



TO: University Committee on Undergraduate Instruction (UCUI)
FROM: Felicia Chong
DATE: March 31, 2022
SUBJECT: Discussion of External Reviewers' Report with Dean Corcoran

This memo summarizes the discussions I had with the previous Dean of the College of Arts and Sciences, Dr. Kevin Corcoran, on the External Reviewers' Report.

Dr. Kathleen Blake Yancey (Florida State University) and Dr. Bill Hart-Davidson (Michigan State University) were invited to our department and campus from March 4 to March 6, 2020, to conduct an external review of our major in Professional and Digital Writing (formally called the major in Writing and Rhetoric). In addition to meeting with our faculty and students, they also met with Dean Corcoran on March 5, 2020.

Dr. Yancey and Dr. Hart-Davidson shared their report with us on March 27, 2020. On April 22, 2020, Dean Corcoran confirmed my appointment as the next Department Chair of Writing and Rhetoric.

After becoming the chair on August 15, 2020, I scheduled monthly meetings with Dean Corcoran in 2020-2021 to discuss department matters. In these meetings, I updated him on how we were implementing the external reviewers' recommendations, which include developing stronger relationships with other units on campus. Dean Corcoran recommended that I reached out to the Director of First Year Advising, Director of CAS Advising, and the Director of the Writing Center, along with the Department Chairs of Communication, Journalism, and Public Relations, English, and Political Science. I met with these directors and chairs during my first year as chair.

In summary, through our monthly meetings, Dean Corcoran was aware and supportive of the changes that we were making to establish our ethos, increase enrollment, and improve student experience.