

# Memorandum

**TO:** Bruce Madewell, Chair  
Davis Division Academic Senate Chair

**FROM:** Angela Cheer, Chair  
Committee on Academic Planning & Budget Review

**DATE:** May 14, 2004

**RE: Undergraduate Writing Program Proposal**

CAPBR has reviewed the documents for the establishment of a University Writing Program and have met with Pat Turner and Joe Kiskis. While there are details not provided in the document for the proposal, we were able to gain a good understanding of the financial impact and the organization of the proposed Writing Center from Vice Provost Pat Turner and Undergraduate Council Chair Joe Kiskis. We are satisfied with the need for a Writing Center and support the proposal for the establishment of a University Writing Program. However, we would like the organization and oversight written into the proposal with the Director reporting to the Dean rather than the Board. We would like to review the revised proposal.

Ksv

cc: Joe Kiskis, Undergraduate Council Chair