

J. Ruszkiewicz

To: Members of the Lower Division Policy Committee

From: Wayne A. Rebhorn, Director *Wayne*

Date: 10 October 1988

After our interesting meeting last week, I spoke with the Chairman about our concerns, and he has agreed to call a departmental meeting sometime this semester to discuss the impact of the enrollment crunch on our teaching at all levels in the department. Consequently, Sue Heinzelmann and John Slatin are spared, at least for the time being, the labor of drafting a survey form to be sent out to the faculty on the issue.

I also spoke to the Chairman about our proposal to have all TAs serve a semester as apprentices in E306 before they became AIs. He was open to this suggestion, but noted that we are currently straining to staff all the courses we offer. Nevertheless, I think we should draft a formal statement of this proposal and send it to him. We will discuss this matter at our October 26 meeting.

Finally, I spoke to the Chairman about the necessity of publicizing the Practicum, and he will be doing so in an informational hand-out he will soon be sending to the department. In that document he will spell out the procedures involved in assignment to that course.

A last minute change in the personnel for the first set of Practicums to be offered next year: Evan Carton, who has been offering a kind of pilot version of it to his TAs this semester, should be substituted for Wayne Lesser in the list of instructors we approved. I spoke with Wayne, who is content to wait to do it until a future year, and with Evan, who is ready and willing to do it next year. I hope that this substitution meets with your approval. Do let me know if you see any problems.

You should soon be receiving sample copies of the survey I have written to be sent to all AIs and second-year TAs. Feel free to savage it and return the remains to me as soon as possible so that I can prepare a final version for us to vote on at our October 26 meeting.

For that meeting I'd like to ask Bob Twombly and Jackie Henkel to draft a proposal for the new E304 course (to replace E306Q), including a rationale for it.