



THE UNIVERSITY OF TEXAS AT AUSTIN
COLLEGE OF HUMANITIES
AUSTIN, TEXAS 78712

Office of the Dean
West Mall Office Building 201

September 15, 1977

P. O. Box 7218
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MEMORANDUM

TO: Jim Kinneavy
FROM: Maxine Hairston

At your convenience, could you schedule me to meet with the Freshman English Policy Committee to discuss some possible scheduling strategies for freshman classes that might help us avoid the kind of staffing crunch we had this fall, and seem to have had almost every fall that you and I can remember. Stanley thinks it's possible that we might ask some students to postpone taking 306 until spring and reduce the number of sections offered in the fall. We might also ask transfer students to postpone taking 307 or 308 regular until the spring -- maybe we ought to find out just who is in regular sections of 307 and 308 in the fall, and how much of an inconvenience it would be to them to postpone it. And of course we need to figure how much we might gain by such strategies.

Would you let me know your response to these suggestions? Meanwhile, I'll be working out some preliminary plans and hope to meet with you soon.

MCH/kas

A handwritten signature in cursive script that reads "Maxine".