



THE UNIVERSITY OF TEXAS AT AUSTIN  
AUSTIN, TEXAS 78712-1164

Department of English  
PAR 110  
(512) 471-4991

October 7, 1983

To: Freshman English Policy Committee

From: John Ruskiewicz

Re: FEPC Meetings

The FEPC will meet on Monday, October 17 at 3:00 p.m. in Parlin 8B. At the meeting we will set our agenda for the year and appoint sub-committees. Among our responsibilities for the coming months are the following:

1. E106/206--the nature, sequence, and placement criteria for these new courses must be determined.
2. AI supervision--AGSE has made a proposal to modify our current supervision program.
3. Placement for E306--we must create a better instrument for placement, one which includes a writing sample.
4. Tutoring/Plagiarism--we need to establish a clear policy on tutors and clarify our plagiarism statement.
5. Grading standards and criteria--we need a review of our current grading standards and suggestions for improving grading procedures.
6. E306 syllabus--we need to consider adding a unit of literary analysis and authorizing a series of new assignments.
7. Counseling and retention--we need to consider how to improve the retention rate of minority students.
8. Harper and Row Proposal--Harper and Row would like us to test Kinneavy's rhetoric text in several sections this spring.
9. Library connection--several FEPC members have indicated a need to discuss what role the UGL staff ought to have in shaping the research paper assignment. Objections to the topic lists are frequent.

Memorandum to the Freshman English Policy Committee  
October 7, 1983  
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10. Textbooks

11. New and variant courses

Please feel free to volunteer any additional suggestions for FEPC consideration this year. Also, please begin thinking about the subcommittee assignments you would be interested in undertaking this year.

Thank you. A formal agenda for the October 17 meeting will follow.

The FEPC will meet on Monday, October 17 at 3:00 p.m. in Pavilion 33. At the meeting we will set our agenda for the year and appoint sub-committees. Among our responsibilities for the coming months are the following:

1. E108/208--the nature, sequence, and placement criteria for these new courses must be determined.
2. AI supervision--KSN has made a proposal to modify our current supervision program.
3. Placement for E308--we must create a better instrument for placement, one which includes a writing sample.
4. Tutoring/placement--we need to establish a clear policy on tutors and clarify our placement statement.
5. Grading standards and criteria--we need a review of our current grading standards and suggestions for improving grading procedures.
6. E306 syllabus--we need to consider adding a unit of literary analysis and authorizing a series of new assignments.
7. Counseling and retention--we need to consider how to improve the retention rate of minority students.
8. Harper and Row proposal--Harper and Row would like us to test Kinsey's rhetoric text in several sections this spring.
9. Library connection--several FEPC members have indicated a need to discuss what role the UOL staff ought to have in shaping the research paper assignment. Objections to the topic have not been frequent.

Tentative Freshman English Policy Committee Calendar

September

26

October

3

10

Letter requesting supplementary texts and new and variant course proposals for the spring semester 1984

17

24

*All Supervision*

31

*E 106/206*

November

7

*Quality Standards + Criteria*

Textbooks, new & variant course decisions for spring semester 1984

14

21

28

December

5

12

19

26

January

2

9

16

23

30

February

6

13

20

27

Letter requesting supplementary texts and new and variant course proposals for the fall semester 1984

March

5

Textbook discussions

12

Textbook discussions

19

26

April

2

Textbook discussions

9

Textbook decisions for fall semester 1984

16

New and variant course decisions for fall and summer 1984

23

Personnel decision - Assistant Director

30

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FRESHMAN ENGLISH POLICY COMMITTEE

Fall 1983

	Office	Office Hours
John Ruszkiewicz Director of Freshman English	Parlin 16	TTh 1-4
Greg Myers Associate Director of Freshman English	Parlin 19	MW 9-12
Susan Jarratt Assistant Director of Freshman English	Parlin 19	MWF 1-3
Beth Daniell	Parlin 406	MWF 10-11
David Jolliffe	Parlin 319	W 1-4
Val LeClercq	Parlin 225	TTh 3-4:30
David McMurrey	Parlin 3	MWF 9-4
Richard Simon	Parlin 129	MWF 2-3
Mary Trachsel	Calhoun 226A	W 8-11
Gary Underwood	Parlin 22	MW 3-5
Max Westbrook	Calhoun 308	TTh 10:30-12 TTh 1:30-3