



THE UNIVERSITY OF TEXAS AT AUSTIN
COLLEGE OF LIBERAL ARTS
AUSTIN, TEXAS 78712

Office of the Dean
West Mall Office Building 201

March 23, 1982

Dr. John J. Ruszkiewicz
English
PAR 226

Dear Dr. Ruszkiewicz:

In an effort to improve the writing abilities of U. T. students, a number of significant changes have been proposed in the undergraduate English requirement. Furthermore, the general education requirements before the University Council, if implemented, would result in writing being taught in courses outside the English department. The new program includes: a) writing-across-the-curriculum courses and b) assessment and placement of both incoming and continuing students.

I would like to ask you to serve on a university-wide committee chaired by Dr. Paul Kelley to consider the placement and assessment of students. The committee will consider such questions as: 1) assessment of incoming students, both freshmen and transfers, by a writing sample; 2) proficiency and exit exams; 3) assessment of actual English classes; 4) writing laboratory's relationship to assessment and its needs (staff, space, equipment); 5) availability of centrally graded tests; 6) equivalencies from one campus to the next.

I realize full well that committee work can be burdensome, but the possible benefits to be derived from students who can express themselves more effectively should be apparent to all faculty members. Your contribution will be greatly appreciated. Please let me know whether you will be able to serve.

Yours sincerely,

A handwritten signature in blue ink that reads "John Weinstock".

John Weinstock
Associate Dean

JMW/bb