

Dear Chairs,

As you recall, Cinthia Gannett, director of writing-cross-the-curriculum/writing center, and Peggy O'Neill, director of the composition, are leading a revision of the Loyola College Writing Handbook that will combine specific disciplinary style guides with a writing handbook. The details of the project were presented at the March 16, 2006 chairs meeting and Chairs supported the project. (A copy of the proposal is available on the A&S website <http://www.loyola.edu/academics/collegeofartsandsciences/writinghandbook.html> .)

Drs. Gannett and O'Neill have been working with the WAC Advisory Task Force, Bedford St. Martin's Publishers and me to get the project underway. To help get the project off the ground, we will devote most of our 12 October CAS Chairs meeting discussion of this project. We will begin at 12.15 with the usual announcements but then at 12.30 segue to a workshop led by Dr. Terry Myers Zawacki (Director, Writing Across the Curriculum/University Writing Center at George Mason University) who has coordinated the development of discipline specific style guides at George Mason and other institutions. SSBM Chairs will join us for the workshop which will go to 2.30 for those who can stay; if you cannot stay, I ask that you have another departmental representative take your place from 1.30 - 2.30 p.m. The goal of the workshop is to provide you some practical advice on what is going on around the nation with writing handbooks - and practical discussion of how you can decide how much revision of their chapters different departments plan to do. As we begin this exciting work, we need your cooperation and participation. I hope this is another step in the broad interdisciplinary conversation about writing we need to continue at Loyola.

More specific information and materials will be sent directly to you and any other departmental representative. Your or the departmental representative will be the person charged with the responsibility to oversee the revision (or in the case of new departments, the writing of ) the style guide for the department. That person may undertake the revision alone with feedback from the department or request short contributions from other members of the department with specific interests or expertise.

Thank you in advance for your cooperation. Let me know how I can help encourage wide faculty participation in this project.

Jim