



DEPARTMENT OF ENGLISH  
THE UNIVERSITY OF TEXAS AT AUSTIN

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MEMORANDUM

To: All Faculty and Assistant Instructors  
From: Don Weeda<sup>TW</sup> and Wayne Reborn, Lower Division English *WAK*  
Date: October 21, 1988

**Concerning Spring 1989 E 309 courses:** Because of enrollment pressure in lower division courses and especially E 306, we will be offering many fewer sections of E 309 in the Spring than we are this Fall. (There will be fewer computer-assisted sections as there will be fewer sections of all other variants of E 309.) Instructors will have to be chosen by the Lower Division English Policy Committee at a later date. Current instructors should therefore not presume that they will necessarily be teaching E 309 in the Spring. Any interested instructors who have an approved 309 proposal on file in the Lower Division English Office (including current instructors) should write us a memo indicating the number of sections of their approved 309 course that they would like to teach in Spring 1989. Early petitions may be given preference.

**Concerning the Lower Division VCR:** It's back and working, but certain parts have rendered the machine completely incapable of recording. Please be careful with the unit, since the next time the VCR goes for repairs, it may not come back. (We have asked for a new VCR, but it is likely that our request will be turned down, since we missed the deadline for new equipment and the relevant funds have already been budgeted.) But please feel free to reserve the VCR and monitor for your classes in Parlin and Calhoun Hall.

**Concerning certain publications of our office:** OK, we're behind schedule on preparing the Lower Division English Handbook and the planned Fall 1988 revision of the Bibliography of Materials Available which May be Appropriate for English 309. The Handbook will take priority; we hope to have it ready by the end of the current semester. Since comparatively few new texts have been sent to us since the last list was prepared, the E 309 Bibliography will not be updated until March, 1989. We still have copies of the March, 1988 edition of the Bibliography; feel free to ask us for a copy if you are interested in preparing a 309 proposal for Fall 1989--these will be due in our office about the middle of November.

**Concerning Students without Required Texts:** If students are still unable to locate copies of their textbooks in the bookstores, please let us know. Otherwise, following Pippa, we'll assume that everything's hunky-dory.