

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

Department of English PAR 110 (512) 471-4991 10. Textbooks

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October 7, 1983

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From: John Ruszkiewicz

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

Re: FEPC Meetings

The FEPC will meet on Monday, October 17 at 3:00 p.m. in Parlin 8s. 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. El06/206--the nature, sequence, and placement criteria for these new courses must be determined.
- 2. Al 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.
- Tutoring/Plagiarism--we need to establish a clear policy on tutors and clarify our plagiarism statement.
- 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
Page two

THE UNIVERSITY OF TEXAS AT AUSTEN

10. Textbooks

Department of English PAR 110

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.

Errom: John Ruszkiewicz

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

FEPC Meetings

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

- E106/205--the nature, sequence, and placement criteria.
   for these new courses must be determined.
- Al supervision -- AGSE has made a proposal to modify our current supervision program.
- 1. Placement for E305 -- we must create a better instrument for placement, bue which includes a writing same.
- 4. Tutoring/Plagiaring-we need to establish a clear policy on tutors and clauffy our plagiarism statement.
- 5. Grading standards and criterio -- we need a review of our current grading standards and suggestions for improving grading procedures.
- 5. E305 syllabus -we need to consider adding a unit of literary analysis and authorizing a series of new assignments.
  - Counseling and retention -we need to consider how to improve the retention rate of windrity students!
- 3. Rarper and Row Proposal Harper and Row would like us to test Kinneavy's records text in neweral sections this sorter
  - 9. Library connection—several FFFC mambers 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.

#### Tentative Freshman English Policy Committee Calendar

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September
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October
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            course proposals for the spring semester 1984
    17
    24
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November
          Textbooks, new & variant course decisions for spring semester 1984
     7
    14
    21
    28
December
    5
    12
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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
            Textbook decisions for fall semester 1984
     9
    16
            New and variant course decisions for fall and summer 1984
    23
            Personnel decision - Assistant Director
    30
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### Tentative Freshman English Policy Committee Calendar

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23	Personnel decision - Assistant Director
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23	Personnel decision - Assistant Director		
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### FRESHMAN ENGLISH POLICY COMMITTEE

#### Fall 1983

	Office	Office Hours
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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		
Preshman 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
Gar <b>y</b> Underwood	Parlin 22	MW 3-5
Max Westbrook	Calhoun 308	TTh 10:30-12