

RECOMMENDATIONS TO EPC CHAIRMAN

1. Maintain close contact with Mr. Leigh, who is your best link with both the faculty and administration. Write him memos about EPC projects, ideas, before acting upon them (he reads the minutes, too.) Arrange to see him personally once a week, with the chairman of the Community Council, if necessary, especially at beginning of term of office. Don't hesitate to make an appointment through his secretary to see him at any time.

Don't waste his time asking him to meetings unless there is something important going on; but be sure to ask him at the times specified in the procedures.

This term, in Mr. Leigh's absence, go to see Mr. Brockway and tell him that if he has any suggestions for the EPC now or later to let you know. Tell him that you will count on him to keep you informed of anything the Executive Committee (of which he is chairman) discusses which the EPC should know about.

2. Insist that the members of the Committee keep the whole Committee informed about the problems of the respective Majors. It may seem to be a problem peculiar to Lit., and turn out to be one that Drama had two years ago and solved, or something like that. The specific problems of the Majors are more important to work on than large, vague, "general" problems.

Don't let the most vociferous member(s), however, take all the time of the Committee by harping on their problem(s). Don't let anyone get away with being vague and mysterious about the "inside" workings of her Major. There is always a Major which is reputedly being "reorganized". Find out what this means, if anything. Sometimes a rumor of this gets around and is disturbing. Often it has no foundation.

3. Emphasize always the necessity for EPC members to be discreet, not only by not telling faculty who said what about them, and not telling students what faculty reports were, but also and perhaps especially, by not telling anyone about the individual problems which are brought from time to time to an EPC person. There is nothing more damaging to the reputation of the EPC than to have the impression get around (which it has at times) that "it doesn't pay to tell the EPC your problems because they tell everyone about it, and sometimes laugh at you behind your back!"

Encourage the members of the Committee to speak of their problem students anonymously whenever that might be the most discreet thing to do.

4. Plan your meetings before hand with your secretary. That is, prepare an agenda, and think over in your own mind the subjects for discussion so that you can lead the discussion better. Do read Group Leadership, and not just once at the beginning, but keep referring to it for awhile. It's really helpful.

Margaret Dudley, secretary.