

Amended February 4, 2008

The eighteenth meeting of the Committee of Six for the academic year 2007-2008 was called to order by President Marx in his office at 3:00 P.M. on Tuesday, December 18, 2007. Present were Professors Frank, S. George, Jagannathan, O'Hara, Servos, and Sinos, Dean Call, President Marx, and Assistant Dean Tobin, Recorder. The Committee turned first to personnel matters.

The Committee returned to the discussion begun at the meeting of December 14, and prompted by Professor Guttmann's letter (appended to the minutes of December 14), about the library's policy that faculty members submit lists of required texts for their courses so that the library can purchase additional copies to place on reserve for students from economically disadvantaged families. Dean Call reported to the Committee what he had learned about the status of the suggestion made by last year's Committee of Six that a voucher or credit system be developed at a local bookstore to encourage students to use the additional funding that is available to them to purchase books. The Dean said that students receiving grant aid from the College are still asked to inform the Office of Financial aid about their book costs that are over the current \$1,000 allowance in their student expense budgets, so that the office can adjust students' budgets and aid awards. The office informs students of the practice during Orientation, via notes concerning their aid awards, and through newsletters, among other mechanisms.

The Dean was informed that, since faculty members use several bookstores, and because many students buy their books online or through the student-run Option, developing a charging program presents some obstacles, including a lack of staffing within the Department of Information Technology to support such a program. Dean Call was told that there have been conversations among the College and local bookstores, but so far no agreement has been reached about a charging procedure. He learned that the Jeffery Amherst Bookstore does open charge accounts with parent credit cards. Some concern has been raised that students who use grant aid or loans to purchase books might be restricted to one option, the Jeffery Amherst Bookstore, when using their financial aid funds to purchase books. Student Affairs Officer Rachel Cardona, who has explored possible ways to develop a book purchase program, recalled that she had organized last spring a meeting with faculty, students, and administrators to discuss alternative options for ordering books, with the goal of decreasing costs for students. As a follow-up to the meeting, Ms. Cardona and College librarians made a presentation during Orientation about the options that are available for purchasing books. The Dean said that it is his hope that the College will continue to explore ways to develop a program.

Dean Call next shared with the members a number of announcements. He said that he had recently made three appointments to formalize and further the work in which three faculty colleagues have been engaged on the College's behalf. The Dean noted that Professors Michèle Barale and Jyl Gentzler, under the auspices of the College's new Teaching and Advising Program (TAP), have created and led the Faculty Seminar on Writing Instruction, which facilitated an ongoing conversation about writing among eighteen faculty members this fall. In addition, they have each taught experimental writing-intensive courses for the last three years. Upon his invitation, the Dean said, these two colleagues have agreed to continue and expand their work surrounding writing instruction and writing support at the College. Dean Call

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informed the members that Professor Barale has agreed, beginning in July 2008, to assume the position of Acting Director of the Writing Center. She will also be named Thalheimer Professor, pending approval by the Board of Trustees. Professor Barale will teach half time, while serving half time in the administrative position of Director of the Writing Center. Professor Gentzler, who will be named William R. Kenan, Jr. Professor, pending approval by the Board of Trustees, will continue to lead and develop the Faculty Seminar, as well as other writing-related initiatives. The Dean said that it is his hope that these appointments will expand discussion of the needs surrounding support for writing across the curriculum.

Continuing his announcements, the Dean informed the members that, since the Registrar, Gerry Mager, will retire at the end of March, there will be a need for an Acting Registrar, as it is not expected that a new Registrar will be hired before summer at the earliest. Associate Dean Rick Griffiths has graciously agreed to serve as Acting Registrar, following Mr. Mager's retirement and continuing until the end of the 2007-2008 academic year, Dean Call said. The Committee, the Dean, and the President expressed gratitude for Dean Griffiths' willingness to take on this temporary assignment.

The meeting adjourned at 4:30 P.M.

Respectfully submitted,

Gregory S. Call
Dean of the Faculty