

**m e m o r a n d u m**

**To: Members of the FEPC**  
**From: Tom Campton**  
**Date: March 13, 1978**  
**Subject: AGENDA-for FEPC Meeting, Wednesday, March 15, Parlin 8B,**  
**11:00-12:00**

- 1. Approval of Minutes**
  
- 2. Report of the Writing Resource Collection (see handout)**
  
- 3. Pers Project (see handout)**
  
- 4. Committee reports**  
**Course evaluation (see handouts)**  
  
**Textbook**  
  
**Variant courses**
  
- 5. Special committee reports**  
**Calendar**  
**(NOTE: all subcommittee calendars are due at meeting time)**

Ruby Kinneavy

Department of English Memorandum

To: F.E.P.C. Members

From: Dr. Kinneavy

Date: 3/10/78

The attached materials will be on the agenda for the Wed. meeting. Please look this material over before that time so that Ms. Burton will not have spend more than 5 minutes with us.

Thank you.



THE UNIVERSITY OF TEXAS AT AUSTIN  
THE GENERAL LIBRARIES  
AUSTIN, TEXAS 78712

15 August 1977

TO: James Kinneavy  
Director of Freshman English  
Parlin 16

FROM: Susan Burton  
Reference Librarian, Undergraduate  
ACA 101 A

RE: Status of the Writing Resource Collection and Time Estimates  
for a Computerized Rhetorical Index

Items catalogued and available for use:

	<u>Titles</u>	<u>Copies</u>
Anthologies	451	644
Rhetorics	346	499
Literary Texts	36	48
	<u>833</u>	<u>1191</u>

Items not yet catalogued and not available for circulation:

(Anthologies, Rhetorics, and Literary Texts)	?	382
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As a manageable pilot project, I would suggest confining initial efforts to the indexing of rhetorics. (Much of the material in the anthologies can be located elsewhere by using Short Story Index or Essay and General Literature Index.) A very rough estimate of the amount of time necessary to index, code, and key punch the 346 rhetorics:

Index and coding:	60 to 90 hours
Keypunching:	<u>10 to 14 hours</u>
Total:	<u>70 to 104 hours</u>

(To be on the safe side, you might want to inflate these figures to allow for problems, inexperience, etc.)

It is difficult to estimate the time necessary for indexing. As a novice with no formal knowledge of rhetoric, it took me about forty minutes to index and code two titles ( Gorrell and Laird: Modern English Handbook, 6th edition and Crosby and Esley: College Writing, 2nd edition.) In both cases, I encountered several chapters for which I was unable to select index terms. This may suggest that the list of index terms needs a bit more refinement before the project gets underway. Before indexing begins in earnest, you will probably want to go over the indexing of several titles with the person who is hired in order to come to some meeting of minds about the level of indexing. For example, should a book be indexed under "comparison" if there are only five scattered pages on it (requiring five separate entries) as in Gorrell and Laird?

Quite a number of the rhetorics are successive editions of the same title. This should make indexing go more quickly. Assuming that it will take someone approximately 10 to 15 minutes per title once he/she has some experience, the indexing-coding work would require about 60 to 90 hours.

If we estimate 10 to 15 index entries per title, there will be between 3,460 and 5,190 cards to be keypunched. This would take an experienced keypuncher between 10 and 14 hours ( at ten seconds per card.)

SB/lji

xc: Ann Brooke -  
Jay Poole

Draft  
3-6-78

## THE WRITING RESOURCE COLLECTION

Writing, even for experienced writers, is a difficult and time-consuming task; but it is something that can be learned -- through study and imitation and re-writing. The Writing Resource Collection on the third floor of the Undergraduate Library (UGL) can furnish guidelines, models, and programmed texts. If you would like to know more about organizing essays, the most effective ways of persuading an audience, or just more about proper grammar, this collection can be very helpful.

### WHAT'S AVAILABLE?

The Writing Resource Collection contains approximately fifteen hundred books dealing with rhetoric and composition and has countless examples of writing on a wide variety of topics written in a variety of styles. These books are listed by author in their own card catalog on the third floor. They are not included in the card catalogs on the first floor of UGL. Since there is no subject catalog for the books at present, the Writing Resource Collection is a "browsing collection."

### HOW CAN I USE WHAT'S THERE?

The books are shelved alphabetically by author or editor. The labels on the spines of the books give the first two letters of the author's last name and indicate whether the book is an:

Anthology: ANT  
Literary Text: LIT  
Rhetoric: RHT

If you are having problems with basic writing skills, look for help in a rhetoric (RHT). Rhetorics offer guidelines for improving your writing, as well as the grammatical rules you need to know to make your writing conform to standard practice. Browse through the tables of contents and indexes of some of the books labeled RHT until you find one or two that contain subjects in which you are interested: organization of essays, grammar, paragraph coherence, etc.

If you are looking for models of good writing (and many beginning writers start by imitating a style that is considered good), you may want to take a look at some of the anthologies (ANT) or literary texts (LIT).

### HOW LONG CAN THESE BOOKS BE BORROWED?

Books in the Writing Resource Collection can be used in the library or you can check them out for one week at the Reserve Desk on the first floor.