

Minutes

PRESENT: Reborn, Twombly, Slatin, Halasek, Ruszkiewicz, Weeda, Henkel, Heinzleman, Brodkey, Hilfer, Nehring, Piedmont-Marton.

1. Minutes of October 5 meeting approved.
2. After brief discussion regarding format and salutation, the TA/AI survey was approved.
3. Don Weeda's proposal for a two course sequence (604A/B) to replace 306Q was roundly praised. Reborn suggested we designate the audience for the course as "non-native speakers of English " rather than "foreign" students.

We discussed the perception of the two course sequence outside the department and agreed that we could "sell" the course based on widespread demand for increased language competence across the university.

Weeda proposal was approved unanimously. Any editorial changes should be brought to Weeda or Reborn before it goes before the Chairman.

4. In discussion about supervision of TAs and AIs, the question of the use of the instruments came up. Though the HOP says that they go into the instructor's personnel file, they actually go into the Lower Division Office files. The TA/AI has access to his or her file and Brodkey made the point that this should be clearly noted on the form itself. Others who have access to the file are: TA/AI committee, classified staff (except Assistant Directors), Director and Associate Director of Lower Division English. Committee approved sub-committee of Brodkey, Piedmont-Marton, and Reborn to draft final version, which itself was approved in advance.

5. Reborn reported that he spoke with the Chairman about our suggestion that TAs have at least one semester apprenticeship in a 306 section before becoming AIs themselves. Nothing came out of the informal discussion and Reborn plans to bring it back as a policy recommendation. It was noted that there are not nearly enough regular faculty teaching 306 in order to implement this policy. According to Weeda TAs could be paired with AIs if there is a supervising professor. It was also suggested that the 306 apprentice semester be made a privilege, not a requirement.

6. Several observations came out of our discussion of the problem of grade inflation. Dean Horne says that there is a problem with grade inflation in 306, and though his data may be "invalid," as Brodkey noted, we should be able to encourage AIs to give more C's. Ruszkiewicz explained that in 1984, he had instituted a system which actually did work to lower grades. Having been given statistical data from the Dean's office (?), he would call in for conferences those instructors whose percentages of A's and B's were out of line with the averages. In many cases, the tendency to award high grades could be corrected by looking at the policy statement

and eliminating the loop-holes. There was general agreement that such a policy would be helpful.

7. Approved proposal to designate all 309M course as Computer Assisted so that we can charge students a small lab fee.

Minutes prepared by Elisabeth Piedmont-Marton. Next Meeting: November 30, 3:00.