



OFFICE OF THE PRESIDENT
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February 10, 1993

TO: Professor Floyd Brandt MANAGEMENT
 Professor Richard Cherwitz SPEECH
 Professor Melissa Collie GOVERNMENT
 Professor Donald Davis LIB/INFO SCIENCE
 Professor Lester Faigley ✓
 Professor Wallace Fowler AEROSPACE
 Professor Miguel Gonzalez-Gerth SPANISH
 Professor Deborah Morrison ADVERTISING
 Professor Michael Starbird ASSOC DEAN, NATURAL SCIENCES

FROM: Robert M. Berdahl *Robert M. Berdahl*

As you know the University Council on November 16, 1992 adopted legislation (D&P 14428-14429) creating a "University Council Committee to Examine the Undergraduate Writing Program." I am writing to ask you to constitute that committee and to undertake that important task.

The charge to the committee is adopted from the discussion and action by the University Council. I ask that you proceed with the proposed study as expeditiously as possible, looking toward a completion date of say October 1, 1993. You may wish to consult faculty members, administrators, and students in several colleges and disciplines in the course of your examination. Clerical assistance if needed will be supplied in this office. Please consult Vice President Edwin Sharpe.

I shall ask Professor Wallace Fowler to serve as chairman of the committee and to convene a meeting as soon as it can be arranged.

I consider this a major effort by the University to appraise and strengthen our instruction of undergraduates in writing and composition, and I shall be most grateful if you will accept appointment to the committee.

RMB:abs

xc: Dr. G. J. Fonken
 Dr. W. S. Livingston
 Dr. Edwin Sharpe