

Ruszkiewicz

Department of English Memorandum

To: Members of the FEPC

From: Tom Cameron *TAC*

Date: April 9, 1979

Attached is my revision (literally, I think, a re-vision) of the FEPC Constitution. In doing it, I went considerably beyond what anyone expected, and perhaps beyond what anyone wants! Nonetheless, here it is. I've wanted to do this ever since I was in the Freshman Office last year, when I came to be sure that there is more to do in that office than anyone has time for. Thus, this proposed redesign of the Freshman English Office and of the FEPC.

Essentially, I have tried to take some of the burden of operating the program off the back of the Director and to put it in the hands of people designated to do it. I have proposed not one but three associate directors; I have turned the Assist. Dir. into an administrative assistant for FEPC affairs. Such would give the Director time to direct the program--which he has little time for now, as running it is so exhausting and time-consuming. I have put some of the duties and responsibilities of the standing sub-committees into the document, thereby strengthening their role in the general operation of the program. I have tried to incorporate much of what I think we have been taking about in committee lately, but much of what is here is from me, and not from the committee.

I hardly expect this document to be passed as is; the wishes of the Department, of course, would have to be taken into account. But this document represents what I, personally, would like to see happen. I thought you might like to consider it. Please suggest eliminations or additions as you see fit.

CONSTITUTION OF THE FRESHMAN ENGLISH POLICY COMMITTEE
(proposed revision, Spring, 1979)

I. NAME AND HISTORY OF THE COMMITTEE

- A. The name of this committee is the Freshman English Policy Committee.
- B. The present Committee structure derives from the "Teaching Assistants' Rights and Responsibilities" statement of 1977. Although that statement does not distinguish between what is now the difference in a Teaching Assistant (a person without a Master's degree who is apprenticed to a regular staff member) and an Assistant Instructor (a graduate student who has a Master's degree who is the teacher of record in an undergraduate classroom), it does establish the Department's policy that graduate students who teach should be allowed to participate in "deliberations relating to the nature, content, organization, and administration on the courses in which they provide instructional service." The Committee is, therefore, composed of a mix of Assistant Instructors and regular faculty.

II. ORGANIZATIONAL RELATIONSHIPS OF THE COMMITTEE

- A. The Freshman English Policy Committee is responsible to the Department as a whole, and it shall forward its minutes, or a summary of its minutes, to the Chairman of the Department. Its policy decisions are subject to review by the Department as a whole. The Freshman English Policy Committee shall report to the Department annually on the status of the Freshman English Program.
- B. The Freshman English Policy Committee is responsible to the Teaching Assistants Committee and the Executive Committee for recommendations in matters of personnel assignment and performance.

III. GENERAL PURPOSE OF THE FRESHMAN ENGLISH POLICY COMMITTEE

- A. The purpose of the Freshman English Policy Committee is to formulate policies consistent with University and Departmental policy to govern the operation of the Freshman English Program and to insure the implementation of these policies by its officers and its sub-committees.
- B. The major areas of concern for these policies will be admissions and placement, programs, personnel, counseling and teacher training, and evaluation.
- C. The Freshman English Program Handbook shall include a list of current policies and shall be submitted to each teacher of freshman English at the beginning of each fall semester. An updated version of the policies shall be given to each teacher of freshman English at the beginning of each spring semester.

IV. RESPONSIBILITIES OF THE COMMITTEE

To achieve the purposes outlined in the preceding section, the major responsibilities of the Freshman English Policy Committee shall be to aid the Freshman English Office to discharge its duties in the following areas:

- A. Admissions, placement, and registration in freshman classes

- B. Programs: establish and oversee the implementation of
1. Course curricula
 2. Syllabi
 3. Textbooks
 4. Administrative procedures (e.g., final examinations, grade appeals, disciplinary measures for plagiarism, transfer of credit, etc.)
- C. Personnel
1. Make recommendations to the Department for the various administrative positions in the Freshman English Program.
 2. Suggest to the Department the assignment of teaching duties in freshman courses.
 3. Approve recommendation ... [reinsert # 3 of 1976 Constitution]
- D. Teacher training
1. Establish policies for teacher counseling and teacher training in regard to freshman courses.
 2. Administer teacher counseling and training policies.
- E. Evaluation
1. Establish policies for the evaluation of the Freshman English Program.
 2. Oversee the evaluation and act on evaluation recommendations from appropriate standing committees.

V. MEMBERSHIP OF THE FRESHMAN ENGLISH POLICY COMMITTEE

- A. The number of regular faculty members of the committee (not including the Program Administrators), shall be equal to the number of Assistant Instructor members (AI's).
- B. Regular faculty members are appointed by the Chairman of the Department for a term of one year. **Either** they must teach a freshman English course during their tenure in office, or they must have taught one within the previous academic year.
- C. Assistant Instructor members shall be elected by the eligible Assistant Instructors for a term of one year. (An AI is eligible to vote in such elections after one year's teaching in the Department.) Assistant Instructor members must have completed at least one year's teaching in the Department, and either must teach a freshman English course during their tenure in office or must have taught one within the previous academic year.

Maximum
term of two year?
T.A.
membership?

strike?

E. Ex-officio Members

1. The ~~Chairman~~ of the English Department shall be a non-voting member of the Freshman English Policy Committee.
2. The Director of Freshman English shall serve as the Chairman of the Freshman English Policy Committee, and shall vote only in case of ties.
3. The Associate Directors and the Assistant Director will be ex-officio members with vote.
4. Any other ex-officio members will be non-voting.

VI. OFFICERS OF THE FRESHMAN ENGLISH POLICY COMMITTEE

A. There shall be a ~~Chairman~~ of the Freshman English Policy committee.

1. The ~~Chairman~~ shall be the the Director of the Freshman English Program, who shall be appointed by the Executive Committee of the English Department in consultation with the Freshman English Policy Committee.
2. The function of the Chairman shall be to
 - a. Administer the operation of the Freshman English Office.

- 1) Hire and direct the classified staff in the Freshman English Office.
- 2) Call and chair meetings of the administrative staff of the Freshman English Office.
- 3) Oversee the operations of the administrative staff, receiving the recommendations of the Associate Directors.
- 4) Maintain the continuity and proper integration of the Freshman English Program
- 5) Make executive administrative decisions, especially at the points of overlap of the duties of the Associate Directors.
- 6) Report to the Chairman of the Department concerning matters of policy in the Freshman English Office.

b. Chair the Freshman English Policy Committee

- 1) Call meetings of the Freshman English Policy Committee.
- 2) Chair meetings of the Freshman English Policy Committee.
- 3) Appoint the Chairs and members of standing and special committees of the FEPC.
- 4) Chair the Curriculum Sub-committee.
- 5) Make regular reports to the Committee on the implementation of its policies.
- 6) Vote in case of a tie.
- 7) Keep FEPC members informed of policy problems.

- B. There shall be three Associate Directors of the Freshman English Program, each of whom shall be a regular faculty member appointed by the ~~Executive Committee~~ ^{Chairman} of the English Department in consultation with the Freshman English Policy Committee.
1. There shall be an Associate Director for Student Affairs, whose duties shall be to
 - a. Report to the Director of Freshman English with respect to matters of policy and administration in the area of student affairs.
 - b. Serve as coordinator of all matters relating to admissions, placement, and registration in freshman classes, under advisement from the FEPC.
 - 1) Serve as overseer of student registration and late registration in the Freshman English Program.
 - 2) Serve as chair of the FEPC Admissions and Placement Committee.
 - 3) Handle all student requests.
 - a) Approve or disapprove all student appeals for transfer of credit.
 - b) Hear all student complaints about teacher-student problems.
 - 4) Oversee all placement tests in the Freshman English Program.
 - c. Consult with the Associate Director for Teaching Affairs regarding student complaints about teaching.
 2. There shall be an Associate Director for Teaching Affairs, whose duties shall be to
 - a. Report to the Director of Freshman English with respect to matters of policy and administration in the area of teaching in freshman classes.
 1. Make recommendations to the Director about the staffing of freshman sections.
 - b. Serve as coordinator of all matters relating to teacher training and counseling, under advisement from the FEPC.
 - 1) Work with the FEPC on teacher training matters.
 - a) Chair the FEPC Committee on Teacher Development.
 - b) Sit on the FEPC Personnel Committee.
 - c) Serve as liaison for the FEPC with the TAC (Teaching Assistants Committee).

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- 2) Serve as administra/ of the teacher training and development program.
 - a) Plan, with the advice of the Director and the FEPC Teacher Development Committee, and conduct orientations to the Freshman English Program and the teaching of composition for new TA's, new AI's, and new regular faculty.
 - b) Serve as coordinator of the various sections of E398T, E383L, and other teacher-training courses.
 - c) Consult with any teacher of freshman courses who has received a complaint either from a student or (in the case of AI's) from the TAC.
 - d) Counsel with teachers who need to talk with someone about their teaching.
 - e) Consult with the Departmental Specialist for Teaching Effectiveness on matters of teacher training and counseling.
 - f) Coordinate the distribution of teacher materials for classroom use: desk copies of texts, syllabi, etc.
 - 3) Consult with the Associate Director for Student Affairs regarding student complaints and with the Associate Director for Curriculum regarding course materials for teachers.
3. There shall be an Associate Director for Curriculum Affairs, whose duties shall be to
- a. Report to the Director of Freshman English with respect to matters of policy and administration in the area of the freshman English curriculum.
 - b. Serve as coordinator of all matters relating to the curriculum in the Freshman English Program, under advisement from the FEPC.
 - 1) Work with the FEPC on curriculum matters.
 - a) Chair the program Evaluation Sub-committee.
 - b) Sit on the Textbook Sub-committee and the Curriculum Sub-committee.
 - c) Review and recommend to the FEPC any proposals to use freshman sections in faculty or graduate student research.
 - 2) Serve as administrator of curricular matters.
 - a) Place all textbook and desk copy orders.
 - b) Oversee the development and production of all course syllabi.
 - c) Oversee the occasional evaluations of the courses in the Freshman English Program.
 - d) Oversee the use of freshman sections in faculty and graduate student research.

- 3) Consult with the Associate Director for Teaching Affairs regarding course materials for teachers.
- C. There shall be an Assistant Director of Freshman English.
1. The Assistant Director shall be an Assistant Instructor who is appointed by the Executive Committee, upon the recommendation of the Freshman English Policy Committee, to serve for only one year.
 2. The function of the Assistant Director shall be to
 - a. Serve the Director of Freshman English as an administrative assistant for FEPC affairs.
 - b. Serve as a liaison between the Director of Freshman English and the Associate Directors.
 - c. Serve as secretary and assistant chair of the Freshman English Policy Committee.
 - 1) Call meetings of the FEPC.
 - 2) In the absence of the Chairman, chair meetings of the FEPC.
 - 3) Maintain contact with the Director and Associate Directors to facilitate the distribution of information to the FEPC.
 - 4) Maintain contact with the chairs of standing and special sub-committees to facilitate the distribution of committee reports and other committee-originated information to the FEPC.
 - 5) Compile and distribute an agenda for each FEPC meeting several days before the meeting date.
 - 6) Take and distribute minutes of FEPC meetings; maintain a collection of the minutes to be permanently filed in the Freshman English Office.
 - 7) Compile a summary of actions taken at each meeting of the FEPC for forwarding to the Department Chairman and all teachers of Freshman English.
 - 8) Keep a file of current policies, to be updated, collated, and distributed to all teachers of freshman English each fall semester.
 - 9) Assemble a listing of the collective actions of the FEPC for the year of his/her term, which will be forwarded upon approval by the Director to the Chairman of the Department.
 - 10) Serve as a liaison between the FEPC and AGSE (the Association of Graduate Students in English).
 - 11) Assist the Director and Associate Director for Teaching Affairs in planning the orientation programs for new faculty.
 - 12) By October 1 of each academic year, using calendars submitted for that purpose by the chairs of the standing sub-committees, collate and distribute to FEPC members a Freshman English Policy Committee Calendar for that academic year through the succeeding October 1.

VII. OPERATING PROCEDURES

- A. The final authority on questions of procedure shall be Roberts' Rules of Order.
- B. Two-thirds of the voting members shall constitute a quorum.
- C. Voting.
 1. On all motions except selection of personnel, voice votes shall be taken. Motions will require a majority of those actually voting to pass. The Assistant Director will record vote tallies in the minutes.
 2. On selection of personnel, voting members will rank candidates according to their preference, on written ballots. The candidate receiving the lowest total will be ranked first, next lowest second, and so on.
 3. When personnel or textbook selections (with the exception of requests for texts to be used in an individual course) involve members of the Committee, said members shall absent themselves from the discussion and voting.
 4. At the discretion of the Assistant Director, minor emergency matters can be handled by mail balloting, but one protest will invalidate the mail ballot and necessitate Committee discussion to settle the matter.
- D. Any third of the membership of the Committee shall be able to call meetings.

VIII. SUB-COMMITTEES

- A. There shall be six Standing Subcommittees of the Freshman English Policy Committee: Admissions and Placement, Teacher Training and Development, Curriculum, Personnel, Program Evaluation, and Textbook.
- B. Membership
 1. Committee appointments shall be made by the Chairman.
 2. Every Sub-committee shall have a chairman who is on the Freshman English Policy Committee.
 3. Every member of the Freshman English Policy Committee must serve on at least one sub-committee; this document requires that the Assoc. Dir. for Curriculum serve on both the Textbook and Curriculum Sub-committees, and that the Associate Director for Teaching Affairs serve on the Personnel Sub-committee.
 4. Every sub-committee must have a chair designated by the Chairman of the FEPC, with the exception of the following: The Director chairs the Curriculum Sub-committee; the Associate Director for Student Affairs chairs the Admissions and Placement Sub-committee; the Associate Director for Teaching Affairs chairs the Teacher Development Sub-committee; and the Associate Director for Curricular Affairs chairs the Evaluation Sub-committee.

5. Any AI or regular faculty member who has taught freshman English in the immediate past year, or who is currently teaching it, may be appointed to a sub-committee.
- C. Duties and responsibilities of standing sub-committees.
1. Standing sub-committees shall be responsible for formulating recommendations regarding matters within the jurisdiction of each and submitting those recommendations to the entire FEPC for action.
 2. Each standing sub-committee must submit a formal, written report to the entire FEPC once each month during the nine-month academic year which summarizes committee activity, makes recommendations, and outlines future committee activities which the entire FEPC should know about.
 3. At the end of each spring semester, each subcommittee chairman must submit to the Assistant Director a brief statement outlining significant sub-committee activities for the past year.
 4. Each subcommittee chairman must maintain a folder of historical information which will be handed down to the person who chairs the sub-committee the following year.
 5. Each sub-committee must establish a calendar at the beginning of each academic year which outlines its expected activities for that year; the sub-committee chairman must submit this calendar to the Assistant Director within three weeks of the first of each fall semester.
- D. Functions of the standing sub-committees (including, but not limited to, the following activities).
1. The Admissions and Placement sub-committee shall study problems relating to and propose policy regarding admissions to freshman courses, advance placement, transfer of credit, etc.
 2. The Teacher Training and Development sub-committee shall study methods of and propose policy regarding orientation of new faculty (TA, AI, and regular), training of TA's and AI's, curriculum in the TA and AI training courses, continuing development of teaching skills, etc.
 3. The Curriculum sub-committee shall propose policy regarding content and sequence of the courses in the Freshman English Program, develop new courses, recommend acceptance or rejection of new and/or variant course proposals, suggest kinds of materials to be used in the various courses, establish policy for evaluating new and variant course proposals, establish the goals of each level of instruction in the Freshman program; further, the Curriculum sub-committee shall oversee the writing of syllabi for the basic courses, the adaptation of current syllabi to new textbooks, etc.

4. The Personnel sub-committee shall make recommendations to the FEPC regarding staff for the various administrative positions, establish procedures for handling applications for such positions, conduct searches for staff for such positions, recommend teaching staff for the various teacher training courses, seek out staff for projects which may be developed by the FEPC, etc.
5. The Program Evaluation sub-committee shall establish criteria, based upon statements of goals of the various levels and courses in the Freshman English Program, against which to evaluate various courses in freshman English; oversee and/or conduct such evaluations; report the results of such evaluations to the FEPC, and make recommendations for changes in curriculum and in evaluation procedures; evaluate new and/or variant courses after a specified length of time and report the results to the FEPC; provide help to teachers in evaluating their own courses and the work of their students; etc.
6. The textbook sub-committee shall, based upon course descriptions established by the FEPC, propose the adoption of textbooks for the regular courses in the Freshman English Program, establish standards by which those texts may be evaluated, conduct surveys of the teaching staff regarding current texts, recommend approval or disapproval of variant text requests, aid the teaching staff in finding texts to suit their individual needs, propose the use of certain texts by certain designated groups of teachers, etc.

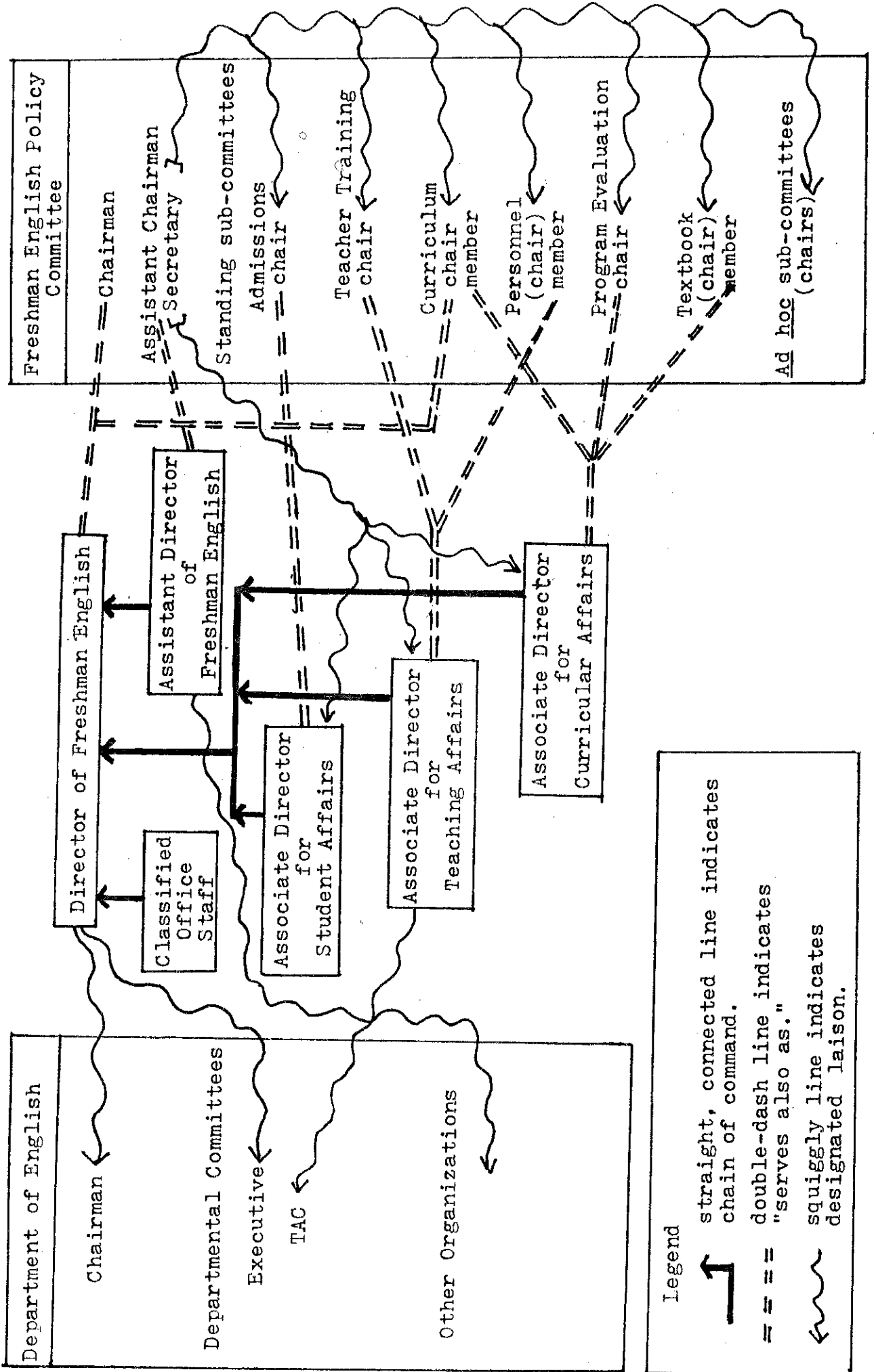
E. Ad-hoc Sub-committees

1. The Chairman may appoint ad hoc sub-committees as needed.
2. The chair of each standing sub-committee may request that the Chairman attach special-duty ad hoc committees to the standing sub-committee.
3. Membership of ad hoc committees may come from within the FEPC and/or from the Department at large.

IX. PROCEDURE FOR REVIEW OF AND AMENDMENT TO THIS CONSTITUTION

Amendments to this document shall require approval of two-thirds of the voting members of the Freshman English Policy Committee.

ORGANIZATIONAL CHART FOR THE FRESHMAN ENGLISH OFFICE
(proposed)



Legend

- ↳ straight, connected line indicates chain of command.
- == double-dash line indicates "serves also as."
- ↔ squiggly line indicates designated liaison.