on hybrid courses, and the responsibilities of the FEC, while the Digital Archive Subseries contains things like workshop agendas, annotated FEC meeting agendas, evaluations of possible course handbooks, surveys of teachers, and sample syllabi and schedules.

The [Meetings](#) Series contains documents related to meetings that Dr. Taggart conducted or was a part of during her time as the WPA like minutes, agendas, meeting room reservations, and meeting notes. The series specifically contains many documents related to the meetings of the FEC and is divided into six subseries: Agendas, English Graduate Organization, First-Year English Committee, Kevin Brooks, Members, and Notes. The Agendas Subseries is organized by year and contains FEC meeting agendas for those years. The English Graduate Organization Subseries contains information on the EGO committees and members. The First-Year English Committee Subseries contains additional documents related to FEC meetings like room reservations, and meeting notes. The Kevin Brooks Subseries contains agendas, minutes, and other meeting-related materials from meetings conducted by Dr. Brooks, who was a professor and member of the FEC at NDSU and was previously the FYW Director. The Members Subseries contains information about lecture placement on committees. Finally, the Notes Subseries contains miscellaneous meeting notes and minutes for other meetings.

The [Observations](#) Series contains teaching observation reports of professors, instructors, and graduate students teaching courses in the English Department. The series is divided into eight subseries: 2007-2008, 2008-2009, 2009-2010, 2010-2011, 2011-2012, Adjunct Observations, Forms, and Kevin's Observations. The numerically named subseries contain observations from the named years from and of a

variety of individuals, the Adjunct Observations Subseries contains observations of adjuncts conducted by Dr. Taggart, the Forms Subseries contains blank observation sheets, and the Kevin's Observations Subseries contains observations conducted by Dr. Kevin Brooks.

The [Program Assessment and Evaluation](#) Series contains documents related to the assessment and evaluation of the First-Year Writing Program like Student Rating of Instructions (SROI), course syllabus reviews, and course portfolio assessment. The series is divided into two subseries: Amys Files, which contains assessment and evaluation-related files from the "Amys Files" folder of the original archival document arrangement, and Digital Archive, which contains assessment and evaluation-related files from the "Digital Archive" folder of the original archival document arrangement. Both of these subseries contain SROIs and portfolio assessment from various years and courses, but only the Amys Files Subseries contains syllabus reviews.

The [Program Development](#) Series contains materials related to the development and growth of the FYW program and is divided into seven subseries: First-Year Curriculum, Grants, Key Research, Placement, Program of Excellence Application, Vertical Curriculum, and Writing Across the Curriculum, Writing in the Disciplines. The First-Year Curriculum Subseries includes materials showing the development of the FYW program philosophy, goals, and methods, syllabus sections, the inclusion of leadership in the course, and connections between English 112 and 122. The Vertical Curriculum Subseries is closely related to the First-Year Curriculum Subseries as it discusses the development of a curriculum with a vertical writing model that starts with freshman or first-year composition but continues beyond that with more specialized courses for students later in their college careers through 300 or 400-level courses. Another closely related subseries is the Writing Across the Curriculum, Writing in the Disciplines Subseries (WAC, WID), as WAC and WID are important concepts in a vertical writing model and this subseries considers how interdisciplinary writing can or cannot be addressed in FYC. The Grants Subseries has materials related to course-development grants that the FEC applied for, specifically 100-level courses. The Placement Subseries contains information about placement in FYW Program courses, how placement has differed, and discussions of the best practices for student placement in composition courses. The Key Research Subseries contains articles about the literacy of students and the Program of Excellence Application Subseries contains application materials for the Program of Excellence in Fall of 2010.

The [Program Goals and Outcomes](#) Series focuses on what the FYW Program hoped to accomplish and is divided into two subseries: Outcomes and Planning. Within the Outcomes Subseries are materials related to course objectives and in the Planning Subseries are materials relating to how the FEC wanted to achieve those goals.

The [Program Materials](#) Series consists of course-related materials for the FYW program like handbooks, courseware, technology, and textbooks and is divided into three subseries: Handbooks and Guidelines, Technology, and Textbook. The Handbooks and Guidelines Subseries contains the FEC handbook and Writing Program course points of emphasis, the Technology Subseries focuses on online reviews of online courseware and tools, and the Textbook Subseries contains materials like textbook reviews, ordering procedures, student surveys of textbooks, and book lists.

The [Teaching](#) Series is made up of documents from and related to the teaching of specific courses and assignments in the English Department and is divided into two subseries: Amys Files and Digital Archive, again based on the original organization of the archival materials. The courses in the Amys Files Subseries are courses from the FYW Program while the courses in the Digital Archive Subseries are graduate-level courses that Amy herself taught as part of her role as WPA.

The [Training](#) Series documents, and its two subseries: Amys Files and Digital Archive, consist of documents related to the training and development of instructors and professors like professional development, workshops, brown bags, and teacher training.

BOX AND FOLDER LIST

Folder/File Content

1/1 Finding aid

ADMINISTRATION SERIES

Administrative Procedures Subseries

2/1	Add Drop
2/2	Book Orders
2/3	Challenges
2/4	GTA Renewals
2/5	Hiring
2/6	Incident reports
2/7	Plagiarism
2/8	Policies
2/9	Review Items
2/10	Semester Grades
2/11	SROIS
2/12	Student issues
2/13	Teaching schedule
2/14	110 instructors
2/15	ACT scores
2/16	Allow 120 D2
2/17	Allowing to 120 letter
2/18	Catalogue
2/19	Chapter 19
2/20	Course Descriptions Two
2/21	Fall schedule TA sV2
2/22	FEC Inservice
2/23	Grading discussion WPA
2/24	Instructors using FRC
2/25	Interview email to revise

2/26 Peoplesoft Notes
 2/27 SE 314 Classes
 2/28 Slanger rpt student satisfaction
 2/29 TEC procedures D2
 2/30 to-do list
 2/31 Word Work File D_1622
 2/32 Workstudy

Advocacy

2/33 National Writing Project

Assistant Director Subseries

2/34 Alyson's progress report Sept
 2/35 Assistant Director Observation of Advanced TAs
 2/36 Bakke Administrative Portfolio
 2/37 Call for Proposals for field experience projects
 2/38 FE Writing Director Tasks-Chart 6-1-2010
 2/30 FE Writing Director Tasks-Chart 8-2011
 2/40 Field Experience Position Proposal
 2/41 FYW assistant Taggart
 2/42 web 2.0 for teachers

Budget Subseries

2/43 Enrollment trends as of Fall 2011
 2/44 Writing Program budget F2008
 2/45 Writing Program projections F2008

Hiring Subseries

2/46 Candidate Materials
 2/47 Interview Materials
 2/48 Interview Reports
 2/49 Offer Letters
 2/50 Screening

Scheduling Subseries

2/51 Fall 2008
 2/52 Fall 2009
 2/53 Fall 2010
 2/54 Instructors ENGL June 13
 2/55 WPA Master Schedule

Statements of Mutual Expectations Subseries

2/56 Anson SME
 2/57 SME Miller-Cochran
 2/58 SME Miller-Cochran
 2/59 SME Rupiper Taggart

Student Complaints and Grade Challenges Subseries

2/60 Complaints
 2/61 Grade Challenge Policies
 2/62 Searches
 2/63 Student Grade Challenges
 2/64 SROIs WPA notes for spring 2008

COLLABORATION SERIES

Intensive English Language Program Subseries

3/1 122 review of cultural event 3
 3/2 ILEP Meeting
 3/3 Meeting Agenda #1

Writing Center Subseries

3/4 CFW workshop
 3/5 CFW proposal rev 9-4-2003
 3/6 WC Dreaming Stage
 3/7 WC field report
 3/8 WC Ideas

COMMON CORE AND ND ELA SERIES

Amys Files Subseries

4/1 ALD ELA 11
 4/2 Agenda June 13 Meeting
 4/3 Common Core Meeting May 28 2013
 4/4 English 110 120 statewide outcomes draft 0813
 4/5 English 110 and 120 Competencies
 4/6 Common Core meeting
 4/7 Higher Education FAQ UPDATED 2-24-2015
 4/8 ND ACT results 2013
 4/9 ND Common Core Standards draft with WF comments
 4/10 ND RightStart Trends
 4/11 Six Shifts in CCSS

4/12 Smarter Balanced Discussion Docs

Digital Archive Subseries

4/13 2009

4/14 Common Core State Standards

DATA SERIES

Enrollment Subseries

5/1 ACT scores ENGL 110 112 120 122
 5/2 Class size Horning
 5/3 ENGL 110 Placement Stats 1210-1240
 5/4 ENGL Admin Drops
 5/5 English 110 first day
 5/6 English 120 first day
 5/7 Enrollment ENGL (081) Fall 2007
 5/8 Fall 2010 Enrollments
 5/9 Student Drop Policy 2007
 5/10 Year to year comparison ENGL 110

National Data Subseries

5/11 National Reports on Writing
 5/12 NSSE

Surveys Subseries

5/13 Blackboard Surveys
 5/14 Census Follow Up NDSU
 5/15 Fall 2003
 5/16 Fall 2004
 5/17 Spring 2004
 5/18 Spring 2005
 5/19 Spring 2007 Text Survey
 5/20 Survey Questions

FIRST-YEAR ENGLISH COMMITTEE SERIES

Amys Files Subseries

6/1 Kevins FEC
 6/2 Continuity Plan
 6/3 Continuity Plan
 6/4 FEC Responsibilities

6/5 FEC Assess Eval
 6/6 FEC CFP

Digital Archive Subseries

6/7 Amy FEC
 6/8 Fall 2003
 6/9 Fall 2007
 6/10 Fall 2011
 6/11 Handbook Review
 6/12 Spring 2010
 6/13 Spring 2011
 6/14 Spring 2012

MEETINGS SERIES

Agendas Subseries

7/1 2007-2008
 7/2 2008-2009
 7/3 2009-2010
 7/4 2010-2011
 7/5 2011-2012
 7/6 2012-2013

English Graduate Organization Subseries

7/7 EGO Committees 2009-2010

First-Year English Committee Subseries

7/8 2008 Meeting 1 Minutes
 7/9 9-12-07 FEC
 7/10 F12 FEC meeting reservations
 7/11 FEC 10-03-2007
 7/12 Meeting 10-16-2003
 7/13 Meeting 11-20-2003
 7/14 Meeting 11-2-2-04
 7/15 Meeting 11-7-2003
 7/16 Meeting 1-22-2004
 7/17 Meeting 2-19-2004
 7/18 Meeting 3-11-2004
 7/19 Meeting 4-15-2004
 7/20 Meeting 4-17-2003 v2
 7/21 Meeting 5-13-2003
 7/22 Meeting 5-15-2003

7/23 Report of the Fourteenth Subcommittee on Convening a Discussion Group

Kevin Brooks Subseries

7/24 KB Agendas
7/25 KB Minutes
7/26 Kevins Meetings

Members Subseries

7/27 Lecturer Placement on Committees Fall 2012

Notes Subseries

7/28 10-7-2008 minutes
7/29 FEC Nov 2009 minutes
7/30 Meeting May 13 2009 notes
7/31 Meeting 02-08-2010 Minutes
7/32 Meeting 04-13-2010 Minutes
7/33 Meeting 3-19-2008 notes
7/34 Meeting Minutes 4-11-2008
7/35 Minutes 03-23-10
7/36 Minutes 11-15-10
7/37 Minutes Feb 2011
7/38 Sept minutes 2010

OBSERVATIONS SERIES

2007-2008 Subseries

8/1 Caton teaching observation 1-31-2008
8/2 Kristina 08
8/3 Luc
8/4 Natalie
8/5 Tomanek teaching observation 12-04-2007
8/6 Willman teaching observation 11-27-2007

2008-2009 Subseries

8/7 Gaugert eval 12 Nov 2008.pdf

2009-2010 Subseries

8/8 Becca 9-15
8/9 Grossman review

2010-2011 Subseries

8/10 Alexandra 120 class
 8/11 Bakke eval 28 Oct 2010
 8/12 Guthrie eval 20 Oct 2010
 8/13 Hilgers Observation Letter
 8/14 Lindgren Observation
 8/15 Nilesobs Oct 19 2010
 8/16 Observation Letter for Guthrie
 8/17 Observation letter for Gretchen
 8/18 Observation of Oster
 8/19 Observation Jorgenson
 8/20 Oster 2010 Observation Letter
 8/21 Schell eval 29 April 2011
 8/22 Sean Observation Oct20

2011-2012 Subseries

8/23 Gina teaching evaluation
 8/24 Guthrie eval 18 April 2012
 8/25 Lemke Teaching Observation Letter 2-1-2012
 8/26 Warner eval
 8/27 Schell eval 10 April 2012

Adjunct Observations Subseries

8/28 Bennett class observation review sheets
 8/29 Bergeson class observation review sheets
 8/30 Fuglsby class observation review sheets

Forms Subseries

8/31 Class observation review sheets
 8/32 Classroom observation form

Kevins Observations Subseries

8/33 Fall 2007 lecturers
 8/34 Letters
 8/35 Spring 2007

PROGRAM ASSESSMENT AND EVALUATION SERIES

Amys Files Subseries

9/1 Assessment
 9/2 SROI Review
 9/3 Syllabus Review

Digital Archive Subseries

9/4 110 SROI
9/5 Assessment

PROGRAM DEVELOPMENT SERIES

First-Year Curriculum Subseries

10/1 Course Information
10/2 English 112 & 122
10/3 Exploring Leadership
10/4 FEC Whitepapers
10/5 First-Year English Philosophy, Goals, & Methods
10/6 SROI
10/7 Choosing to Participate
10/8 ENGL CCN Competencies Part I
10/9 FYW Community Proposal
10/10 Landscape Writing Curriculum
10/11 Syllabus Sections

Grants Subseries

10/12 Course development grant English 100
10/13 Instructional Development grant
10/14 Instructional Development report 03
10/15 Instructional Development grant approval
10/16 Instructional Development Grant Final Report
10/17 Libraries Endow 2003
10/18 Libraries Endow 2004
10/19 Libraries outcome letter
10/20 Libraries grant basic writing
10/21 OER meeting

Key Research Subseries

10/22 Info Literacy Transfer
10/23 Writing Next

Placement Subseries

10/24 110 placement
10/25 ACT SAT concordance tables
10/26 Admission Placement Report 2010 3-05-10
10/27 Advising Students
10/28 Best Practices Task Force Progress to Report 5-7-2014_NDSU comments

10/29 Complete college remediation core principles Nov 9
 10/30 ENGL 110 120 Placement Stats 1110-1140
 10/31 English 110 grade distribution fall 2011 to spring 2013
 10/32 Evidence based best practices for delivering and assessing remedial education
 10/33 Memo to Best Practices Remedial...Task Force 2 JAN 2014 ssc. 1450 hrs. copy
 10/34 MEMORANDUM on Grade 12 Best Practices in English
 10/35 Other Institutions Doing DSP2
 10/36 placement meeting 11-27-2012

Program of Excellence Application Subseries

10/37 Binghamton CCCC cert Excellence Aug 2010 FINAL
 10/38 Sample application Program of Excellence

Vertical Curriculum Subseries

10/39 Kristis revised motion vertical writing
 10/40 Landscape Writing Curriculum
 10/41 Planning doc
 10/42 VW Course Org Chart Nov 2008

Writing Across the Curriculum, Writing in the Disciplines Subseries

10/43 My students can't write
 10/44 Writing to Read 01

PROGRAM GOALS AND OUTCOMES SERIES

Outcomes Subseries

11/1 Comp Common Course Objectives Revised
 11/2 FYC tech skills guidelines
 11/3 Met Life Teacher Survey 2010
 11/4 New literacy chart

Planning Subseries

11/5 Initiatives
 11/6 National Day on Writing
 11/7 Spring 2008 FEC Tasks
 11/8 Ten-year plan
 11/9 To Do for Fall 2010

PROGRAM MATERIALS SERIES

Handbooks and Guidelines Subseries

12/1 FEC Handbook 2011
 12/2 NDSU Writing Program Course Points of Emphasis

Technology Subseries

12/3 Grammarly
 12/4 Online Courseware Reviews

Textbook Subseries

12/5 Ordering
 12/6 Textbook review 2010
 12/7 ART book order info 2006
 12/8 Book vote
 12/9 Books 2003
 12/10 Books 2003_2
 12/11 Concise Call to Write
 12/12 Instructor textbook survey 2006
 12/13 Last minute hire book lists
 12/14 Student Survey 110 Texts 06
 12/15 Textbook Review 2008
 12/16 The Call to Write Overview

TEACHING SERIES

Amys Files Subseries

13/1 English 112
 13/2 Teaching English 120
 13/3 Rhetorical analysis in FYC

Digital Archive Subseries

13/4 ENGL 755 Comp Theory
 13/5 TH Strategies

TRAINING SERIES

Amys Files Subseries

14/1 Professional Development
 14/2 Teacher Training
 14/3 Workshops

Digital Archive Subseries

14/4

Brown Bags

Copyright 2021 by Institute for Regional Studies & University Archives
North Dakota State University Libraries