

Freshman English Policy Committee Meeting

February 28, 1978

Parlin 8B, 11:00-12:00

Members Present: Kinneavy, Trimble, Creel, Wainwright, Saldivar,
Henry, Cameron, Ruszkiewicz

Agenda (starred items deferred)

Approval of minutes

Unfinished business

TAC statement on TA probation

FEPC Procedures motions

Reports of standing committees

Textbook

Other business

FERA

1. The Minutes of February 22 were approved as corrected.

2. Jana Wainwright reviewed her handout on the TAC statement on TA probation. The committee generally approved her statement, adding to it the admonition that the TAC, like all Departmental committees, recommend to the EC rather than establish policy.

In the discussion that followed, Wainwright mentioned that the Department hires Joan Allaire to work with TA's and any other faculty member who wishes assistance in improving teaching effectiveness, noting that all who have worked with her have given her high praise. She suggested^{what} the TAC might require those with poor student evaluations to work with her. Kinneavy said that the entire existing training network, including 398t teachers and counselors as well as Allaire, should be utilized before putting a TA on probation, as probation is a very strong term.

Kinneavy drew a scale representing the possible scores on the student evaluations, and some discussion followed about what score should require the attention of the TAC. All agreed that criteria should be clearly established. Wainwright pointed out that this should be done now, and not on an ad hoc basis, because the constituency of the TAC changes often; Creel agreed that TA's should know what is required and what to expect.

Kinneavy also noted that the TAC statement is very negative, that the probation statement should be a part of a whole position paper on TA evaluation. He encouraged Wainwright to emphasize in her draft of an FEPC statement that we believe the tone of the document should be positive. Wainwright will submit a draft of the FEPC statement at the next meeting.

3. Tom Cameron reviewed the five motions which he had submitted earlier to the committee. With minor revisions, which Cameron accepted, the motions passed. The revised motions and Cameron's gloss of them, follow:

- 1) Each standing subcommittee shall submit a calendar to the FEPC on March 15 outlining its year-round duties and procedures.
(One of the problems we face on the FEPC is that committee members often do not know what they are supposed to do. Neither the Constitution nor any established policy statements are helpful in these matters. This motion will require committee members to establish a list of duties which must be attended to at generally specified times. Presently constituted committees will thus have to consider what they will do for the rest of the year; future committees will thus have clear guidelines to follow.)
- 2) A special committee, to be called the Calendar Committee, shall be established to assemble and coordinate the above-mentioned reports into a tentative FEPC Calendar which should be submitted to the FEPC for approval after the Spring Break.
(This motion codifies the suggestion John Trimble made earlier in the year, which has--for good reason--been put off until now. It is time to give this good project our approval and our time. I suggest John be named chairman of the committee, and that two other people be chosen to work with him.)
- 3) The chairman of each standing committee shall be required to submit to the FEPC, on the last scheduled meeting day, a summary of the activities of that committee for the year.
(These narratives will provide a historical context for subcommittee members in the year to follow. Such continuity is important, though difficult to maintain in an organization with as transient a membership as ours.)
- 4) The Assistant Director of Freshman English shall be required to submit to the FEPC, by the end of the Spring semester, a summary of the actions of the special committees and of the general activities of the FEPC for that year.
(Again, the purpose here is to provide continuity. Further, this report and the subcommittee reports can serve as source materials for the summary of activities which the Freshman Office submits to the department at the end of each academic year.)
- 5) Standing committees will be required to meet at the beginning of the fall semester as soon as committee assignments are made to discuss the activities of the committee for the coming year.

Saldivar noted that, while the motions were a good idea, much of the content of the motions should be in by-laws. Cameron agreed, but pointed out that at present the FEPC has no formal by-laws.

Kinneavy appointed a Calendar committee to carry out the duties specified in motion 2: Trimble (chairman), Ruszkiewicz, and Cameron.

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4. The Textbook committee submitted a written progress report to the committee (see handout). In addition, Cameron said that weekly reports would follow, and that a table will be set up to allow members to see copies of the books to be recommended. A different kind of text will be placed for review each week, with final votes coming late in the month.

5. The committee reviewed its present knowledge of FERA. Kinneavy noted that Winterowd, though he is not planning to participate, thinks we have little to lose. Young thinks highly of Meeker and says FERA has been doing very good work. Kinneavy says FERA knows little about composition, but Young assures him that the advisory board will take care of that.

Saldivar noted that he had looked over some of the FERA material and that it appears to be shabbily done. Kinneavy suggested that the committee look over the available material carefully so that we can make a decision next week.