

June 13, 1944

To The College Faculty:

Your Committee on Program and Curricula recommends the approval of the report of the Subcommittee on Improvement of Teaching, with particular emphasis on the following points:

- I. Departments should assume responsibility for studying the effectiveness of instruction and for making adequate provision for discussion within the department of problems related to teaching.

Departments are urged to evaluate the amount of work required in each course. In general, students should be expected to spend a total of three hours time per week for each semester hour of credit. Two hours of outside preparation should be required for each hour of lecture or recitation.

- II. Faculty members should maintain a lively interest in educational problems in general, and in their own fields, through all the means available to them as by reading current books and journals, attending conferences, and study and work at other institutions.

It is desirable in freshman classes that an early check be made to permit students to know whether they are making satisfactory adjustment to college work.

A continuing emphasis should be placed on capable English composition in all courses of the College by each department's requiring a reasonable amount of written work which will give the student opportunity to formulate ideas and to state propositions.

The Committee makes the following additional recommendations:

1. That the services of the speech clinic be made available to the faculty and that young members in particular be encouraged to seek criticism and suggestions of the clinic for improving their speech.
2. That leaders in the field of higher education be brought to this campus more frequently to discuss educational problems with this faculty.
3. That an abstract service be established to furnish faculty members at regular intervals with abstracts of significant articles on educational problems.
4. That a standing committee be appointed for the purpose of continuously making suggestions concerning the instruction of superior students.
5. The quality of instruction in any institution depends in a considerable measure on the morale of the staff. Morale, in turn, is definitely affected by the financial ability of the staff to provide for their families and themselves reasonably comfortable living conditions and a fair degree of economic security. In addition, good morale and good instruction require that faculty members be able to make some provisions for travel, purchase of books and journals, and attendance at meetings of learned societies.