

To: Bill Sutherland

From: John Ruszkiewicz *J.R.*

Re: Graduate Advisory Board/Summer E 306 Courses

Date: May 1, 1985

Here's the text of the FEPC motion (April 17, 1985) proposing to the Executive Committee the establishment of a Freshman English Graduate Advisory Board:

The FEPC proposes that a Freshman English Graduate Advisory Board be established to advise the Director of Freshman English on matters pertaining to Freshman English. The board will be appointed by the Director of Freshman English in consultation with the Chair of the Department of English.

The motion had unanimous support. (All three graduate students on the FEPC were present at the meeting.) I hope the proposal can be considered by the Executive Committee soon.

At the FEPC meeting held today (May 1), the following motions were proposed and passed unanimously:

- 1.) That the FEPC require a final in-class essay during the regular examination period in all summer sections of E 306. (Teachers may not substitute a grammar exam or review of textbook content for this writing assignment.) That the Freshman Office hold an orientation session each summer term to discuss the new examination requirement.
- 2.) That, as a pilot study of grading standards, the graded final exams be submitted to the Freshman Office when grade sheets are turned in. The essays will be returned to instructors after they have been reviewed by the Director and/or Associate Director of Freshman English.
- 3.) Pending a review of the summer examination project by the Director, Associate Director, and Assistant Director, that the FEPC require a final in-class essay during the regular three-hour examination period in all sections of E 306 beginning Fall, 1985.

I hope the motions will encourage instructors to pay greater attention to their grading standards.