

I. The Committee recommends that each department give particular and consistent attention to the task of teaching in the following ways:

1. Provision for discussion within the department of problems related to teaching; (This would be helpful to all members of the department staff, but especially to new members.)
2. Careful planning of instruction in all basic courses involving several sections, as in English Composition, elementary language, introductory laboratory courses, etc.;
3. Evaluation of the material included and the work assigned in the department's several courses to determine whether each course meets a reasonable standard, not being too light or too burdensome;
4. Careful selection of assistant instructors and laboratory instructors on the basis of their preparation and personal qualifications to teach the subjects concerned;
5. Guidance and supervision of new, inexperienced teachers by various means: through conferences covering sections of the work, points to be stressed, experimental procedure; by checking proposed quiz questions, and by examining samples of graded quiz papers; by visiting classes, both on the part of the supervisor and the new teacher; by checking on the preparation of students to do the work of subsequent courses;
6. Whenever possible give recognition to promising assistants by promoting them to greater responsibility.

II. The Committee recommends that each instructor on the College Faculty give serious thought and consideration to the following suggestions:

1. That each faculty member maintain a lively interest in educational problems in general, and in his own field, through all the means