

OFFICE OF ARTS AND HUMANITIES

MEMORANDUM

January 28, 1974

TO: Richard Ozersky
Allen Lacy
Fred Mench ✓
William Lubenow (Acting)

FR: Adrian Jaffe *AJ*

As we move towards the process of accreditation and as more and more constituencies become interested in the nature of our enterprise and the success of our work, it becomes necessary to consider the ways in which we plan to evaluate the scholastic results of what we have been teaching in our various programs.

I am asking each of you, in consultation with your particular program faculties, to consider the problem of the evaluation of your teaching efforts and to let me have, by March 15, 1974, a detailed statement of how you propose to implement your evaluation before the end of the Spring Term.

Available to you for this purpose are various standardized examinations, especially the ETS, the results of which can be compared with results in other schools on both the junior and senior levels. The Office of Academic Development will be happy to provide you with a group of tests in your field from which you may care to make a selection. If the use of standardized tests is unacceptable to your programs, a substitute for them which meets all of the necessary requirements will have to be brought forward. Please give this your serious and immediate consideration as we wish to be in a position of being able to say we have some specific knowledge of the degree to which the teaching in our programs has prepared our students in the various fields.

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MEMORANDUM

TO: Fred Mench ✓
William Lubenow
Allen Lacy

FR: Adrian Jaffe *AJ*

Would you be good enough to let me know what courses members of your programs would care to offer during the forthcoming summer term? You might wish to take in account, in making your requests, the acceptable principle that priority should be given to those who have taught less frequently in the past, but this is entirely up to you. I would like to have the suggested course titles and the names of the relevant faculty members by February 4, 1974. When I have the total requests, the process of final determination will proceed on the basis of available resources and needs.

jg

TO: LITT/ LANG FACULTY

FROM: FRED MENCH

1. SINCE ADRIAN WANTS THIS MATERIAL WOULD YOU PLEASE PREPARE IT. GIVE ME, IF YOU WOULD, A TITLE AND COURSE DESCRIPTION OF WHAT YOU WOULD LIKE TO TEACH THIS SUMMER. WE WILL DISCUSS THESE AT THE PROGRAM MEETING THIS FRIDAY AND MAKE PROGRAM RECOMMENDATIONS.
2. FORGIANNI HAS IN HIS OFFICE COPIES OF THE ETS LITERATURE TESTS. IN CONSEQUENCE OF ADRIAN' S SECOND MEMO PERHAPS YOU SHOULD LOOK AT IT IF ONLY TO SAY THAT YOU DO NOT WANT IT AND TO INDICATE WITH SOME PRECISION WHAT YOU DO WANT.
3. ADRIAN ALSO WANTS A DECISION ON OUR HIRING OF THE SPAN_FRENCH_TDEV. Would you please give me a note ranking Perez, Ghertman and Moreno (include comments if appropriate). We may resolve this of Friday also.)