

To: LITT/LANG Faculty
From : Fred Mench, Coordinator
Re: Update 9/27/93

Since our beginning of the term meeting, our main item of business has been the preparation of the Spring 94 schedule. The last copy I distributed to you is correct but for two course changes: Joseph's conversion of LANG 38xx French Composition: Cultural Approach to a class course (see Jeanne-Andree's memo about the increase in - especially - upper level enrollments) with the consequent dropping of GAH 2301 French Novel in Eng and Ken's addition of a 3rd class course, an Intro to Lit.

I have not received word yet from Bob about the French and Spanish minors, but the hold-up has been (as I have mentioned to some of you individually) that he has been waiting for the first full Dean's meeting of the fall, since Russ said that it would be an agenda item for that meeting.

I intend to submit on behalf of the program a request for a mini-grant of \$60 for pizza and pop for 2 planning meetings for Litt/Lang (including GT) - as we plan Bulletin copy for 95-96 and courses as well. I envisage some changes in the tracks and core, and some course changes (Senior Seminar? Approaches?) Chuck is submitting a request for a COMM speaker and Tom/Joseph are doing the same for the speaker we were not able to get funded last year. Is there any time other than the TR 4:30-5:30 spot when people have a larger span of time free? My guess is that Saturday or Sunday are the only times when none of us have classes.

One way of proceeding with some of the planning would be for us to meet as separate sub-groups (LITT, LANG & COMM) to do some thinking and planning about Bulletin and other issues. I would be willing to meet with each group and then try to bring us all together for communal planning and decision-making. Is there any opinion about the usefulness of this and the willingness of 1 person from each group to be the convenor of the sub-group (e.g., Ken, Jeanne-Andree and Chuck)?

On the matter of our being in on the search for the new EDUC person, that was already past doing even as we talked. I found soon after that Norman Gasparo had already been sent up as the EDUC nominee. Norman is currently teaching an EDUC course and is scheduled to retire from AC High after 27 years (or so) of teaching and curriculum coordinating. From what I hear from someone who works with him, he is going to be more like Ron Moss than like Wayne Conrad, so expect more organized planning (+) but less flexibility (-). I think we should invite him to a L/L meeting as soon as he is appointed, so we can discuss mutual concerns.

I have asked various programs who do group recommendations for retention, tenure and promotion how they work it and how they like it. They seem to be in agreement about the usefulness of the program recommendation, but they vary in the procedure, from participation of everybody (except the person being evaluated) to (more commonly) the senior or tenured people, with the letter being written either by the coordinator or by designated individuals, but always after the discussion meeting and an attempt to reach consensus. Whoever writes

the letter attempt to mirror the discussion and then circulates it back through the participants for approval or emendation. I suggest we go ahead with the format we originally considered for last year, with the tenured faculty constituting a sub-committee, but we could certainly invite wider participation from the program, either in a meeting preliminary to the sub-committee's deliberations or via not-for-publication comments written (informally and briefly) to the sub-committee. I would be willing to write the letters, but would be equally happy to have the letters farmed out to other sub-committee members.

I need to check the calendar for conflicting meetings, but perhaps we could have a short meeting this Thursday or next Tuesday from 4:30 to about 5:15 to address any of these issues. I also ask you to respond by mail to items I have raised in this memo so I can get a preliminary reading on your feelings.

Thanks to Tom for his preparation of the L/L FAQ, which should be out almost immediately.

Attachment: Physics program solicitation letter.