



THE UNIVERSITY OF TEXAS AT AUSTIN
MEASUREMENT AND EVALUATION CENTER
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MEMORANDUM

TO: James D. Bell (General Business)
John A. Daly (Speech Communication)
Lester L. Faigley (English)
Billy V. Koen (Mechanical Engineering)
Carol H. MacKay (English)
John M. Penrose (General Business)
John J. Ruszkiewicz (English)
Stephen P. Witte (English)

DATE: January 4, 1983

cc: John M. Weinstock

FROM: H. Paul Kelley

RE: Writing Skills Assessment Committee

This is to inform those of you we have been unable to reach by phone [and to confirm for those we have reached] of a January 10 meeting of the Writing Skills Assessment Committee. We will convene at 1:30 p.m. in the Atwood Library which is located in Calhoun 300. Please allow two hours for the meeting. I hope all committee members can be present. Thank you.

HPK:cw