

*Rozkiewicz*

To: FEPC  
From: Tom Cameron  
Date: February 13, 1978  
Subject: Proposals regarding FEPC general and sub-committee operating procedures

I move the adoption of the following:

- 1) Each standing subcommittee shall submit a calendar to the FEPC on March 15 outlining its year-round duties and procedures.  
(One of the problems we face on the FEPC is that committee members often do not know what they are supposed to do. Neither the Constitution nor any established policy statements are helpful in these matters. This motion will require committee members to establish a list of duties which must be attended to at generally specified times. Presently constituted committees will thus have to consider what they will do for the rest of the year; future committees will thus have clear guidelines to follow.)
- 2) A special committee, to be called the Calendar Committee, shall be established to assemble and coordinate the above-mentioned reports into a tentative FEPC Calendar which should be submitted to the FEPC for approval by ~~March 22~~ April  
(This motion codifies the suggestion John Trimble made earlier in the year, which has--for good reason--been put off until now. It is time to give this good project our approval and our time. I suggest John be named chairman of the committee, and that two other people be chosen to work with him.)
- 3) The chairman of each standing committee shall be required to submit to the FEPC, on the last scheduled meeting day, a summary of the activities of that committee for the year.  
(These narratives will provide a historical context for subcommittee members in the year to follow. Such continuity is important, though difficult to maintain in an organization with as transient a membership as ours.)
- 4) The Assistant Director of Freshman English shall be required to submit to the FEPC, ~~at the last scheduled meeting~~, a summary of the actions of the special committees and of the general activities of the FEPC for that year. *by the end of the semester*  
(Again, the purpose here is to provide continuity. Further, this report and the subcommittee reports can serve as source materials for the summary of activities which the Freshman Office submits to the department at the end of each academic year.)
- 5) Standing committees will be required to meet at the beginning of the fall semester as soon as committee assignments are made to discuss the activities of the committee for the coming year.