

LOWER DIVISION ENGLISH POLICY COMMITTEE MEETING MINUTES

NOVEMBER 8, 1989.

PRESENT: L. Brodkey, J. Duban, S. Heinzelman, S. Kimball, J. Ruszkiewicz,
J. Slatin, S. Fowler, S. Hinman, M. Villalobos

L. Brodkey began the meeting by establishing a policy that meetings will last no longer than fifty-five minutes. The next meeting of the Committee is slated for Wednesday, Nov. 15, at 11:00 a.m. in Parlin 202.

L. Brodkey reviewed the format and content of the summer orientation for new AIs. She emphasized the importance of changes in the E306 syllabus and suggested Committee members review the new 306 manual. The orientation sessions, consisting of workshops and lectures on writing, were intended to emphasize the teaching of writing, not reading. Important components of information offered new AI's are:

- a standardized policy statement for all sections of E306;
- a choice of two forms of grading:
 - (a) quantified (pluses and minuses)
 - (b) flat grades (the form Brodkey strongly recommends);
- guidance in procedures for drafting, emphasizing writing as a process;
- guidance in peer editing;
- focus on student texts.

There was discussion of work in progress by Shelli Fowler, who is conducting a survey of current AI's who have successfully taught E306 in the summer using a single work as the basis for the research project. Goals for improving the quality of summer E306 teaching include the standardization of research teaching and documentation of grades. There have been numerous complaints from students in last summer's E306 courses, so some guidelines are clearly in order.

L. Brodkey wishes to revise the policy for evaluating AP exams, to conform to those policies currently in place for E316K placement exams.

S. Fowler introduced a proposal that a new 2-volume anthology of American Literature be included as an alternative selection to anthologies currently available. The anthology, published by D.C. Heath, is due out in December. When copies are available, the committee will review the text.

Subcommittees were assigned to review all lower division courses:
E306 Rhetoric and Composition-----J. Ruszkiewicz, L. Brodkey
E309K Topics in Writing,
E309L & M Thinking and Writing ----- J. Slatin, S. Fowler
E314L Introduction to Literature----- E. Fernea
E316K Masterworks of Literature----- Duban, Heinzelman, Hinman

Course proposal packets were distributed and brief reviews were made of 2 variant text proposals for E306, submitted by M. Ditmore and D. Ericson. M. Ditmore's request to use the text Critical Reading and Writing Across the Disciplines was approved. D. Ericson's request to use a packet of reading materials was approved pending copyright approval. A 309M course proposal submitted for Spring, 1990 by M. Hairston was approved.

All present agreed that the Committee needs to make discussion of the department's writing lab a priority in the near future.

Minutes submitted by S. Hinman
typed by M. Villalobos