



CENTER FOR TEACHING EFFECTIVENESS
THE UNIVERSITY OF TEXAS AT AUSTIN

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John - FYI
MS

To: Writing Committee Chairmen
From: Marilla Svinicki MS
Re: Supplementary Report about Substantial Writing Courses

1. You requested that some spring sessions for TAs be scheduled. Mark Gregg and I have made arrangements for two sessions on Feb. 6 and 8 in the Union Eastwoods room. I have enclosed some announcements about the sessions. If you would distribute them to whomever you feel would be interested, we would appreciate it.
2. At your request, I inquired into the status of any progress reports about writing courses which might have to be turned in to the Office of the Vice-President for Academic Affairs and Research. I discovered that there is no requirement of reports being given to anyone above the Deans' level. However, we were right to assume that we should make provisions to keep records of activities related to the progress of the writing requirement somewhere in each Dean's files for college activities and in the Center's files for general activities. That would make it possible one or two years down the road for an ad hoc University committee to assess the progress of the program. It would be much easier to keep up with data collection now than to try to conjure it up some time in the future. And if we could, as a group, come to some agreement on what kinds of information such a future assessment would need, things might be simplified even further. I'm pulling together some suggested items from things you've said and sent as well as from my own thoughts about what future evaluators might want to know and from conversations with Academic Affairs and Research people. As soon as it is in readable form, I'll send it to you for your reactions.

Whether or not we decide to coordinate efforts, each college committee should have its own records on how the requirement was approached. You might also want to make provisions for gathering information on summer session courses and set a regular schedule (once a year, once a semester, etc.) for updating the general records. The thrust of the whole issue is that we are all expected to be able to document the course of the program and, therefore, should keep records on what is happening in it in each of our areas.

3. You also asked me to check on a calendar of deadlines for certifying courses and how it related to the regular course scheduling procedures. A calendar over and above the regular college procedures for submitting course schedule material will not be necessary. Certification of courses would not have to pass through Academic Affairs and Research prior to the regular Official Publications deadline. That step was only a temporary insertion

this last year. Now you would only need to worry about the internal college deadlines normally associated with class scheduling. Any checking of certification by the Academic Affairs and Research people would occur at the time class schedules are received by Official Publications. Your deans should be receiving a memo to this effect soon.

4. You asked about future TA allocations. I can state definitely that there won't be another across-the-board special allocation of extra TA money for writing courses apart from the regular Dean's budget request. Therefore, if your committee sees a need for extra TA funds to be devoted to writing courses, the thing to do is make a pitch to the Dean to include in his/her budget a designated request for those funds separate and above the regular TA request. It would be more likely to be noticed and funded that way, even if regular TA funds are limited.

5. To those of you who have given me the names of faculty for interviews, thank you. I have been in contact with some of them already. If you would like to participate in any of the interviews for the benefit of your committee's work, please let me know. Or if you'd like a summary of what I find out - just general reactions, not detailed notes - I'd be happy to send you one; just let me know.