

MEMORANDUM

To: Freshman English Policy Committee

From: Susan Jarratt

Date: October 20, 1983

There will be a meeting of the Freshman English Policy Committee on Monday, October 24 at 3:00 p.m. in Parlin 8B. Agenda items include:

- I. Call to order, attendance, previous minutes**
- II. Harper and Row's request for E306 sections to test Kinneavy's text.**
- III. AI-Supervision Proposal**
- IV. Calendar**
- V. Subcommittee formation, meetings**
- VI. Adjournment**

FRESHMAN ENGLISH POLICY COMMITTEE

MINUTES

October 17, 1983

Attending: John Ruszkiewicz, David McMurrey, Greg Myers, Richard Simon, Gary Underwood, Max Westbrook, Beth Daniell, Susan Jarratt, David Jolliffe, Mary Trachsel

Absent: Val LeClercq

I. Call to order, introduction of members

II. Agenda for the year

Calendar, priorities

John Ruszkiewicz discussed each item on the agenda he distributed last week and made suggestions for the order of their consideration.

Tentative calendar:

Monday, October 24: AI Supervision proposal. David Jolliffe handed out copies of the proposal.

Harper and Row's request to test Kinneavy's new freshman text in several trial sections next spring. It was suggested that the publishers pay for student copies of the text since they (Harper and Row) will be reaping benefits from our test sections.

Monday, October 31: E106/206: the top priority for the year. To be offered Fall, 1984, to compensate for the loss of E307/308 by giving freshmen extra help. We need to decide on the nature of the course, grading, placement. David McMurrey handed out an extensive plan for our consideration. At this meeting we will decide what the subcommittee should do.

Monday, November 7: Textbooks, new and variant course decisions for Spring, 1984.

Other high priorities are reviewing grading standards and criteria, and placement in E306 (beginning fall, 1985). Meetings after November 7 will be arranged as subcommittees have reports--probably less frequently than once a week.

III. Subcommittees

A. 106/206 - McMurrey, Trachsel, Myers, Daniell

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B. Grading Standards - Simon, Jarratt, Jolliffe

C. Textbooks - Myers, V. LeClercq, Jolliffe

IV. Adjournment

Next Meeting: Monday, October 24, 3 p.m., Parlin 8B

Submitted by S. Jarratt

A PROPOSAL FOR EVALUATION OF TEACHING ASSISTANTS AND ASSISTANT INSTRUCTORS

1. TA supervision will remain as it is under the current system.
2. New AIs will still attend the orientation session before the fall term and will still take 398T during their first semester of service.
3. New AIs will be evaluated by their 398T instructor during their first semester of service.
4. Continuing AIs will be responsible for selecting their own evaluator from the tenure-track or lecturer faculty. Any faculty member so selected may refuse to evaluate the AI since no TLC points are awarded for this service. The AI will then be required to ask another faculty member; if no willing evaluator can be found, the AI may seek the assistance of the freshman or sophomore English director. The AI will be required to return to the freshman or sophomore English office an agreement to evaluate signed by the faculty member within the first two weeks of each term except the summer terms.
5. Guidelines for the evaluation of both new and continuing AIs will be as follows:

1. Sweetheart agreements
2. Some teacher every term?

A. Within the first month of each semester, except during the summer, the AI and the faculty member will confer and discuss the following points.

1. The AI's policy statement and syllabus.
2. The AI's selection and use of textbooks.
3. The AI's philosophies of teaching, including principles of classroom operation and methods of student evaluation.

The AI will write a report of this conference; the report will be signed by the AI and the faculty member. The AI will make three copies of the report: one will go to the freshman or sophomore English office, one will be placed in departmental personnel files, and one will be retained by the AI for personal files. The faculty member, during this initial conference, may ask to see copies of the AI's writing assignments and copies of graded essays during the semester. These and other matters of evaluation will be worked out by the AI and the faculty member.

Let's make this mandatory.

B. At some time during the remainder of the semester, the faculty member will arrange, in advance, to visit and observe the AI's class. The faculty member will write a report of this visit. This report will be signed by the faculty member and the AI, and three copies of it will be distributed as in 5A.

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C. During the last month of each semester, except the summer, the AI and the faculty member will confer and discuss the following points.

1. How the AI's teaching has developed during the course of the semester.
2. What scholarship, creative writing, course or curriculum development the AI has engaged in during the semester and how it has affected his or her teaching.

The AI will write a report of this conference and three copies of it, signed by the AI and the faculty member, will be distributed as in 5A and 5B.

Might this step be omitted?

This proposal was discussed and unanimously endorsed by the Association of Graduate Students in English on September 16, 1983.