

Rushkewicz

Freshman English Policy Committee Meeting

September 30, 1977

Calhoun 323, 3:00-4:00

Members present: Kinneavy, Trimble, Cameron, Haney, Ruskiewics,  
Creel, Wainwright

Guests present: Maxine Hairston, Adam Frisch, Terry Brogan

Agenda: (starred items deferred)

- Departmental class/course staffing procedures
- Committees and appointments
- \* Report of Apprentice/Master-teacher Committee
- \* Grade inflation
- \* Freshman Office experiments report
- \* Report on dropping the ECT

1. The minutes of the meeting of September 23 were approved as written.

2. Kinneavy pointed out that there was considerable interest in the way the English Department staffs courses and classes each semester; he introduced the guests at the meeting (Maxine Hairston, Associate Dean of Humanities; Adam Frisch, Associate Director of Sophomore English; Terry Brogan, representing AGSE/UGSW), noting that all present have good reason to see current procedures revised.

Hairston addressed the issue of the imbalance of Freshman English courses taught in the fall and in the spring; she said that while the numbers were relatively small (about 30 more sections in the fall than in the spring), they still caused staffing problems. She asked if we could work out a way to defer some 307-8 sections from fall to spring. Kinneavy suggested that most of the people who take those courses are transfer students, anyway, along with a few provisionals who took only three hours of English in summer. Frisch questioned whether we would be able to balance the sections even if we want to, given the four-three teaching loads of the newly-hired instructors; Kinneavy noted in response that we will have the apprentices as actual instructors in the spring, and that they will likely correct that seeming imbalance. Kinneavy then suggested that we think about deferring some of the 306 students to the spring semester by no longer offering the ECT (or other qualifying test) after registration begins. The concensus seemed to be that such was possible, but only if the University advertises such policy well in advance of registration, so that students are encouraged to take the tests in their high schools. No policy decision was reached, however, pending later discussion of the entrance test requirements.

Brogan reviewed methods within the Department of staffing courses and sections of those courses. He summed up by saying that with the disappearance of so many TA's and the staff now being largely full-time, many people feel that staffing can be done in advance rather than at the last minute. With Frisch in concurrence, Brogan said that the Sophomore Office can soon predict who is eligible to teach specific Sophomore courses in the spring; he questioned whether this could be done fully on the Freshman level, however. He concluded his remarks

by saying that he and interested others had composed a letter to Abrahams and Walter suggesting certain changes, but acknowledged that we might find alternative ways of addressing the problem.

In reference to Brogan's comments about Freshman assignments, Hairston said that a few years ago the Freshman Office had been able to name with about 90% certainty those who should teach the various courses. Trimble said that this was true of all assignments in 310 last year. Brogan replied that such was what he was lobbying for, but in addition he wanted some guarantee of time slots. Kinneavy remarked that he and Sheila had actually made assignments at specific times this semester, but that probably because of some oversights on their part the office had not used their scheduling sheets; he indicated that such errors could be corrected for Spring scheduling if the two offices worked more closely together. Brogan added that we might be able to do complex scheduling with a good computer program, saying that, if properly informed of priorities, a computer could work out a complete schedule that best fit all needs. He said he would look into the matter further.

After general discussion, Kinneavy suggested that the Freshman Office staff meet with the Sophomore Office people after Frisch gathers the information he expects on staffing this next week. No formal actions were taken, but it was tacitly decided not to send the letter pending the development of a complete set of suggestions and proposals.

3. Committee appointments were discussed and finalized. Kinneavy said that the appointments were made according to a number of principles, including continuity, a mix of TAs and faculty, expertise, pre-existing requirements, and personal preference. The committee briefly discussed the coming duties of each subcommittee.

ADMISSIONS AND PLACEMENT--Kinneavy noted that this committee will be busy with moving a proposal concerning the ECT through campus channels.

ENGLISH 398t-- Wainwright suggested that the new informal agreement with the Graduate Dean (TAs no longer need to register for more than six hours) might be a concern of this committee. Kinneavy said he thought not; he understood that TAs merely need to get the Dean's approval before registration.

NEW AND VARIANT COURSES--The writing lab and possible writing center will be the prime consideration of this committee.

PERSONNEL--Business as usual.

PROGRAM EVALUATION--The tests administered to select classes this semester and the new syllabi for 307 and 308PC will be concerns here.

TEXTBOOK--Business as usual.

Assignments made in the memorandum of September 28 are accurate; they are as follows:

ADMISSIONS AND PLACEMENT: Creel, Kinneavy, Cameron

ENGLISH 398t: Ruskiewicz, Henry, Trimble

NEW AND VARIANT COURSES: Saldivar, Henry Ruskiewicz

PERSONNEL: Trimble, Creel, Haney

PROGRAM EVALUATION: Haney, Kinneavy, Wainwright

TEXTBOOKS: Cameron, Wainwright, Saldivar

The chairperson is named first in each case.