

# CPTSC Archived Materials by Year

## CPTSC Archives: Contents 2002

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- Logan, Utah Proceedings

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 2000

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- Menomonie, Wisconsin Proceedings

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1998

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- Lewes, Delaware Proceedings

Available on [cptsc.org](http://cptsc.org).

- Computer Disk labeled 1998 Conference

## CPTSC Archives: Contents 1997

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- Austin Proceedings

Available on [cptsc.org](http://cptsc.org).

- Spring Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with information about the 24<sup>th</sup> annual meeting. A call for papers is next. Possible topics are outlined in the newsletter. The papers will be discussed versus presented beginning with a five minute summary of paper to generate dialog. Papers will be included in the proceedings. Contact information and submission deadlines are provided. The rest of the newsletter is dedicated to the annual meeting. Conference highlights are provided as well as a brief itinerary, a word from the Texas hosts, and information on lodging.

## CPTSC Archives: Contents 1996

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- Oxford, Ohio Proceedings

Available on [cptsc.org](http://cptsc.org).

- Fall Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with a letter from President Bernhardt. Bernhardt reflects on past annual meetings and provides insight into future meetings. An article about the annual meeting in Ohio is next. In the article, CPTSC Secretary Jennie Dantermann provides a brief summary of the meeting's events. Then, an announcement of a new organization is featured. The new organization is within NCTE and is called TYCA. It is geared toward English faculty working in two-year colleges. A series of brief articles follow including an article about the academic and research programs and awards and services offered by STC, an article about the STC faculty internship program, a brief mention about the next annual meeting in Austin, and a reminder to join the CPTSC electronic discussion list. The newsletter ends with the web address for the new CPTSC web page to encourage people to visit the site.

- Spring Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with a call for papers in order to participate in the 23<sup>rd</sup> annual meeting in Oxford, Ohio. The theme is discussed as well as the conference format, presentation policies, information about submitting proposals, and the deadline for submission. Next, an article provides information about the faculty internship program provided by STC. STC is funding this pilot program with the goal of providing information about internship development to companies, academic programs, and STC chapters. A brief announcement is next that discusses the new CPTSC website. Then, the minutes of the annual meeting are provided. Some topics included in the minutes are publications, a secretary's report, a treasurer's report, information about the Program Development Advisory Board, information about the archives, and details of the 1997 annual meeting. Next, an article reports on a recent program review by the CPTSC board. The board reviewed the graduate-level Rhetoric and Technical Communication program at Michigan Technological University. An announcement regarding the new CPTSC electronic discussion list is featured next. The announcement discusses the purpose of the list and offers information about how to subscribe. The newsletter ends with a preview of the upcoming CPTSC annual meeting in Oxford, Ohio.

## CPTSC Archives: Contents 1995

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- Houghton, Michigan Proceedings

Available on [cptsc.org](http://cptsc.org).

- Spring Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with an invitation to attend the 22<sup>nd</sup> annual meeting in Houghton, Michigan. The theme of the meeting is “Going to Extremes.” The article also outlines the procedure for presentations, the deadline for submitting presentations, and information about where to send proposals. Next, the newsletter features an announcement of a dissertation database and an invitation to submit material. An article about technical communication programs is featured next. The article includes statistics regarding the number of certificate and degree programs available, areas where new programs are being developed, areas where tenure-track faculty are being added, and areas of specialty within the field. Next, an article entitled “Boxes” by Deborah Andrews at the University of Delaware is featured followed by an announcement that Pamela Ecker won the faculty Excellence Award. The newsletter ends with minutes of the CPTSC annual meeting in Las Cruces and contact information for the Program Review Committee for anyone interested in a program review.

## CPTSC Archives: Contents 1994

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- Spring 1994 Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with information regarding the annual meeting location, Las Cruces, New Mexico. The information includes a description of the city's scenery, typical weather for the region, best travel options, and possible extracurricular activities. A call to submit presentation proposals is featured next in the newsletter. The theme is outlined as well as possible subtopics, the procedure for submitting proposals, the submission deadline, and information about where to send proposals. Next, Diane Atkinson writes about Engineering Design and Technical Communication at Purdue University asking for suggestions because the School of Mechanical Engineering is re-evaluating the program. Atkinson provides a brief description of the program and outlines concerns and problems the department faces. She ends the article by providing an e-mail address where CPTSC members can send any suggestions. The next article is written by Celia Patterson from Pittsburgh State University. She talks about how technical writing courses are now being offered in both middle and secondary schools. Patterson has developed a workshop to help teachers provide classes in technical writing. She discusses the challenges involved in the workshop and discusses her plans to offer it again, asking for any suggestions. Then, Carol Shehadeh from Florida Institute of Technology

writes about team building and offers different ways to incorporate group work in classes. Next, Judith Kaufman writes about Eastern Washington University's newly revised interdisciplinary Master of Science in Communication. A series of brief articles follow that discuss electronic information in libraries and questions raised with this new format, information about a new computer lab at New Mexico Tech, a call for submissions for a new text on instructional writing, an article about budget cuts at the University of Akron, a brief story about software developer visiting from Russia and her view on technical writers, a thanks from the editor to all who contributed to the newsletter, and an announcement that Jimmie Killingsworth will speak at the October CPTSC meeting.

- Invitation to 21st annual meeting, Las Cruces, New Mexico

August 29, 1994 Invitation to attend annual meeting of CPTSC

This letter serves as an invitation to attend the 21<sup>st</sup> annual meeting of CPTSC in Las Cruces, New Mexico. The theme of the meeting is "Challenging Assumptions in Technical Communication: New Answers to Old Questions." A brief itinerary is featured as well as a summary of meeting details including who normally attends, the format, discussion topics, hotel, travel, and transportation information, the registration fee, and where to find information about the host city. Attached to the invitation is a list of speakers and topics.

- Financial Report (09/30/93-10/18/94)

This report outlines organization activities between the dates of September 30, 1993 to October 18, 1994 including the beginning balance, credits/income, debits/expenses, and ending balance. Credits include interest accrued on the organization's bank account, a donation to the organization, membership fees, annual meeting registration fees, and sale of the proceedings. Debits include the cost of the annual meeting, printing and mailing costs for the newsletters and proceedings, the cost of the Executive Committee meeting, the organization's archives, and miscellaneous expenses. The report was prepared and submitted by Treasurer Laurie Hayes.

- Correspondence between CPTSC and STC (Zappen to Cathcart etc.)

January 18, 1994 Letter to Peggy Cathcart from James Zappen

This letter to Peggy Cathcart, Assistant to the President for Conferences of STC, from James Zappen, President of CPTSC, is a request to offer a lower registration fee to academics. Zappen is asking Cathcart to "open STC" to academics who are unable to attend the conference due to the expensive registration fee. Zappen states this issue has been raised before and is asking Cathcart to reconsider offering a lower registration fee to academic participants. Because many academics cannot pay the fee, they have "little or no contact" with the industry. Zappen tells Cathcart that academics are appreciative of the grants awarded by STC to fund technical communication projects and asks if the organization would consider redirecting some of the grant money toward allowing academic research to be presented at the STC conference. Zappen ends the letter saying the academic community would be open to other suggestions from STC regarding this issue.

February 2, 1994 Letter to James Zappen from Margaret Cathcart

This is a response to the January 18, 1994 letter from James Zappen regarding the issue of a reduced STC conference fee for academics. Cathcart reports the issue has been discussed numerous times at the Conference Advisory Committee and they, as well as the board of directors, feel the fee is justifiable for a meeting as “diversified” and “extensive” as the annual conference. Furthermore, Cathcart reminds Zappen that the fee has not been raised since 1991 and informs him of the fact that the percentage of academics that attend the annual STC conferences is higher than reported membership. Cathcart states STC is aware that schools do not, for the most part, reimburse faculty for the conference registration fee, however, the same is true for some people working for private companies or government agencies, and consultants or independent contractors. Regarding the suggestion posed by Zappen to set aside part of the grant money allotment, Cathcart states all funding must stay slated for research. She offers an idea, suggesting CPTSC plan their meeting around the STC conference in order to decrease expenses. The letter ends with Cathcart expressing thanks for CPTSC's interest in the annual STC conference and acknowledging the importance of a relationship between academics and the work force.

May 23, 1994 E-mail from Kenneth Rainey to James Zappen

The purpose of this e-mail from Rainey is to inform Zappen that the idea of including STC conference expenses into grants to allow academics to talk about research results has been reviewed and the plan seems reasonable. Rainey states the idea will be reviewed further. One half of the registration fee will most likely be covered, as well as travel and lodging expenses. However, the main reason for attending the conference should be to present, not simply to attend. Rainey states he hopes this development will encourage more research in the field and ends the e-mail discussing the amount of money STC spent recently to fund research.

Attached is e-mail correspondence between James Zappen and Jamie Conklin

August 3, 1994 E-mail to James Zappen from Jamie Conklin

In this e-mail send to Zappen, Conklin proposes featuring CPTSC in an article in the upcoming issue of LINK, a bi-annual newsletter published by STC's Education and Research Professional Interest Committee.

August 5, 1994 E-mail to James Zappen from Jamie Conklin

In this e-mail, Conklin states he is sorry Zappen cannot make the deadline for the CPTSC article due to short notice. Conklin would still like to do the article, telling Zappen to plan for later, saying there are opportunities before the next STC conference.

- Correspondence connected with establishment of CPTSC Archives

July 5, 1994 Letter from Laurie Hayes to CPTSC Past Presidents

This letter, sent by Hayes to past presidents of CPTSC, is regarding establishing archives of the organization's materials at the University of Minnesota. The issue was proposed at the

annual meeting in Charlotte and was accepted with Hayes assigned to begin the process. In the letter, Hayes requests any materials the presidents may have that they wish to donate to the archives. There are 7 copies in the archives- 1 copy for each past president.

September 7, 1994 Letter from Laurie Hayes to CPTSC Past Presidents

This is a follow-up from the July 5, 1994 letter requesting material to submit to the newly adopted CPTSC archives to be housed at the University of Minnesota. Hayes writes the past presidents because she has not received any material. She once again puts out a call for contributions, stating she will be reporting on the project at the next annual meeting and will soon be making the first deposit into the archives.

- Resolution on initiation of CPTSC Archives at the University of Minnesota (adopted 10/22/94)

This brief statement serves as a resolution to initiate the archives of the organization's materials. The resolution was adopted on September 22, 1994 at the annual meeting.

- Proceedings 1994, Las Cruces, New Mexico

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1993

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- Membership Brochure for 1992-93

This brochure outlines characteristics of CPTSC members, membership benefits, annual meeting details, contact information, and the 1992-93 organization officers. A returnable form is provided to sign up for membership.

- Spring 1993 Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with information about the 20<sup>th</sup> annual meeting. The meeting will be held in Charlotte, North Carolina and will focus on the theme "Technical Communication: Strategies for the Next 20 Years." The article features a call for proposals in order to formally present at the meeting. Next, an article by Ann Martin Scott at the University of Southwestern Louisiana discusses a semester-long project she developed for her students in which they plan to write a book tentatively called *Guide to the Internet*. The purpose of the book is to help people use the Internet. Scott asks members for any suggestions they may have regarding the project. An announcement of a new technical communication related course is featured next. The course will be offered at George Mason University and is called "Cultures of Professional Writing." Course goals and descriptions are outlined. In "Technical Communication Originated in 17,000 B.C." Stephen Stedman

discusses his belief that aspects of technical communication were present before writing existed. This can be seen in cave paintings which function as field guides instructing others how and what to hunt. In another article about technical communication, Dennis Minor from Louisiana Technical University, offers a solution to those wanting to offer courses that focus on theory versus documentation. His solution is to teach a class on the scientific method. Minor offers an example reading list and discusses how this study can be applied to writing. Finally, the newsletter features information about the most recent Executive Committee meeting and features a letter from a recent engineering graduate on how technical communication impacted his undergraduate studies.

- Fall 1993 Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with an invitation to participate in the 21<sup>st</sup> annual meeting. The invitation outlines the meeting's theme, procedures for participation, and contact information. Next, an announcement notifies members that the Program Advisory Board Guidelines were presented and accepted. Key elements of the guidelines are listed. Notification that STC increased the amount of its research grants is discussed. The purpose of the grant increase is to promote research proposals. The notice lists projects supported through the grant and contact information. An announcement is featured next listing available proceedings. Then, an article explores the growth of electronic forums in schools throughout Arizona. Brief articles are also featured in this issue. Topics include announcement of a new database of dissertations and theses, a section remembering Peg Blicke, a professor at Ohio State University, notification of the nominating committee at work, a thanks to supporters of CPTSC, the relationship between CPTSC and other organizations, a article regarding the request posed to STC that they reduce conference fees, information about the annual meeting, and a notification that all proceedings are available in the ERIC database.

- Invitation to 20th annual meeting in Charlotte, North Carolina

Undated registration form for the 20<sup>th</sup> annual meeting of CPTSC

This registration form serves as an invitation to attend the 20<sup>th</sup> annual meeting of CPTSC in Charlotte, North Carolina. The theme is "Technical Communication Strategies for the Next 20 Years." The registration form features a brief itinerary and brief overview of the meeting which includes the theme, registration fee, transportation information, travel details, and accommodations. The bottom portion is a returnable form. Attached to the registration form is a document that features a hotel map, a room registration form, and information about daily rates.

- Program Development Advisory Board materials; Sam Geonetta and others (August 1993 and beyond)

August 6, 1993 Letter to Laurie Hayes, Bill Karis, and Henrietta Shirk from Sam Geonetta

This letter is in regard to the Program Development Advisory Board, specifically addressing how the organization should execute the board. Geonetta highlights two main issues- cost and training. Two issues regarding cost include deciding how much the organization should charge for advising sessions and maintaining the organization's non-profit status. The second issue is training. Geonetta poses the question of whether or not advisers should complete a training program before beginning their evaluation work. The floor is then open to the three letter recipients, asking each if they have other issues they would like to address.

August 30, 1993 E-mail to Sam Geonetta from Laurie Hayes

This e-mail is a response to Geonetta' August 6, 1993 letter. Regarding cost, Hayes feels that the school requesting help should pay all expenses involved in the review. She feels the president of CPTSC should be the contact person and pass along a list of available reviewers to interested parties and keep track of all information including requests and a list of reviewers. As far as training is concerned, Hayes is not sure the reviewers need training stating, "Experience is their training."

August 30, 1993 Letter to Sam Geonetta from Henrietta Shirk

This is also a response to Geonetta's August 6, 1993 letter. First, regarding cost, Shirk feels the issue of charging fees in relation to the organization's non-profit status should be investigated further. Once that is settled, the next step would be to produce guidelines for fees. Shirk feels the school requesting guidance should at least pay travel, lodging, meals, a small "honorarium," and a fee to CPTSC to fund advertising. The advising group should consist of three people to ensure a variety of view points and for "tie breaking" purposes should a difference of opinion occur. As far as administering the review, Shirk feels that job should fall on the organization's secretary or a new position dedicated to that work should be created. Shirk states she feels charging for reviewing services would increase the "value of the process" and the results of the review. Regarding training, Shirk feels that before training begins, the organization needs to decide who will be involved in the review teams. While having past presidents serve as reviewers is a good idea, Shirk believes others in the organization are just as able to provide reviews. Shirk proposes pairing past presidents with one or two other organization members. She feels training is necessary and offers the idea of providing training sessions during the annual meetings. Senior organization members should conduct the training and topics should include requirements for technical communication programs, student/teacher ratios in programs, issues with faculty, evaluating campus facilities, and reviewing "what works and what doesn't work." Shirk states training would give reviewers a "broad understanding" of technical communication programs. Training could also stem from the various backgrounds of CPTSC members by featuring guest speakers in sessions. Finally, Shirk feels reviewers should be on a "revolving" list so the same people are not continually performing reviews. A handwritten note at the bottom is addressed to Geonetta.

September 12, 1993 Letter to Laurie Hayes, Bill Karis, and Henrietta Shirk from Sam Geonetta

This letter introduces the Program Development Advisory Board draft report. Geonetta begins by thanking all three for their suggestions. He then highlights two areas of conflict. The first exists with the issue of training. Since opinions vary about training, Geonetta explains how he presented the opinions in the draft and once again asks if a training program should exist. The second issue deals with implementation. Geonetta introduces the idea of developing a new position called the Program Development Advisory Board Coordinator. An interim coordinator will be placed for the first year. Geonetta asks if this new position should be an Executive Committee position or an appointed position. He asks Hayes, Karis, and Shirk to consider the two areas of conflict and send suggestions. Attached to the letter is a draft outlining the Program Development Advisory Board guidelines. Topics include cost of reviews, training, and implementation.

September 16, 1993 E-mail to Sam Geonetta from Laurie Hayes

This e-mail is a response to the September 12, 1993 letter sent by Geonetta. Hayes reiterates her stance against training stating many problems exist with implementing a training program such as cost, organization, etc. Regarding the Program Development Advisory Board Coordinator position, Hayes believes the role should be filled by the organization's president or someone close to the president since she feels this role will not simply be "clerical" but instead will be a "key leadership position" at the early stages of board development.

September 17, 1993 E-mail to Laurie Hayes from Sam Geonetta

This e-mail is a response to the message sent by Hayes on September 16, 1993. Geonetta begins by thanking Hayes for her response, stating he agrees with a lot of her opinions. He then addresses his concern about the idea of creating the Program Development Advisory Board around the past presidents and agrees with Hayes' idea that a past president or member-at-large should act as program coordinator.

A reply from Laurie Hayes is featured at the bottom of this document. The reply continues the discussion about building the board around past presidents. Hayes agrees with Geonetta's concern with involving all the past presidents in the board, especially those currently not as involved in the organization because their review ideas may differ from what is presently needed.

September 2, 1993 Letter to Sam Geonetta from Bill Karis

This letter is sent in response to Geonetta's August 6, 1993 letter. Karis feels all costs should be paid by the organization requesting the review including travel, lodging, etc. and he agrees with the idea of providing an "honorarium." Karis does not feel that training is "necessary." However, he feels the board should follow some general guidelines for procedure to maintain the "consistency of evaluation," but no formal training should be implemented.

- Financial Report (09/30/92-09/30/93)

This financial report outlines financial activities from September 30, 1992 through September 30, 1993. Categories of the report consist of the treasury's starting balance, credits/income, debits/expenses, and the account's ending balance. Credits include bank account interest, membership dues, annual meeting registration fees, and money from the sale of proceedings. Debits include costs related to the annual meeting, stationary, publication and mailing of the newsletters, proceedings, and renewal notices, cost of the Executive Committee meeting, and miscellaneous expenses. The report is generated and submitted by Treasurer Laurie Hayes.

- CPTSC Job Descriptions, September 1993

This 19 page document is dated September 13, 1993 and was published by President James Zappen and Assistant to the President Susan Katz. The purpose of the document is to outline CPTSC job descriptions, specifically communicating responsibilities and time tables. Jobs featured in the document include president, vice president, secretary, treasurer, members-at-large, chair of the nominating committee, and host of the annual meeting. Appendices at the back include sample documents used by the organization. The forms include a publicity letter, call for papers, proposal acknowledgment, proposal acceptance letter and guidelines, preliminary program document, conference invitation, registration form, and registration receipt.

- Proceedings 1993, Charlotte, North Carolina

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1992

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- Spring 1992 Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with a call for papers in order to formally participate in the 19<sup>th</sup> annual meeting. The request outlines the meeting's theme, the deadline for proposal submission, and information about where to submit the proposal. In the next article, President Geonetta reflects on his past two years in office. Then, an article outlines highlights from the annual meeting in Cincinnati. Topics at the meeting included the next annual meeting, a financial report, publications, and program reviews. Finally, the issue ends with an announcement of a new two-year program in technical communication at Terra Technical College in Fremont, Ohio.

- Fall 1992 Newsletter

The CPTSC newsletter reports on recent happenings within both the organization and the world of technical communication. This issue begins with a call for papers in order to formally participate in the 20<sup>th</sup> annual meeting. The request outlines the meeting's theme,

the procedure for presentations, the deadline for submission, and information about where to send the proposal. A message from President Jim Zappen is featured next. In the message, Zappen reflects on the past and future of the organization. Then, brief statistics are presented by Sam Geonetta regarding the current number of technical communication programs throughout the country. Next, highlights of the annual meeting are featured. Meeting topics included election results, finances, publications, publicity, the program review panel, information about the next annual meeting, the survey of technical communication programs, and the organization's relationship with STC. The newsletter also features a list of available proceedings, an announcement of a new "Communigraphics" course at New Mexico State, and a reflection on the most recent annual meeting.

- Invitation to 19th annual meeting, Boise, Idaho

Undated letter to "Members and Friends of the CPTSC" from Henrietta Shirk, Annual Meeting Coordinator

This letter serves as an invitation to attend the 19<sup>th</sup> annual meeting of CPTSC in Boise, Idaho. The theme of the meeting is "Academic, Industrial, and Professional Connections: Broadening the Base." Shirk provides a brief itinerary and lists two things to do immediately, including register and reserve a room. The letter ends with a brief note about transportation from the airport and contact information regarding questions.

- Executive Committee Meeting, Boise, Idaho-call for meeting and minutes

September 22, 1992 Memo to Members of the Executive Committee from Sam Geonetta

This memo arranges a meeting of the Executive Committee during the annual meeting. Geonetta includes an agenda of the committee meeting. Committee members will discuss the status of proceedings, the status of the newsletter, the status of the membership drive, finances, the next annual meeting, the Program Review Board, and results of the organization's election. Geonetta then issues a call for further items and assigns topics to various members to report on or lead discussions about. The memo ends with Geonetta's contact information if members have questions or are unable to attend.

Attached is the minutes of the Executive Committee meeting in Boise. In addition to the topics outlined by Geonetta, the group also discussed the CPTSC archives and annual meeting publicity. The minutes were submitted by Laurie Hayes.

- Minutes of the Executive Committee Meeting in Cincinnati

March 31, 1992 memo to "Executive Committee Members" from Sherry Little

This document is a copy of the Executive Committee meeting minutes. The meeting was held on March 17, 1992. Two copies of the minutes are present. One copy features highlights of the minutes that will be submitted to the newsletter. The other copy features the complete minutes of the meeting. Topics covered in the minutes include who was present and absent and a report on agenda items. Agenda items that were discussed at the meeting include the annual meeting, finances, publications, and program review.

- Financial Report (9/30/91-9/30/92)

This report outlines the organization's financial activity from September 30, 1991 to September 30, 1992 including the beginning balance, credits, debits, and ending balance. Credits include bank account interest, membership dues, annual meeting registration fees, profits from sale of the proceedings. Debits include the annual meeting, cost of producing the newsletter and proceedings, renewal notices, the Executive Committee meeting, and miscellaneous expenses. The report was prepared and submitted by Treasurer Laurie Hayes.

- Proceedings 1992, Boise, Idaho

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1991

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- Spring 1991 Newsletter

The CPTSC newsletter reports on a recent happenings within both the organization and the world of technical communication. This issue begins with a call for papers in order to formally participate in the upcoming annual meeting in Cincinnati, Ohio. Included in this article is the meeting's theme, the procedure to submit proposals, the deadline for submission, and where to send the proposal. This issue also features information about an electronic data base that contains dissertations and theses for technical, science, and business communication, minutes of the Executive Committee meeting held in Boston, information regarding the annual meeting host city, announcement of a grant won by three Clarkson University technical communication faculty members, information about CPTSC which outlines characteristics of members, membership benefits, and contact information, an announcement of a new doctoral program at Iowa State University in Rhetoric and Professional Communication, news that the University of Washington's Scientific and Technical Communication program is now a department, and a "call for introspection" from President Sam Geonetta.

- Fall 1991 Newsletter

The CPTSC newsletter reports on a recent happenings within both the organization and the world of technical communication. This issue features a call for papers in order to formally participate in the 19<sup>th</sup> annual meeting, a proposal for a membership drive from President Sam Geonetta, highlights of the minutes of the 18<sup>th</sup> annual meeting held in Ohio, a request for information regarding academic programs, a brief write-up about the next annual meeting, and a call for material for the Spring 1992 newsletter.

- Invitation to 18th annual meeting, Cincinnati, Ohio

Undated Letter to "Members and Friends of CPTSC" from Host Sam Geonetta

This letter serves as an invitation to attend the 18<sup>th</sup> annual meeting of CPTSC in Cincinnati, Ohio. Geonetta provides the theme, "Program Development and Review: Issues, Questions, and Controversies," offers a brief itinerary, and details information regarding conference registration, accommodations, and travel. Geonetta emphasizes two must-do things which are register and reserve a hotel room. Attached to the invitation is a registration form and a more detailed itinerary which outlines dates, times, session information, and moderators.

- Proposed Constitutional Amendment

August 7, 1991 Letter to "The Membership of CPTSC" from the Executive Committee

This letter proposes constitutional amendments. The letter begins by discussing the proposed amendments. Members are instructed to refer to their copies of the constitution to get a better understanding of the amendments. A discussion of the proposed amendments and voting will take place at the annual meeting. Any questions can be directed to the Executive Committee. Attached is the proposal. Marginal handwriting indicates questions about the amendments.

- CPTSC Program Review Board (PRB) Planning Committee preliminary report, September 1991

September 9, 1991 Letter to "CPTSC Member" from Henrietta Shirk, Committee Coordinator

This memo is in regard to the drafts of the "Application for CPTSC Program Review" and the "Guidelines for Self-Study to Precede CPTSC Visit." Both documents were drafted by the Planning Committee. Shirk distributed the drafts to gather any questions, concerns, or suggestions on either form. Final drafts of the forms will be presented at the annual meeting. Attached to the memo are the drafts of both forms.

- Financial Report (9/30/90-9/30/91)

This report outlines the organization's finances from September 30, 1990 to September 30, 1991 including the beginning balance, credits, debits, and end balance. Credits include bank account interest, membership dues, registration fees collected from the annual meeting, and proceedings sales. Debits include the annual meeting, producing the newsletter, proceedings costs, renewal notices, the Executive Committee meeting, and miscellaneous expenses. The report was prepared and submitted by Treasurer Laurie Hayes.

- Minutes from Meetings in Cincinnati, November 1991 Proceedings 1991, Cincinnati, Ohio

November 12, 1991 Memo to Executive Committee Members from Sherry Little

This memo introduces the minutes from the Executive Committee meeting, highlights of the annual meeting, and complete minutes of the annual meeting. The Executive Committee meeting was held on October 10, 1991 and resumed on October 12, 1991. Topics of both days include procedures for the annual meeting, roles in the new meeting format, the agenda for the business meeting, membership, a Treasurer's report, frequency of committee meetings, program review, and constitutional amendments. Highlights from the

annual meeting minutes include constitutional amendments, a program review, and information on the next annual meeting. Minutes from the annual meeting are also featured. The document provides a more detailed version of the highlights. Topics include those outlined on the highlights and also includes a Treasurer's report, membership, publicity, CPTSC publications, and the next annual meeting. Also included is a list of endorsed statements by membership.

## CPTSC Archives: Contents 1990

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- Membership brochure for 1989-90

This brochure outlines characteristics of CPTSC members, membership benefits, and the 1989-90 officers. A returnable form is provided to sign up for membership.

- Fall 1990 Newsletter

The CPTSC newsletter reports on a recent happenings within both the organization and the world of technical communication. This issue begins with a message from new President Sam Geonetta expressing thanks for being elected. Geonetta briefly discusses the Executive Committee meeting and ends the article emphasizing the importance of a more “active role” of the organization in the growth of the field. Next, information about the 1991 annual meeting is featured including dates, location, theme, and a call for papers. In addition, the newsletter features election results, a progress report on the new program board from the planning committee, and minutes of the annual meeting held in San Diego.

- Invitation to 17th annual meeting, San Diego, California

Undated Letter to “Members and Friends of CPTSC” from Host Sherry Burgus Little

This letter is an invitation to attend the 17<sup>th</sup> annual CPTSC meeting in San Diego, California. The theme of the meeting is “Assessment.” Although the meeting will consist of “informal discussions,” Bergus Little offers participants a chance to submit a “formal response” that will be published in the proceedings. The invitation is comprised of three pages. The first page contains a brief itinerary. Two must-do things are featured which include completing the registration form and reserving a room. Page 1 also discusses airfare and transportation information. The next page contains the meeting's program, featuring a more detailed itinerary with dates, times, activities, topics, speakers, recorders, and facilitators. The recorders and facilitators are part of the new meeting format. Finally, the last page is a registration form. On this document, the information is filled out by Laurie Hayes.

- Proposal to Create a CPTSC Program Review Board, October, 1989

See 1989.

- Financial Report (9/30/89-9/30/90)

This report details the organization's financial activities from September 30, 1989 to September 30, 1990, specifically listing credits, debits, the ending balance, and outstanding expenses. Credits include membership dues. Debits include postage, preparing the proceedings, conference expenses, the Executive Committee retreat, and miscellaneous expenses. The report is submitted by Treasurer Carol Lipson.

- Proceedings 1990, San Diego, California

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1989

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- Membership brochure for 1989-90

This brochure outlines characteristics of CPTSC members, membership benefits, and the 1989-90 officers. A returnable form is provided to sign up for membership.

- Spring 1989 Newsletter

The CPTSC newsletter reports on a recent happenings within both the organization and the world of technical communication. This issue features a variety of articles and announcements including a break-down of the 15<sup>th</sup> annual meeting which focuses on the change in format, a call for proceedings material, a list of newly elected officers, an announcement that an issue of *Technical Writing Teacher* will be reserved for CPTSC and submissions will be accepted, notification that Tom Pearsall will be honored at the annual meeting, announcement of a board meeting to be held regarding the next meeting and calls for suggestions, and finally, a reminder to pay membership dues.

- Invitation to 16th annual meeting, Rochester, New York

August 16, 1989 Letter to "Members and Friends of CPTSC" from Bruce Austin, Conference Host

This letter serves as an invitation to attend the 16<sup>th</sup> annual CPTSC meeting held in Rochester, New York. The theme is "Recruiting, Tenure, and Promoting Technical Communication Faculty." Included in the invitation letter is information regarding hotel reservations, registration, and a brief overview of the city's attractions and possible extracurricular activities.

- Proposal to Create a CPTSC Program Review Board, October, 1989

October 1989 letter to "The Members of CPTSC" from the Executive Committee of CPTSC

This letter is a proposal to develop a Program Review Board which would serve to further the organization's mission. The Executive Committee proposes a two-phase plan for the creation. The first phase would take place during 1989-90 and would "design review

procedures” and create “guidelines for participants.” After these are developed, they will be presented to the Executive Committee for review and after acceptance will be introduced to the other CPTSC members to vote on. The second phase of the plan would take place during 1990-92. This phase would be the board's introductory period where they begin their work. Board members would be responsible for drafting annual reports and presenting them to members at the annual meetings. After the initial two years, the review board's “procedures” and “effectiveness” will be reevaluated. The rest of this document is dedicated to explaining the two phases in more detail, including a definition of the “planning committee” and their expected responsibilities during the introductory period. In the last paragraph, the Executive Committee attempts to persuade their audience to accept the proposal, making a last call to adopt the plan. Handwritten questions are in various places on the document.

- Financial Report (11/88-9/30/89)

This report details the organization's financial activities from November 1988 to September 30, 1989, specifically listing credits, debits, the ending balance, and outstanding expenses. Credits include income from dues and conference fees. Debits include mailing expenses, costs related to the 1988 CPTSC conference, costs related to the Executive Committee retreat, banking expenses, and the cost of the organization's stationary. The report is submitted by Treasurer, Carol Lipson.

- Stationary bill for brochures, letterhead, envelopes, and second sheets

This document is a three-page bill dated April 14, 1989 for brochures, letterhead, envelopes, and second sheets. The first page is an invoice detailing individual costs of each item. Handwriting at the bottom indicates the bill was paid on April 30<sup>th</sup>. The second page is a letter to Carol, presumably Treasurer Carol Lipson, discussing cost and quantities of the order. Finally, the third attachment is a sample piece of CPTSC letterhead.

- The Constitution of the Council for Programs in Technical and Scientific Communication, Minneapolis, Minnesota, amended, October 1988

This is a copy of the CPTSC Constitution, amended October 1989. The constitution includes a variety of categories such as name, purpose, membership, officers, limits, meetings, finances, elections, constitutional amendments, dissolution, and parliamentary authority. Page 3 of this copy of the constitution has handwritten corrections.

- Proceedings 1989, Rochester, New York

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1988

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- Spring 1988 Newsletter

The CPTSC newsletter reports on a recent happenings within both the organization and the world of technical communication. This issue begins with a letter from President Marilyn Samuels summarizing the CPTSC Executive Committee Retreat in April. Topics discussed during the retreat include revising the constitution, changes in the meeting format, the program evaluation board, elections, procedures manual, and drafting this issue of the newsletter. An article by Vice President Sam Geonetta discusses amendments and revisions made to the organization's constitution. Some changes were derived from ideas and concerns posed by members. The terms in the constitution were changed to increase consistency and corrections were made to sections with spelling and/or grammatical errors. Proposed amendments and revisions will face a membership vote at the October meeting. The newsletter features an announcement regarding the Penn State Conference on Rhetoric and Composition in July. Next, Carol Lipson writes about the new format that will be used at future CPTSC annual meetings. The new format will include small group work in which members with common issues can communicate. In developing the format, the committee took two concerns into consideration. First, the opportunity to present needed to be available to those wanting to secure funding for travel. Second, organization members needed to learn about new programs. The solution is poster presentations. Lipson then touches on the annual meeting's itinerary, specifically discussing new roles in the small groups and how the proceedings will change. The newsletter then features a series of small announcements regarding naming the newsletter, an update on the evaluation panel, and notification of upcoming mailings. A CPTSC past proceedings order form is on the last page of the newsletter.

- Invitation to 15th annual meeting, Minneapolis, Minnesota

August 1988 Letter to "CPTSC Participant" from Victoria Mikelonis

This letter is sent to "CPTSC Participant" from Victoria Mikelonis, member of the Host Committee. The letter serves as an invitation to attend the 15<sup>th</sup> annual meeting of CPTSC in Minneapolis, Minnesota. The theme of the meeting is "Articulating Goals for Technical Communication Programs." Meeting activities include honoring Tom Pearsall, practicing the newly imposed format, voting on proposed constitutional changes, and holding office elections. Attached to the letter is a detailed itinerary outlining accommodations, registration dates and fees, information on the new meeting format, and the meeting agenda and theme. A registration form and a CPTSC issues survey are also attached.

- Proposed Guidelines for Hosting Annual Meetings, April 1987

April 20, 1987 Memo to "Members of the Executive Committee of CPTSC" from President Marilyn Samuels

This memo outlines proposed guidelines for hosting the CPTSC annual meetings. The document provides "job descriptions" for the conference host or hostess. The draft outlines responsibilities and directions. Responsibilities include making arrangements such as securing meeting rooms, meals, lodging, and transportation, issuing a call for papers based on the approved theme, selecting papers, drafting a program, mailing all correspondence,

organizing a welcoming party at the beginning of the conference, and opening the first day of the meeting which includes providing introductions. Samuels provides directions to potential hosts/hostesses regarding what to do during the meeting and where to search for help if needed. At the top of the memo is a brief handwritten note to Laurie Hayes from Marilyn Samuels.

- Proposed Constitutional Amendments of CPTSC

July 27, 1988 Memo to “Members of CPTSC” from the Executive Committee

The purpose of this memo is to introduce amendments to the CPTSC constitution for membership consideration. After review, the amendments will be discussed and voted on at the annual meeting in Minnesota. The proposed amendments are supposed to be clear, but any questions can be directed to the committee. This memo is authored by Sam Geonetta. Attached to the memo is a copy of the proposed amendments, which are highlighted in bold text. There is handwriting on page 4 of the proposal, questioning aspects of the amendments.

- Proceedings 1988, Minneapolis, Minnesota

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1987

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- Fall 1987 Newsletter

The CPTSC newsletter reports on a recent happenings within both the organization and the world of technical communication. This issue begins with a letter from President Marilyn Schauer Samuels introducing the new bi-annual newsletter. Having two issues per year gives members the opportunity to connect between meetings. The purpose of the fall newsletter will be to review what happened at the past annual meeting. Spring will be dedicated to discussing new and revised programs, job openings, funding, technology, and issues. Samuels goes on to say that the purpose of CPTSC is “planning” and “maintenance” of programs, emphasizing how important it is to communicate because the field is constantly growing and changing. Next, the newsletter features highlights from the annual meeting in Orlando, Florida. A letter from editor Gloria Jaffe follows, announcing the issue was prepared by students. Vice President Sam Geonetta authors an article titled, “Effective Parliamentary Procedure: Stating Motions,” which functions as a how-to on making motions during meetings. The next article is called “Notes from the Treasurer” by Andrea Walter which discusses a shift in dues from being collected during the annual meeting to now being due January 1. This change was proposed by the Executive Committee and approved. Walter also discusses the status of the organization's account. An announcement states the past proceedings are now available on microfiche as well as some books. An article discusses the proposal to establish the program review board, proposed by Patrick Kelley, with past presidents as potential panelists. The motion to establish the program review

board was approved. "Name this Newsletter" is a call for suggestions for the name of the newsletter to be submitted to the organization president. A winner will be chosen by the Executive Committee and that person will receive a free one-year membership to CPTSC. A newsletter bulletin board discusses changes to the organization's constitution, elections, and hosting guidelines for the annual meeting. Finally, this issue ends with the "1987 CPTSC Annual Business Meeting Attendee List."

- Invitation to 14th annual meeting, Orlando, Florida

August 15, 1987

This is an invitation to attend the 14<sup>th</sup> annual meeting of CPTSC in Orlando Florida. The theme is "Reaching Out" and involves discussing reaching out to other disciplines, other professional organizations, funding agencies, and industry. Attached to the letter is a detailed itinerary which outlines guest speakers and discussion topics. The attachment also features information regarding extracurricular activities, hotel reservations, airfare, and transportation.

- A Pre-proposal to Past Presidents, from Patrick M. Kelley, October, 1987

October 1, 1987 Letter to Past Presidents Tom Pearsall, Thomas Warren, David Carson, and Virginia Book from Patrick Kelley, Immediate Past President

The purpose of the letter is to introduce the idea of developing an evaluation committee to assess programs in the technical communication field. In order to make a strong argument, Kelley refers to Pearsall's speech at the Santa Fe meeting called, "Faith Without Works Is Dead," which outlines an experience evaluating a new program. Pearsall referred to the evaluation process as a "disheartening experience." Kelley discusses the growth of the field through program statistics and reminds the past presidents of the organization's call for "quality" versus "quantity," expressing a need for developing a committee. The letter ends with a plea to consider his proposal, reminding recipients that because CPTSC is the only organization dedicated to administrators, it is the best choice to launch a program like this.

- Proceedings 1987, Orlando, Florida

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1986

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- Membership brochure for 1986-87

This brochure outlines characteristics of CPTSC members, membership benefits, and the 1986-87 officers. A returnable form is provided to sign up for membership.

- Invitation to 13th annual meeting, Portland, Oregon

January 31, 1986 Letter to "Members and Friends of CPTSC" from President Patrick Kelley

This letter serves as an invitation to attend the 13<sup>th</sup> annual meeting of CPTSC in Portland, Oregon with Clark College, a community college in Washington State, hosting the event. The theme is “Quality in Programs in Technical and Scientific Communication” and will be investigating the quality of the various programs available, including graduate level, certificate, undergraduate, and service, and those who participate such as administrators, teachers, and students. As in years past, the same informal format will be used with the goal of creating a dialog in which everyone participates. Kelley then goes on to discuss the scenery of the meeting location and offers an itinerary of extracurricular activities. He then outlines the meeting plan including when to propose discussion topics, when to register, when to reserve accommodations, arrival and departure times and dates, and transportation information.

- Proceedings 1986, Portland, Oregon

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1985

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- Membership brochure for 1985-86

This brochure outlines characteristics of CPTSC members, membership benefits, and the 1985-86 officers. A returnable form is provided to sign up for membership.

- Invitation to 12th annual meeting, Oxford, Ohio

November 5, 1984 Letter to Laurie Hayes from Paul Anderson and Jean Lutz

This letter to Laurie Hayes in the Department of Rhetoric at the University of Minnesota serves as an invitation to attend the 12<sup>th</sup> annual meeting of CPTSC in Oxford, Ohio. The letter is sent by Conference Directors Paul Anderson and Jean Lutz. As in past years, this meeting will allow attendees to communicate with one another regarding technical communication programs. The theme will address the question, “What are the theoretical, empirical, and intuitive bases for the design of academic programs in technical and scientific communication?” Anderson and Lutz invite Hayes to speak on the above topic or submit a proposal for another idea. Finally, the invitation discusses where the meeting will be held, stating the location allows for “casual discussion” and is a “retreat-like atmosphere.”

January 10, 1985 Letter to Laurie Hayes from Paul Anderson and Jean Lutz

This letter is an update of annual meeting plans. In the letter, Anderson and Lutz announce two guest speakers. The first speaker is Janice Redish, founder and director of the Document Design Center at the National Institutes for Research. The second speaker is Lionel Howard, Director of Information Management Services at Bell Communication Research. Both speakers will address program design and will participate in the organization's traditional meeting dialog. In addition to the guest speakers, Anderson and Lutz report that twenty CPTSC members will be presenting. Attached to the letter is a

document outlining information for participants. Topics include schedule, rooms, meals, and transportation.

- Proceedings 1985, Oxford, Ohio

Available on [cptsc.org](http://cptsc.org)

## CPTSC Archives: Contents 1984

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- Invitation to 11th annual meeting, Santa Fe, New Mexico

October 22, 1983 Letter to “Members and Friends of CPTSC” from President Patrick Kelley

This letter serves as an invitation to attend the 11<sup>th</sup> Annual CPTSC meeting in Santa Fe. Kelley dubs this meeting an “unconventional convention” saying this year will be “a meeting different.” The theme is “Blazing New Trails: Establishing Practical Applications of Philosophy and Theory for Programs in Technical and Scientific Communication.” In the past, the organization focused on building and maintaining programs versus applying philosophy theory in a practical manner. In essence, the organization members have been “trailblazers” regarding program development. The programs were built with “implicit philosophical and theoretical bases.” Kelley advocates a shift toward building “explicit philosophical and theoretical bases” for programs and becoming “trailblazers” once again. The invitation then features an itinerary and accommodation information. Kelley stresses that some aspects of the conference will remain the same. The meeting is still for technical communication program leaders. Although the organization is growing, it is unique in the sense that it is still a relatively small group. Attached to the invitation is a form which allows members to propose presentation ideas. The form restates the theme and includes deadline information, example topics, time parameters, audience layout, and available presentation aids. An area on the back of the form allows the participant to describe and submit a proposal.

Included in this year's archive folder is an undated draft of the preliminary program for the 11<sup>th</sup> annual meeting. This program outlines activities which are broken down into day and time slots. A handwritten note at the top reads, “The final program might differ slightly.”

- Proceedings 1984, Santa Fe, New Mexico

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1983

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- Bill for camera-ready artwork for CPTSC Proceedings Cover and membership brochure

This bill, dated August 11, 1983 is for “camera ready artwork for 1983 Proceedings cover” and “design and provide camera ready artwork for CPTSC brochure.” Cost of the work is \$52.50.

- Proceedings 1983, Lincoln, Nebraska

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1982

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- Proceedings 1982, Pittsburgh, Pennsylvania

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1981

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- Bill for camera ready artwork for CPTSC Proceedings Cover and stationery

This year's folder contains two invoices. The first invoice is undated. Work completed includes “Layout three book cover designs for 1981 Proceedings” and “Produce camera-ready finish art for chosen design.” The cost of the work is \$70.00 and handwriting on the bottom of the invoice indicates the bill was paid by check on September 29, 1981. The second invoice is dated June 7, 1982 for “Design letterhead and envelopes incorporating logo from 1981 Proceedings book cover” and “Produce camera-ready finish art for above designs.” Total cost of the work is \$30.00. Handwriting on the bottom indicates the bill was paid by check on June 15, 1982.

- Proceedings 1981, Seattle, Washington

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1980

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- Proceedings 1980, Troy, New York

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1979

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- Invitation to Tom Pearsall to participate in 6th annual meeting, Stillwater, Oklahoma

January 24, 1979 Letter to Tom Pearsall from Tom Warren

New CPTSC President Tom Warren sends this letter to Tom Pearsall inviting him to speak at the 1979 CPTSC meeting in Stillwater, Oklahoma. Warren informs Pearsall he will be recording and transcribing the presentation for the proceedings and requests a paper prior to the meeting to distribute to members. At the meeting, Pearsall could simply “summarize and answer questions.” Warren requests the written paper by April 13. Topics outlined by Warren include designing a successful curriculum and the issue of research in the field. A handwritten note at the bottom suggests Pearsall commits to the first topic, but not the second.

- Proceedings 1979, Stillwater, Oklahoma

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1978

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- Members or Potential Members of the Council for Programs in Technical and Scientific Communication, 17 January 1978

This list, dated January 17, 1978, features names and addresses of members and potential members. The document is four typed pages and Bruce Linn's contact information is written in on the bottom of the last page.

- STC Eligible Schools, 1978-79 Scholarship Program

This document is an undated list of schools eligible for the STC Scholarship Program. The document is two pages and has edited parts where information is crossed out and new contact information is written in. The second page of the list features a handwritten note that serves as a reminder to return the updated list to Della Whittaker. Whittaker's address label is attached.

Attached to the list is a note from Della Whittaker, Chairman of the STC Scholarship Selections Committee, dated May 14, 1978. In the note, Whittaker requests that two contacts are added to the STC Eligible Schools list. The first is Dr. Edmund Danridge from North Carolina State University and the second is Professor Wanda Thilsted of Eastern Washington University. Whittaker also requests that Pearsall “check their credentials” to see if they are eligible to be added to the Scholarship Selections Committee. She also asks for names of other schools featured in the directory of programs that should receive the scholarship application asking Pearsall to send her this updated list by November 1. A handwritten note at the bottom asks, “Why aren't some names in our scholarship list? Please return my list with your annotations.” Attached is an information sheet regarding Eastern Washington University's new program in technical communication which outlines requirements and example course descriptions.

- Council News, March 1978

March 2, 1978 letter to CPTSC Members from Tom Pearsall

This letter is titled "Council News" and serves as the group's newsletter, updating members about recent developments within the organization. The memo is divided into various sections. In the first section, Pearsall talks about the upcoming April meeting in Troy, New York. Pearsall urges everyone to attend, writing "support" through attendance is "needed for growth" of the committee. Next, Pearsall discusses the nominating committee. The committee has prepared next year's list of potential officers. Nominees are listed and members are reminded that voting will be held at the annual meeting. Pearsall then discusses the 1977 Proceedings, saying they are being developed and should be in the mail by the end of the month. In addition, the council members will be receiving a directory of technical communication programs. The next section is devoted to dues. Pearsall outlines the amount of the 1978 membership dues, lists where the dues can be sent, and states the dues should be paid before or at the annual meeting per the organization's constitution. Upon receipt of dues, members will receive a packet of materials including a collection of bibliographies compiled by Tom Warren and syllabi of technical communication courses throughout the United States. Pearsall then reports on the status of the treasury and ends the memo with a "Personal note" expressing how much he enjoyed his term as organization president.

- Correspondence between Phil Rubens and Tom Pearsall (4)

January 18, 1978 Letter to Phil Rubins from Tom Pearsall

This is a copy of a letter sent to Rubens from Pearsall and is the first in a series of letters regarding the program directory. The letter accompanies a list of current and potential CPTSC members. Pearsall requests five copies of the directory for himself and asks Rubens to send a copy to everyone on the membership list. A letter should be enclosed with each directory and Pearsall outlines what the note should read. The purpose of the accompanying note is to inform members why they are receiving the directory, to notify them of the meeting, and to provide information on how to join CPTSC. Pearsall ends the letter thanking Rubens for his work on the directory.

January 18, 1978 Letter to Tom Pearsall from Phil Rubins

This is a brief note from Rubens regarding the distribution of the directory.

Undated Letter to Tom Pearsall from Phil Rubens

This is a progress report typed on a piece of Michigan Technological University office memo paper. Rubens discusses the slow progress of the directory, projecting the 250 copies will be completed at the end of the term.

November 28, 1978 Letter to Tom Pearsall from Phil Rubens

This is a handwritten note on a piece of Michigan Technological University office memo paper informing Pearsall that the directory is complete. Since Rubens just returned to the office to start a new quarter, he informs Pearsall he will send the directory as soon as "the dust settles."

- Letter from Dave Carson to Tom Pearsall (1)

January 13, 1978 Letter to Tom Pearsall from Dave Carson

This letter begins with Carson discussing personal information regarding age and his career. Carson then tells Pearsall he is waiting for the “membership list of the curriculum council” and requests “instructions” and “ideas” for “procedures, dates, etc.”

- Letter from Bea Sprouse to Tom Pearsall (1)

March 6, 1978 Letter to Tom Pearsall from Bea Sprouse

In this letter, Bea Sprouse requests that her name is added to the organization's mailing list in place of Bob Gilkerson because she has been the head of the technical writing department at Oklahoma State University since July 1, 1976. Sprouse goes on to say she likes receiving information about the field from Pearsall and ends the letter saying she will not be at the annual meeting, but will be at ITCC.

- Letter to First National Bank of Fort Collins, Colorado, closing account

This brief note, dated January 20, 1978, serves as a request from Pearsall to close the “Communications” account at First National Bank of Fort Collins, Colorado. The letter is a copy of the original.

- Proceedings 1978, Troy, New York

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1977

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- Registration for 1975 proceedings in ERIC data base

January 31, 1977 Registration for 1975 proceedings into ERIC data base

This includes an abstract of the 1975 annual meeting proceedings articulating who attended and topics discussed. The abstract is typed on the ERIC data base “Report Resume OCR Form” and is listed under the title, “Proceedings of the Conference of Representatives of Technical Communication Programs (Boston, April 9-11, 1975).” Attached to the front is a card signaling that the document has been accepted into the ERIC data base and the attached abstract will be featured in the May 1977 copy of *Resources in Education*. The card is date stamped March 24, 1977.

- Letters to Tom Pearsall from

- Merrill Whitburn

March 16, 1977 Letter to Tom Pearsall from Merrill Whitburn

This letter is a response to the invitation to attend the 1977 meeting of CPTSC.

Whitburn states he will not be able to attend and will try for the 1978 meeting. He

then goes on to say he met Pearsall years ago at a convention and uses one of his books when teaching, informing him perhaps his “publisher is not serving you as well as possible” since he was unaware of the new edition of the book until recently. A piece about the developing program at Texas A & M University will be featured in the *Journal of Technical Writing and Communication*. Whitburn includes copies of the department's “statement of activities” for the organization to review (not available in the archives). In addition, Whitburn has enclosed information on a new graduate course (not available in the archives). He then requests copies of any materials distributed at the annual meeting. Whitburn ends the letter requesting that Dennis Bertold is deleted from the organization's mailing list because he is not affiliated with technical writing.

- Larry Schneider

March 28, 1977 Letter to Tom Pearsall from Larry Schneider

Schneider sends this letter to inform Pearsall he will not be at the meeting, but would like to remain in contact. He ends the letter with personal stories about spending time with Ev Dennis from the University of Minnesota Journalism School and the weather.

- J.O. Yunker

April 15, 1977 Letter to Tom Pearsall from J.O. Yunker

Yunker writes this letter to apologize for not attending the CPTSC meeting, to renew dues for 77-78 membership, and to request copies of material covered at the meeting.

- Francis Weeks

June 28, 1977 Letter to Tom Pearsall from Francis Weeks

This letter begins with Weeks apologizing for not being able to attend the meeting due to a busy travel schedule. Weeks also apologizes for missing Pearsall at the ITCC, saying he could not connect with everyone he wanted to see. He goes on to say he heard about the upcoming meeting in Troy, New York from David Carson at Rensselaer Polytechnic Institute and hopes to attend. The letter ends with Weeks telling Pearsall he is diligently working on developing the Business and Technical Writing program at the University of Illinois at Urbana-Champaign and hopes to have an update at the next meeting.

- Thomas Warren

June 30, 1977 Letter to Tom Pearsall from Thomas Warren

This is a brief note requesting that “100 copies of your brochure and other printed materials” be sent to Dr. Phil Rubens in the Department of Humanities at Michigan Technological University.

- Martha Eckman

September 12, 1977 Letter to Tom Pearsall from Martha Eckman

Martha Eckman writes Pearsall because she heard from Tom Warren that the directory of technical communication programs would be printed July 1. Since she is trying to develop a degree program at Bowling Green State University in technical communication, she is requesting a copy of the directory to assist her efforts. She informs Pearsall the information can be sent to her school or home address along with an invoice if there is a cost. A handwritten note at the bottom of the letter indicates Eckman was "answered" September 28, 1977.

- Jeanne Simpson

Correspondence between Jeanne Simpson and Tom Pearsall

September 26, 1977 Letter to Marilyn Schall from Jeanne Simpson

This letter is the first in a series of letters initiated by Jeanne Simpson. The letter is addressed to Marilyn Schall in the Department of English and in it Simpson requests information about the technical communication major at the University of Minnesota. Simpson read an article about technical communication in *Technical Communications* and is interested in possibly "adapting" the University of Minnesota program to meet the needs of Eastern Illinois University. This letter is ultimately passed on to Pearsall for a response.

October 11, 1977 Letter to Jeanne Simpson from Tom Pearsall

The second letter is a response from Tom Pearsall to Jeanne Simpson. This letter accompanies the requested materials (not available in the archives). Pearsall also invites Simpson to join CPTSC, describing the group's purpose, outlining membership, and discussing the annual meeting. A handwritten note at the bottom inquires about Dr. Moody.

October 25, 1977 Letter to James Connolly from Jeanne Simpson

The third letter is sent by Simpson to CPTSC Treasurer Professor James Connolly in the Department of Rhetoric at the University of Minnesota. This letter accompanies membership dues. Simpson ends the letter stating she is beginning to look into developing a similar program at Eastern Illinois University.

October 27, 1977 Letter to Jeanne Simpson from Tom Pearsall

The final letter in the series is a copy of a brief note from Pearsall to Simpson thanking her for joining CPTSC. Pearsall also offers any help in developments at Eastern Illinois University. Attached to the letter is a small sheet of note paper with an undated, handwritten draft of the above letter. Also attached is a University of Minnesota receipt for Simpson's dues dated October 28, 1977.

- Barbara Smith

December 2, 1977 Letter to Tom Pearsall from Barbara Smith

In this letter, Smith requests Pearsall's help. A senior student at Alderson-Broadus College is interested in pursuing a graduate degree in technical writing. This student is

looking for information and Smith asks Pearsall for any suggestions. A handwritten note at the bottom suggests an answer was sent December 9, 1977.

- Letters from Tom Pearsall to

- Charles E. Davis

November 1, 1977 Letter to Tom Pearsall from Charles Davis

Charles Davis writes this letter to inform Pearsall that he learned about CPTSC through a staff member that attended a meeting of the Rocky Mountain MLA. The letter ends with Davis requesting more information about the organization.

November 18, 1977 Letter to Charles Davis from Tom Pearsall

This letter is sent to Davis in response to the November 1, 1977 letter regarding information about CPTSC. Pearsall outlines the purpose of the organization, discusses the annual meeting, informs Davis of the directory of programs that is in development, and provides cost of membership and where to send dues.

- Charles E. Albrecht

December 5, 1977 Letter to Tom Pearsall from Charles Albrecht

In this letter, Charles Albrecht writes Pearsall to say he is looking to develop a two-year program in technical writing at Waukesha County Technical Institute and would like some information regarding degree requirements, course descriptions, example curricula, industry contacts, and any other information that would be of value in developing a new program.

December 8, 1977 Letter to Charles Albrecht from Tom Pearsall

In this letter, Pearsall informs Albrecht he has copied and sent pages from the STC publication *Academic Programs in Technical Communication* to help answer the questions posed in the December 5 letter (not available in the archives). He encourages Albrecht to order this publication since it may be useful in the future. In addition to sending the requested materials, Pearsall invites Albrecht to join CPTSC and offers details of the organization such as the purpose of the organization, the annual meeting, the directory of programs that is in development, cost of membership, and where to send dues.

- Wanda D. Thilsted

September 29, 1977 Letter to Jim Connolly from Wanda Thilsted

This letter is sent to Jim Connolly from Wanda Thilsted. Thilsted informs Connolly she has developed a concentration in technical writing for English majors at Eastern Washington State College and Tom Warren recommended she join CPTSC. She has enclosed her membership dues. Thilsted goes on to talk about the program, saying it is being offered for the first time in the fall and is projected to do well since the college is close to Spokane, Washington which is a source for internships. Thilsted informs

Connolly she has enclosed curriculum for the council's review, stating any suggestions would be welcomed.

October 5, 1977 Letter to Wanda Thilsted from Tom Pearsall

This response letter from Pearsall begins by thanking Thilsted for the “curriculum” and “dues” and welcoming her to the organization. Pearsall approves of the program, stating it resembles others across the country. He provides University of Minnesota program information for her review (not available in the archives).

- Correspondence between Tom Pearsall and Albert E. Krahn

October 14, 1977 letter to Tom Pearsall from Albert Krahn

Krahn begins this letter informing Pearsall he is attempting to develop a two-year program in technical communication at Milwaukee Area Technical College and needs information. The information he is requesting includes the names of two-year schools already offering this program, program descriptions and course lists of these schools, program descriptions and course lists at four-year schools, and any other relevant material that may help establish a need for this type of program. Krahn details the steps he is taking to build and present a solid argument to the administration. These steps include talking to employers in the surrounding area asking their “interests” and “needs” and collecting classified ads for technical writers and any “related occupations.” However, the administration wants more reassurance that this program is necessary and that is where he hopes Pearsall can help.

November 18, 1977 Letter to Albert Krahn from Tom Pearsall

In this letter, Pearsall informs Krahn he has copied and sent pages from the STC publication *Academic Programs in Technical Communication* to help answer the questions posed in the October 14 letter (not available in the archives). A handwritten note on the letter encourages Krahn to order this publication because it may be useful in the future. In addition to sending the requested material, Pearsall invites Krahn to join CPTSC and offers details of the organization such as the purpose of the organization, the annual meeting, the directory of programs that is in development, cost of membership, and where to send dues.

November 28, 1977 Letter to Tom Pearsall from Albert Krahn

This letter begins with Krahn thanking Pearsall for the information, stating he will order the STC publication and most likely join CPTSC. Krahn describes a “barrier” to program development which is persuading people in charge of developing curriculum that the program will attract students and will provide jobs after graduation. The information Pearsall sent will help Krahn build his case. He then requests any information regarding “placement” of students that have graduated with a two-year degree in technical communication. Krahn ends the letter telling Pearsall he recently attended the NCTE convention where he learned a lot and met many of Tom's acquaintances.

- Copy of letter from M.L. White to Ernie Mazzatenta

June 16, 1977 Letter to Ernie Mazzatenta from M.L. White

In this letter, White responds to Mazzatenta, from General Motors, telling him no list exists of companies that are involved in “internship programs with universities” from STC. White tells Mazzatenta that most college faculty working with technical communication have lists. For example, the University of Washington is currently creating one for students fulfilling internship requirements. The internships are at private or public companies, on or off campus, and are for degree credit. White goes on to say he is guessing the information he provided is not what Mazzatenta is looking for. He is guessing he is interested in more traditional “post-degree work.” One program exists that White is aware of at the Naval Research Laboratory in Washington DC. White provides the contact information. White says he is not sure about the “need” or “demand” for a “post-degree internship program.” He ends the letter suggesting the person interested (a person referred to in the letter as “Skip”) create a company list of his own with the help of a career center or by contacting Tom Pearsall.

- Copy of letter from M.L. White to C.G. Bruckmann

June 20, 1977 Letter to C.G. Bruckmann from M.L. White

This letter, sent to Professor Bruckmann from M.L. White, is in regard to a visit to the University of Washington, Seattle. White tells Bruckmann he would be happy to have him visit in order to study courses in “engineering, other professional programs, and sciences.” He encloses information on courses for engineering students, courses for technical communication students, and a technical communication brochure (not available in the archives). White goes on to say he believes Bruckmann is more interested in engineering and offers to discuss or arrange for observation of the courses the professor may be interested in. White then provides information on the university's schedule for ease in planning. The letter ends with White mentioning either winter or spring quarter would be the best time to visit since he could give Bruckmann space in which to work, but he should come when it is best for him.

- Proceedings 1977, St. Paul, Minnesota

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1976

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- Invitation to attend meeting in Fort Collins, Colorado, April 16 and 17

February 19, 1976 Invitation to attend the April 16-17 meeting in Fort Collins

This document is addressed to “communicators” and serves as an invitation to attend the annual meeting held in Fort Collins, Colorado. The conference agenda is outlined in the invitation. Topics that will be discussed include enhancing programs and professionalism in technical communication students, assessing programs, accreditation, graduate programs,

“old business” of the organization such as name, purpose, members, financing, and publications, relationships with other organizations, types of communication, and visiting faculty.

March 4, 1976 Revision of first invitation.

Due to the April 18 being Easter, the meeting dates are changed to April 14-16. The agenda remains the same and the letter is signed by Bruce Linn.

- Letters to Tom Pearsall from

- David Clark

January 23, 1976 Letter to Tom Pearsall from David Clark

This letter begins with David Clark thanking Pearsall for reviewing the enclosed transcript (not available in the archives). He then informs Pearsall that Bruce Linn will be gathering the newsletter responses, stating not many were received. Clark talks about potential program options for the next meeting, stating the local STC chapter may be available to help provide professionals and proposing a possible tour of the Colorado State University solar home with an accompanying discussion to follow as an activity. He ends the letter asking Pearsall for his opinions regarding the proposed activities.

- Wayne Losano

April 2, 1976 Letter to Tom Pearsall from Wayne Losano

In this letter, Wayne Losano tells Pearsall he may not be able to make the trip to the Fort Collins meeting due to work obligations and lack of funds, but is still interested in the organization and would like to receive a summary of the organization's findings. The letter then touches on personal topics, such as Losano's resignation from Rensselaer Polytechnic Institute due to problems within the program, courses he taught and developed during the past school year, and details regarding the new positioning he accepted in Australia. He ends the letter telling Pearsall he hopes to see him, if not in Colorado, in Washington in May.

- Russ Briggs

February 2, 1976 Letter to Tom Pearsall from Russ Briggs

The purpose of this handwritten letter is to send revised transcripts to Tom Pearsall (not available in the archives). Briggs writes he has not communicated with Dave Clark yet, but plans to soon. He ends the letter saying he hopes to see Pearsall at the spring meeting.

- Clarence Andrews

February 3, 1976 Letter to Tom Pearsall from Clancy Andrews

This entire letter is heavily edited. The first paragraph contains personal correspondence which is crossed out. Instead, Andrews opts to start right in with the purpose of the letter which is to talk about developing a major program in scientific and technical communication at Michigan Technological University. The new program will replace the older, much smaller technical writing program. Andrews outlines the goal of the school which is to prepare students to work in fields relating to science and technology. The new program enhances this goal, creating people who will work with experts in scientific and technological fields. He then offers specifics of the program, breaking down the degree by requirements and the hours spent on each. One major problem is recruiting students. Andrews talks about the prospect of relieving some of journalism's overflow which would, unlike journalism, potentially place graduates in successful jobs. Not many people consider themselves to be technical communicators, Andrews writes, and the most reliable people to help recruit students would be science teachers. There are three ways he plans to recruit which are through their newsletter, with a traveling "science fair" the school has developed, and summer workshops in technical communication. On a larger-scale, the main recruitment option for technical communication would be to craft an image of a technical communicator with the help of organizations like STC, heads of programs, science writers' groups, and aviation writers' groups. Andrews likens this image development to that of the newspaper reporter. The letter ends with more personal information and Andrew's plans regarding the Colorado meeting, but all is crossed out.

- Tom Warren

February 9, 1976 Letter to Tom Pearsall from Tom Warren

This handwritten letter accompanies enclosed transcripts (not available in the archives). Warren asks about finalized plans for the next meeting, saying he sent in the questionnaire, but has not heard back. He ends the letter telling Pearsall he will see him at the meeting.

- John F. White

February 16, 1976 Letter to Tom Pearsall from John F. White

The purpose of this brief letter is to send revised transcripts to Pearsall (not available in the archives).

- Joye Patterson

February 21, 1976 Letter to Tom Pearsall from Joye Patterson

This letter accompanies Patterson's revised transcripts of her remarks at the conference (not available in the archives). Patterson begins by apologizing for the fact that they are late and goes on to say she did not add a lot to the group's discussion, so it would be fine with her if Pearsall deletes her contributions from the proceedings. Patterson tells Pearsall that the transcripts were edited to best reflect the "essence" of what was said and he can do what he pleases with them. The letter ends with her

commenting that she was pleased with the conference and she “looks forward” to others.

- Richard Wiegand

April 29, 1976 Letter to Tom Pearsall from Dick Wiegand

This letter is regarding the questionnaire for their “data gathering survey.” The draft of the questionnaire is complete and Wiegand has some recommendations he presents to Pearsall. First, Wiegand recommends sending the questionnaires to chapters in late summer. Next, Wiegand talks about how he coordinated the survey completion with Bill Funderburk of Emerson Electric who is preparing his own survey to research technical documents published in the United States. Funderburk's survey topics cover the number of technical publications generated, personnel information, salary outlooks, production costs per page, employment outlooks for technical communicators, requirements of beginning technical communicators, and available promotions. Since the results will be made available to Wiegand, he suggests his survey cover only information regarding curricula and courses. Finally, Wiegand addresses survey distribution, stating he believes each chapter should be responsible for determining how best to distribute the survey. Options include making the survey part of the individual organization's newsletter or handing the surveys out separately. Regardless of which option the organization chooses, Wiegand feels the surveys should be returned individually to STC headquarters, stating he will contact Curt Youngblood of STC to check on the feasibility of this option. The letter ends with Wiegand proposing a committee meeting in May if enough Education and Development Committee members are present in Washington. Potential topics for a committee meeting include the questionnaire, certification, a summary of the Colorado meeting, and the work of the subcommittee.

- Jim Souther

June 14, 1976 Letter to Tom Pearsall from Jim Souther

Souther sends this letter to inform Pearsall of a new technical communication program located at Montana College of Mineral Science and Technology in Butte. The new degree program is titled “Professional and Technical Communications.” Souther then provides two contacts at the school, Kathy Fleming and John McGuire. McGuire coordinates new programs and is interested in CPTSC. The letter ends with Souther requesting Pearsall write to McGuire and invite him to join CPTSC.

- Kathryn Fleming (2)

August 10, 1976 Letter to Tom Pearsall from Kathryn Fleming

Fleming begins this letter by telling Pearsall she is a new member of CPTSC and hopes to attend the upcoming meeting with John McGuire. Additionally, she is interested in the specifics of the graduate program Pearsall is developing, requesting details of the program and the availability of “graduate teaching assistantships.” Next, Fleming lists

the courses she is teaching, discusses her degrees, and expresses interest in seeking an advanced degree in technical communication. A very brief, handwritten note is at the bottom of the letter indicating Pearsall spoke to Fleming via phone.

October 21, 1976 Letter to Tom Pearsall from Kathryn Fleming

This is a brief follow-up letter to a telephone conversation between Pearsall and Fleming. Fleming states she has decided to pursue a PhD in Communications at the University of Minnesota versus pursuing another Master's degree. She then requests information, such as a course catalog and application packet or any help in the matter.

- Michael Bartos

November 10, 1976 Letter to Tom Pearsall from Michael Bartos

Michael Bartos begins this letter by asking Pearsall if the CPTSC meeting will be held in Minnesota. Since the person who was coordinating the program at William Rainey Harper College left, Bartos is the acting coordinator until the position is filled. Bartos then provides a brief employment history stating he teaches business and report writing and the acting coordinator position has been his focus for years. Bartos ends the letter stating their program is currently in the English department but there are plans to merge it with the journalism program.

Attached to the letter is a response from Tom Pearsall saying he will host a CPTSC meeting in Minnesota in spring and will forward more details when available. Pearsall then invites Bartos to join the organization, supplying the membership information.

- Francis Weeks

November 11, 1976 Letter to James Souther from Francis Weeks

This letter is from Francis Weeks in which he requests more information about CPTSC. Weeks is interested in the organization because he teaches technical writing and editing and is the Executive Director of the American Business Communication Association.

November 29, 1976 Letter to Francis Weeks from James Souther

Attached is Souther's response. In the response, Souther discusses CPTSC including the organization's goals, membership details, the upcoming meeting, and contact information. He ends the letter telling Weeks the organization would like the opportunity to develop a relationship with the American Business Communication Association. The letter is carbon copied to Pearsall and has a handwritten note to Tom from Souther on the bottom.

- Bruce Linn

May 3, 1976 Letter from Tom Pearsall to Bruce Linn

In this brief letter, Pearsall thanks Linn for arranging the meeting accommodations (meeting room, food, etc.) stating he helped greatly in the success of the meeting.

- Letters from Tom Pearsall to

- John McGuire

June 17, 1976 Letter to John McGuire from Tom Pearsall

In this copy of an original letter sent to John McGuire, Pearsall writes he was informed of the new program in Professional and Technical Communication at Montana College of Mineral Science and Technology. Pearsall then invites McGuire to join CPTSC. The letter ends with Pearsall requesting “program materials” such as course catalogs or brochures because he tracks program development for STC.

June 14, 1976 Letter to John McGuire from James Souther

Attached is a letter to John McGuire from Jim Souther in which Souther informs McGuire he sent the requested information which includes a course catalog and program information from the University of Washington and information about CPTSC (not available in the archives). Souther tells McGuire he spoke with Pearsall, David Clark, and Bruce Linn about the new program, adding all three are good contacts. The letter ends with Souther stating he feels the new program is “exciting” and will “offer a challenge.” At the bottom of the letter extending to the back of the page is a handwritten draft of the June 17, 1976 letter sent to John McGuire from Tom Pearsall.

- Dwight Stevenson

October 4, 1976 Letter to Tom Pearsall from Dwight Stevenson

The purpose of this letter is to send Pearsall the information he requested on technical writing classes at the University of Michigan (not present in archives). Stevenson tells Pearsall he will send a new program brochure when they are available. The letter ends with Stevenson asking Pearsall for information on workshops for individuals teaching technical writing.

October 14, 1976 Letter to Dwight Stevenson from Tom Pearsall

In this response letter to Dwight Stevenson, Pearsall provides contact information regarding “teacher preparation for technical writing.” He then welcomes Stevenson to the “club” of those offering majors in technical writing and touches on the growth of technical communication programs. Program growth, Pearsall writes, has led to the development of CPTSC. Pearsall then invites Stevenson to join the organization, informing him of the upcoming meeting, and encloses a copy of the Boston proceedings, information about the University of Minnesota degree program, and a draft of the technical communication program directory (not available in the archives).

- NB: no Proceedings produced

## CPTSC Archives: Contents 1975

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- Update from Tom Pearsall to Participants in the Boston meeting of Directors of Technical Communication Programs, May 29, 1975

May 29, 1975 Memo from Tom Pearsall to Boston meeting attendees

This memo is meant to summarize the Boston meeting in lieu of proceedings, which will be available at a later date. Pearsall highlights who attended the meeting, specifically outlining how many people attended and from which organizations. Then, he briefly discusses the topics covered during the meeting which include the role of STC in school programs, possible grants, applying communication theory to technical communication, information about the Argonne Semester in science communication, the value of oral communication skills in technical communication, translating technical information to a lay audience, recruiting, and technical communication programs at two-year schools. A proposal to create a newsletter was accepted to help members communicate. Finally, Pearsall outlines other organization specifics that were discussed such as elected officers, suggested names, purpose, the 1976 meeting place, and dues.

- List of Participants in April 1975 Conference on Technical Communication

This document consists of two undated copies of a list of participants in the April 1975 conference on “technical communication programs.”

- Technical Communication Roundtable Number 1, to Participants in the Boston Conference on Technical Communication Programs

July 18, 1975 Memo to participants in the Boston meeting from David Clark and Bruce Linn regarding the Technical Communication Roundtable 1.

The memo identifies the goals of the first roundtable which are to address the organization's purpose, define membership, generate a name for the organization, and offer questions or concerns regarding the subject of future roundtables. Clark and Linn request answers to the above issues by a September 1 deadline and end the letter reminding members to send their dues.

Attached to the memo is a copy of a response addressed to David Clark and authored, presumably, by Tom Pearsall. The response outlines Pearsall's contributions to the first roundtable. The purpose of the organization should be, according to Pearsall, “To unite the schools with active programs in technical communication for the purpose of mutual support, encouragement, discussion, and research.” He aligns the goals of the organization with those detailed by Dr. Eugene A. Cogan in a 1974 lecture. These goals are comprised of six elements of professional technical communicators that would further help define the organization. Pearsall goes on to propose initially keeping the organization “loose and informal” with the possibility of becoming more formal in the future. Additionally, he would like to keep membership open, allowing anyone who is interested to join the organization.

- "Newsletter" to "Communicators" 20 November 1975

November 20, 1975 Newsletter addressed to "Communicators" from Bruce Linn.

The first topic addressed is naming the organization. Suggested names are provided, all reinforcing the goal of remaining simple. Examples include ACTC, American Council for Technical Communications and FACT, Faculty of American Communication Technologies. The name is still undecided at this point and organization members will vote on the final name at the spring meeting. Membership is another topic addressed in the newsletter, specifically, keeping membership open and flexible, consisting mainly of people who help teach technical communication in preparation for work in the field and people who teach professionals to use technical communication on a day-to-day basis. The organization still needs to sort out whether membership should be limited to those working for "degree-granting operations" or kept open to those in "non-degree situations" as well and whether membership should be granted to institutions. Linn also discusses the organization's purpose, listing the characteristics of the group as "unity, encouragement, propaganda, quality, and information." The newsletter ends with a discussion of plans for the upcoming spring meeting including accommodation options. Attached to the newsletter is a proposed agenda, spring meeting questions, and a distribution list of all who will receive the newsletter.

- Letters from Tom Pearsall to

- James Brann

October 15, 1975 Letter to James Brann from Tom Pearsall

This is a copy of a letter sent to James Brann from Tom Pearsall. The letter serves as a recommendation, supporting the tenure of Harold Buchbinder. Outlined in the letter are Buchbinder's various career successes such as his "student-run seminars," his work in publishing, his efforts to combine real-world experience with theories of the field in his students' curriculum, and his role in helping to establish a national organization for schools with technical communication programs through his work at the Boston meeting. Attached to the letter is a copy of Harold Buchbinder's resume.

- Harold Buchbinder (4)

January 20, 1975 Letter to Harold Buchbinder from Tom Pearsall.

This letter is the first in a series of letters that deal with securing financing to assist organization members with travel expenses. In this letter, Pearsall writes Buchbinder asking if there is a possibility funds may be available to distribute to members. Securing funding, Pearsall believes, would help "increase attendance" and particularly help schools on the west coast since their trip will be costly. A scale is introduced in the letter in which location dictates the amount of aid an individual will receive. Pearsall goes on to inform Buchbinder he is preparing the final agenda and will pass it along when it is complete so Buchbinder can finalize room and board arrangements and meeting location details.

February 20, 1975 Letter to Harold Buchbinder from Tom Pearsall

In the second letter, Pearsall informs Buchbinder he has started conference planning since he has yet to hear a response from him regarding financing travel expenses. Pearsall has generated a list of those planning to attend the conference and has drafted an agenda. He then requests a letter from Buchbinder regarding “meeting times, places, lodging” and tells Buchbinder he should have the “honor” of handing out any money received.

February 27, 1975 Letter to Harold Buchbinder from Tom Pearsall

The third letter is a response to hearing the organization has received funds to help with travel expenses. Pearsall has calculated a list of possible ways in which the money could be distributed. After those on the list are covered, Pearsall informs Buchbinder he can allot the rest to others, including those who indicated they were unsure about whether or not they would attend. Pearsall then thanks Buchbinder for his fund raising efforts and offers any further help. He ends the letter telling Buchbinder he would be willing to take the Denver consulting trip over the summer, but they can discuss the issue later since it would be expensive. Attached is a list of attendees and amounts of financial aid each could receive.

March 17, 1975 Letter to Casey Chapple from Tom Pearsall

The final letter is addressed to Casey Chapple, who is filling in for Harold Buchbinder while he is away. Pearsall requests that one more person is added to the list of those awarded money to offset travel costs. That person is Professor Thomas L. Warren from the Department of Humanities at the University of South Dakota, Springfield.

- Russ Briggs

March 17, 1975 Letter to Russ Briggs from Tom Pearsall

In this letter to Russ Briggs, Tom Pearsall offers dates of the Boston meeting and agenda items. Possible agenda items include recruitment of students, the organization's relationship with STC, aligning work in school with that of the workforce, program funding, the importance of oral communication in technical communication fields, variations in two-year and four-year curriculum goals, how communication theory relates to technical communication, and establishing the organization as “permanent.” Pearsall informs Briggs about the option of attending the one-day conference in Boston. The letter ends with the outlook that more people are attending this year versus last and a request for additional agenda items.

- Richard Stephens

February 27, 1975 Letter to Richard Stephens from Tom Pearsall

This letter serves as an invitation to attend the Boston conference in April. Pearsall informs Stephens about the agenda, outlining the topics that will be covered and introducing the option of attending the one-day conference. Attendance is discussed.

Pearsall tells Stephens the meeting will consist of representatives from schools across the country that offer technical communication programs and representatives from STC. Stephens is assured that some of his travel expenses will be paid and he will be contacted at a later date regarding an itinerary.

March 3, 1975 Letter to Richard Stephens from Tom Pearsall

Attached is a brief follow-up letter in which Tom Pearsall corrects an error. He believed Richard Stephens would only be an “observer” at the meeting. Instead, Stephens hopes to speak about the role of technical communication programs in enhancing “public understanding of science” and the “courses/techniques” that would help achieve this goal. Pearsall apologizes and informs Stephens he will be contacted later with further details.

- Mark Mowbray

March 11, 1975 Letter to Mark Mowbray from Tom Pearsall

In this letter Pearsall informs Mark Mowbray of the upcoming meeting in Boston, stating the agenda that was sent in a previous letter will be followed and the exact times and places will be provided at a later date. Next, Pearsall outlines the purpose of the meeting which is to provide a forum in which various schools can share their knowledge about technical communication programs. He then suggests that Mowbray could supply information about how two-year programs function. The letter ends with Pearsall saying he hopes a representative from Rock Valley College will be able to participate in the meeting.

- Pierre Fraley

February 27, 1975 Letter to Pierre Fraley from Tom Pearsall

This letter to Pierre Fraley from Tom Pearsall is the same invitation letter that was sent to Richard Stephens. Pearsall informs Fraley about the Boston conference and outlines topics that will be addressed at the meeting.

- Jim Souther

February 19, 1975 Letter to James Souther from Tom Pearsall

This letter is the same invitation letter sent to Stephens and Fraley, but this particular copy has been edited with parts crossed out and sections labeled “omit.”

- Correspondence between Tom Pearsall and

- David Clark

March 19, 1975 Letter to Tom Pearsall from David Clark

Sent by Clark, this quick note is meant to inform Pearsall that he will be attending the Boston meeting. Clark goes on to thank Pearsall for the financial aid and states he is unsure if Bruce Linn will be at the meeting.

July 2, 1975 Letter to Tom Pearsall from David Clark

This letter is in regard to the organization's first roundtable. Clark tells Pearsall if they can think of topics together, he can get letters out to participants in the fall. He goes on to say he has not been able to focus on one topic, but has developed a list of possibilities and asks Pearsall for suggestions. Along with possible topics, Clark plans to send enclosures consisting of a model roundtable and topics used by the American Society of Journalism School Administrators. Clark then asks Pearsall to propose dates for the next annual meeting so he can begin working on the details regarding "facilities." In order to research facilities, Clark requests an approximate budget for food and housing to look for the "best deal" and asks if Harold Buchbinder will fund raise again this year. Attached to this letter is a list of possible roundtable topics Clark has developed.

Undated response to David Clark from Tom Pearsall

This letter is a copy of an original sent to David Clark from Pearsall. In the letter, Pearsall informs Clark he forgot to send the enclosures promised in the July 2, 1975 letter. Pearsall then reminds Clark that the first roundtable topic was decided already and will be dedicated to discussing the purpose, name, and membership of the organization. As far as the meeting is concerned, Pearsall offers a range of March to May, scheduling around other meetings. Pearsall tells Clark he is not sure about the budget, saying they cannot rely on financial aid, but he is available to help fund raise. At the end of the letter, Pearsall asks about Bruce Linn, specifically wondering if members are sending their dues.

July 17, 1975 Letter to Tom Pearsall from David Clark

The purpose of this letter is to send the enclosures promised in previous correspondence (not available in the archives). Clark also tells Pearsall he has begun to draft the roundtable letters, saying he had forgotten the topic was decided. After his vacation, Clark assures Pearsall he will be researching accommodations, looking at Denver as well since the bigger city has more to offer. Clark ends the letter saying his is not sure if Bruce Linn has been receiving membership dues.

- Dennis Berthold

September 9, 1975 Letter to Tom Pearsall from Dennis Berthold

Dennis Berthold writes to Pearsall based on the recommendation of Merrill Whitburn regarding graduate programs in the field. The English Department at Texas A&M University is trying to offer a variety of options to students working on getting an "advanced degree." Berthold requests information such as course requirements and asks for Pearsall's opinion about the success of the University of Minnesota program. He ends the letter saying his goal is to offer students variety with practical options.

September 19, 1975 Letter to Dennis Berthold from Tom Pearsall

This letter is a response to Berthold in which Pearsall sends the requested materials (not available in the archives). Pearsall discusses the University of Minnesota's program, stating he feels the program is "succeeding quite well" since there are now 50 students enrolled and they have been able to place graduates in good jobs. Pearsall states the major appeals to students who like their English background, but do not want to teach and want to go beyond the standard English degree. Pearsall reminds Berthold that the University of Minnesota's program is an undergraduate degree, but insists the program could be tailored to fit graduate requirements. He ends the letter telling Berthold that graduate programs exist at Boston University, Rensselaer Polytechnic Institute, and Illinois Institute of Technology.

- Jerome Nelson

January 9, 1975 Letter to Jerome Nelson from Tom Pearsall

This is a copy of a letter sent to Jerome Nelson from Tom Pearsall. Pearsall sends this letter to inform Nelson about the spring meeting he decided to schedule that will be held in Boston. Dates are proposed, but nothing will be finalized until Pearsall "hears from everyone." At the end of the letter, Pearsall requests Nelson's plans and possible agenda items.

February 24, 1975 Letter to Tom Pearsall from Jerome Nelson

This is a response to Pearsall's January 8, 1975 letter in which Nelson states although he is interested, he will most likely not attend the Boston meeting due to scheduling conflicts. That decision is not definite, however, and Nelson writes he will "try hard to make it." Nelson ends the letter telling Pearsall he may be traveling to the Twin Cities soon and could call if the trip materializes.

- Dick Wiegand

January 14, 1975 Letter to Tom Pearsall from Richard Wiegand

This letter from Richard Wiegand accompanies a copy of a paper he authored that will be presented in May at the ITCC, International Technical Communications Conference. Wiegand then informs Pearsall Mark Mowbray will be in his area in spring and will send a note prior to his arrival. The letter ends with Wiegand thanking Pearsall for the proceedings, indicating he will read over the information before he presents in May. Attached to the letter is a copy of Wiegand's paper entitled, "Writer Training-Where Do We Go From Here?"

February 18, 1975 Letter to Richard Wiegand from Tom Pearsall

Pearsall acknowledges receipt of Wiegand's paper, stating he agrees with a lot of what he says, specifically regarding the importance of a relationship between people in the workplace and those at schools when creating a technical communication program. Pearsall agrees with using STC as a resource for information. He then informs Wiegand about efforts to standardize curricula. While this has already happened to some aspects of programs, Pearsall states it has not happened to all aspects such as

components of the communication portion of the degrees. Standardizing would be hard to do, Pearsall writes, since opinions vary about what areas are important to emphasize when teaching communication and the types of instructors available at each institution vary. Pearsall then offers two suggestions. First, he invites Wiegand to become a member of the Curriculum Development Subcommittee of which Pearsall is the Chairman. Second, Pearsall invites Wiegand to attend the Boston meeting. Pearsall tells Wiegand he has great ideas and both proposals would allow opportunities for further discussion. The letter ends with Pearsall informing Wiegand about meeting with Mark Mowbray and a request for contact information at Northern Illinois University to extend an invitation to the Boston meeting.

February 24, 1975 Letter to Tom Pearsall from Richard Wiegand

In this letter, Wiegand responds to Pearsall's February 18, 1975 letter, accepting membership of the Curriculum Development Subcommittee, stating the experience will be especially beneficial in helping him create a technical communication program at Rock Valley College. Wiegand then states he would like to attend the Boston meeting. The letter ends with Wiegand providing Pearsall with the contact information of two faculty members at Northern Illinois University.

February 27, 1975 Note to Tom Pearsall from Dick Wiegand

This very brief note serves to inform Pearsall that Dr. Larry Hartman of Northern Illinois University will be unable to attend the Boston meeting. He also discusses an application he is having "sent through" personnel.

- Letters to Tom Pearsall from

- Bruce Linn

Undated letter to Tom Pearsall from Bruce Linn

This letter accompanies a copy of the newsletter (not available in the archives) and serves to inform Pearsall of his options regarding the organization bank account, asking him if he would like a check book and providing the account's current balance. Attached to the letter is a copy of "Communicators Spring Meeting Questionnaire" and a proposed agenda sheet.

- Merrill Whitburn

June 6, 1975 Letter to Tom Pearsall from Merrill Whitburn

Merrill Whitburn sends this letter thanking Pearsall for the information regarding the upcoming conference. Despite being unable to attend the Boston meeting due to commitments pertaining to the development of a technical communication program at Texas A&M, Whitburn states he would like to join the organization, asks Pearsall to keep in touch regarding the next meeting, and expresses interest in presenting a paper. Attached is a copy of this letter with a handwritten note at the top instructing Bruce Linn to send a letter regarding membership.

- Reba Benschoter

June 4, 1975 Letter to Tom Pearsall from Reba Benschoter

This brief thank-you note acknowledges receipt of the Boston proceedings. In addition, Benschoter expresses she would like to remain in communication with the organization and will pay the membership dues in order to receive the newsletter. A handwritten note at the bottom invites Pearsall to visit.

- Barbara Smith

April 16, 1975 Letter to Tom Pearsall from Barbara Smith

This is a letter of interest from Barbara Smith. Because Alderson-Broadus College is developing a new program in technical writing, Smith is interested in information regarding the next scheduled meeting of technical communication heads and is requesting to be added to the organization's mailing list.

- Norman Levine

April 23, 1975 to Tom Pearsall from Norman Levine

In this brief note, Norman Levine requests a copy of the 1974 proceedings and asks whether proceedings for the 1975 meeting are available as well. A handwritten note on the page indicates a copy of the 1974 proceedings were mailed out on May 1, 1975.

- Virginia Book

This is simply contact information for Book handwritten on a single sheet of STC note paper. The document is undated.

- Marvin Marcus

March 28, 1975 to Tom Pearsall from Marvin Marcus

Marvin Marcus sends this brief letter to thank Pearsall for sending information on the University of Minnesota's technical communication program and requests a copy of the proceedings. A handwritten note on the bottom indicates a copy of the proceedings was sent to Marcus on April 4, 1975.

- Russ Briggs

March 28, 1975 Letter to Tom Pearsall from Russ Briggs

This is a response to the March 17 letter from Pearsall stating the time in which Briggs will arrive in Boston for the conference. Briggs goes on to say he may be able to contribute to the discussion regarding the comparison of two-year and four-year programs. He states he is looking forward to the meeting and feels the entire agenda looks good. Of particular interest to him is the opportunity to gather information regarding student opinions of programs.

- Thomas Sticht

March 27, 1975 Letter to Tom Pearsall from Thomas Sticht

Thomas Sticht writes Pearsall to say he read about the upcoming Boston conference in the *Journal of the Society for Technical Communication* and is interested in attending. He then asks for more information about the meeting and requests any available printed material regarding the technical communication field. Attached to the letter is a paper authored by Sticht that discusses a literacy research program conducted by the Human Resources Research Organization for the U.S. Army.

- David Bloomstrand

March 20, 1975 Letter to Tom Pearsall from David Bloomstrand

This letter, sent by David Bloomstrand, Chairman of the Division of Communications at Rock Valley College in Illinois, serves as a notification of an open position at the school. Additionally, Bloomstrand thanks Pearsall for working with Mark Mowbray and informs him he is trying to get Mark to the Boston meeting. Attached to the letter is a job description for the available position of "Technical Writing Instructor."

- Francis Sullivan

March 13, 1975 Letter to Tom Pearsall from Frances Sullivan

This is a letter of thanks to Pearsall from Frances Sullivan for sending the Boston agenda. Although not able to attend the meeting, Sullivan requests the findings of the meeting, especially regarding topics concerning outside funding and two and four-year program comparisons. The letter ends with the hopes of seeing Pearsall at the 22<sup>nd</sup> ITCC and well wishes for the Boston meeting.

- Roland Browne

March 12, 1975 Letter to Tom Pearsall from Roland Browne

In this letter, Browne responds to Pearsall's February 27, 1975 letter apologizing for the delay of the response, but stating he needed to verify whether or not Florida Technological University would be able to help fund the trip to the annual meeting. While it looked "dim" at first, the letter indicates he will be able to attend.

- Robert Elmer (2)

February 26, 1975 Letter to Tom Pearsall from Robert Elmer

Elmer begins this letter by telling Pearsall he is anticipating the meeting and feels the organization will become "very useful" in the future. He then informs Pearsall about his presentation with Wayne Losano regarding the role of communication theory courses in the technical writing Master's degree program at Rensselaer Polytechnic Institute. Losano, Elmer writes, is also available to talk about recruiting.

March 12, 1975 Letter to Tom Pearsall from Robert Elmer

In this letter, Elmer begins by thanking Pearsall for help with the funding of his trip. Elmer then provides a more in depth account of the presentation he will be giving at the meeting. The presentation will be formatted as a panel with participants discussing

the role of communication theory in technical writing. The panel will consist of four members. Two theory experts will outline potential contributions to the field while the other two panelists, with “practical knowledge of the field,” will respond. In essence, a “dialog” will be created. He makes the suggestion as to who should fill each roll, with Pearsall on the “practical side.” Elmer hopes the panel will generate an engaging and beneficial dialog and feels 45 minutes should be allotted for the presentation. A handwritten note from Pearsall at the bottom of the letter addresses Elmer, saying he will schedule the suggested events.

- Albert Brouse

March , 10, 1975 Letter to Tom Pearsall from Albert Brouse

In this letter, Albert Brouse thanks Pearsall for the aid with travel expenses and writes he plans of speaking about “grantsmanship” at the meeting. Brouse then informs Pearsall he has enclosed a questionnaire that may address the organization's agenda item, “bridging the gap between classroom and industry.” The letter ends with Brouse inquiring about where he will be lodged. At the bottom of the letter a handwritten note from Pearsall thanks Brouse, informing him he will schedule a presentation at the conference. Attached to the letter is the questionnaire Brouse writes about regarding the development of a professional writing center.

- Mark Mowbray

March 6, 1975 Letter to Tom Pearsall from Mark Mowbray

The purpose of this letter sent by Mowbray is to request information about the Boston meeting. Because the execution of the program at Rock Valley College will be done by the Communications Department, Mowbray wonders if he will have any useful information to contribute to the annual meeting. Mowbray ends the letter stating he will attend if Pearsall feels he would be of value at the meeting.

- Clancy (Clarence) Andrews (3)

January 15, 1975 Letter to Tom Pearsall from Clarence Andrews

In this letter, Andrews informs Pearsall when he will be in Boston and is wondering if they could discuss the organization's accreditation and possibly establish a “permanent society.” Next, Andrews discusses the increasing interest in technical writing classes which are mainly taught by those whose specialty is in English. Andrews then informs Pearsall he was recently asked to head a program regarding technical writing at the NCTE meeting and is wondering if they should discuss ways in which the organization should or would help with this event.

January 25, 1975 Letter to Tom Pearsall from Clarence Andrews

In this letter, Andrews suggests he may be able to speak about recruiting at the meeting since he is experiencing successful recruitment procedures with his school's

new program. The department currently has 30 students in the program with a future goal of 200.

March 3, 1975 Letter to Tom Pearsall from Clarence Andrews

In this brief note, Andrews confirms he will discuss recruitment procedures at the annual meeting. He plans on talking about why reaching high school students is key and how to find potential students, requesting approximately 15 minutes to present.

- Vernon Keel

February 20, 1975 Letter to Tom Pearsall from Vernon Keel

In this brief letter, Keel thanks Pearsall for sending the Boston agenda, but states he will be unable to attend the meeting due to time constraints and lack of funds. Keel ends the letter requesting findings of the meeting.

- Thomas Warren (2)

February 10, 1975 Letter to Tom Pearsall from Thomas Warren

In this letter Thomas Warren writes to Pearsall requesting a copy of the 1974 proceedings and information about the 1975 meeting. He is interested in the requested information because the University of South Dakota, Springfield is now offering a two-year technical communication program.

June 11, 1975 Letter to Tom Pearsall from Thomas Warren

This letter from Warren begins with general information, such as asking Pearsall if he needs help with the proceedings. The main purpose of the letter is to issue a request that Pearsall review the enclosed "yellow card" in order to help a student who would complete a two-year degree at the University of South Dakota, then potentially transfer to the University of Minnesota to finish a four-year technical communication degree. Attached to this letter is the "yellow card" titled "Technical Communication Program Completion Sheet" which outlines the requirements for completing a two-year degree in technical communication at the University of South Dakota, Springfield.

- Morrell Solem

February 3, 1975 to Tom Pearsall from Morrell Solem

In this letter, Morrell Solem sends information to Pearsall regarding available fellowships which includes contact information and the deadline for applying. Solem states he is interested in the April meeting in Boston and plans to review his financing options and decide whether or not to attend at a later date.

- Beekman Cottrell

September 15, 1975 Letter to Tom Pearsall from Beekman Cottrell

This letter is mainly a personal one with Cottrell telling Pearsall about the new school year and a relative attending the U of M. Cottrell then asks Pearsall when the next

organization meeting is scheduled, saying he wants to apply early for funding in order to travel. He ends the letter informing Pearsall that he will be at the STC conference, possibly even featured on the schedule since he has submitted a proposal to present.

- Herman Estrin

February 27, 1975 Letter to Tom Pearsall from Herman Estrin

In this handwritten letter Estrin writes to inform Pearsall he received the invitation to the organization's Boston meeting, but will be unable to attend due to other commitments. Although not able to be at the annual meeting, Estrin states he will attend the CCCC convention where he will present a paper. Estrin ends the letter with an offer to help with the Boston meeting.

- M.L. White

Undated letter from M.L. White to Tom Pearsall

In this letter, White informs Pearsall he will be attending the conference in Boston and has no agenda items to suggest. White then addresses Richard Wiegand's paper outlining its strengths and weaknesses. Although he disagrees with several points, White believes the main weakness of the paper is the idea of a standardized curriculum. White does not believe the idea would be accepted nor should it be since he feels not all programs should be identical. He goes on to say he feels Wiegand lacks an understanding of accreditation programs. Alternatively, White believes the paper's main strength lies in the interesting approach to "data gathering" proposed by Wiegand.

- Wayne Losano

October 14, 1975 Letter to Tom Pearsall from Wayne Losano

This handwritten letter begins with Losano stating he is glad to hear the group remains "viable" since the first meeting was both helpful and "enjoyable." Losano plans to attend the meeting in Boston and offers a possible agenda item he would be willing to speak about which is recruitment. The letter ends with Losano planning to research other schools that may be interested in the meeting.

- Copy of letter from Harold Buchbinder to Richard Stephens

March 7, 1975 Letter to Richard Stephens from Harold Buchbinder

The purpose of this letter from Buchbinder is to send Stephens a list of meeting attendees which includes the amounts of their travel expenses and recommended financial aid (list not available in the archives). Buchbinder states he is glad a representative from the National Science Foundation will be able to attend the meeting and informs Stephens he will finalize the program as soon as he receives the go-ahead. The letter ends with Buchbinder providing Stephens with contact information while he is out of town.

- Miscellaneous list of names and addresses (hand written by Tom Pearsall)

This list outlines members and potential members of the organization. The document is heavily edited with some sections typed and other parts handwritten.

- Proceedings 1975, Troy, Boston, Massachusetts

Available on [cptsc.org](http://cptsc.org).

## CPTSC Archives: Contents 1974 (1973)

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- October 25, 1973 letter from Thomas E. Pearsall to "some 20 programs in Technical Communication (variously named)" proposing a meeting of the heads of the technical communication programs" and "volunteering to host such a meeting in Minnesota "during the winter or spring of 1974."

This now well-known letter from Tom Pearsall formally invites 20 program directors from around the United States to "sit down together" and discuss common programmatic issues in technical communication. Pearsall volunteers to host this meeting at the University of Minnesota. Topics of discussion outlined in the letter include problems and challenges, successful programs, training, required technical backgrounds, job opportunities, and student preparedness for the job market. The invitation also includes STC representatives. A list of the schools invited is attached to the letter.

- Location of the Communication Programs (attached to letter of 10/25/73)
- Responses to 10/25/73 letter from

- Vernon Keel

October 26, 1973 Letter to Tom Pearsall from Vernon Keel

This letter from Vernon Keel is a response to Tom Pearsall's October 25, 1973 invitation. Keel thanks Pearsall for the letter and expresses interest in attending a meeting with other program directors in the future. He then discusses the science writing program at South Dakota State University, stating they currently have approximately six students in the program, but feels they could recruit more. Areas of interest he would like to discuss with other directors include defining the realm of science or technical writing, ways to organize programs, necessary communication skills for the field, and possible career opportunities for students. Handwriting at the bottom of the letter indicates Keel will attend and serves as a reminder to send information regarding times and the meeting place.

- David Clark

October 29, 1973 Letter to Tom Pearsall from David Clark

In another reply to Pearsall's October 25, 1973 invitation, David Clark responds favorably to Pearsall's suggestion, stating a meeting would be a great way to begin improving the field. Clark does not offer any topics for discussion, rather, he feels

Pearsall's objectives would provide a sufficient platform from which to conduct a meeting. Although unable to attend the meeting, Clark offers help with any future developments.

- Delbert McGuire

October 29, 1973 Letter to Tom Pearsall from Delbert McGuire

Delbert McGuire responds positively to Pearsall's October 25, 1973 letter, stating a meeting would allow participants to share experiences and improve each program. He discusses the shift within Colorado State University's technical journalism program from a "specialized field" to the more general field of "communication theory" due mainly to instructors' preferences to teach broad-based theories versus scientific and technical writing or editing. McGuire notes that this shift is unfortunate since the technical communication field is growing, with many available jobs, high salaries, and possible promotions. The topic he would like to discuss at a future meeting is how to successfully teach technical communication within a journalism department. He then outlines a brief history of his department, discussing the two tracks available to students, the traditional track and the technical track, stating the technical track proved to be more successful in placing graduates.

- J.P. Alexander / Martin Klein (3)

October 30, 1973 Letter to Tom Pearsall from J.P. Alexander

This letter is the first in a series of letters from Alexander and Klein responding to Pearsall's October 25, 1973 invitation. J.P. Alexander feels the program at California State University, Fullerton would be attractive to people working in the scientific and technical communication field due to the university's close proximity to aerospace and electronic companies. He states many current graduate students work in the field by day and attend classes at night. The letter ends with Alexander expressing interest in participating in the Spring 1974 meeting.

January 30, 1974 Letter to Tom Pearsall from Martin Klein

The second response is from Martin Klein. In the letter, Klein informs Pearsall he is developing a technical communication emphasis in his department. Klein goes on to thank Pearsall for the invitation, informing him that he is actively seeking funds in order to attend the Spring 1974 meeting. The letter ends with Klein seeking advice from Pearsall about program development, specifically regarding recruitment since their current program is quite small.

February 8, 1974 Letter to Tom Pearsall from J.P. Alexander

This final letter in the series, written by Alexander on behalf of Martin Klein, serves to inform Pearsall that due to budget problems Dr. Klein will be unable to attend the March meeting. Alexander then talks briefly about the technical communication emphasis in their

undergraduate program and ends the letter expressing interest in providing future help to Pearsall.

- J.W. Schwartz

November 1, 1973 Letter to Tom Pearsall from J.W. Schwartz

In this brief response to Tom Pearsall's October 25, 1973 invitation letter, J.W. Schwartz expresses interest in attending a meeting, stating he will adjust his schedule accordingly and plans to consult his staff in order to offer agenda suggestions at a later date.

- Robert Gentry (2)

November 7, 1973 Letter to Tom Pearsall from Robert Gentry

This response to Tom Pearsall's October 25, 1973 invitation letter is sent by Robert Gentry who expresses his interest in attending the proposed meeting. Gentry goes on to talk about the two-year program at his school, including the age of the program, the number of instructors, and technical communication course information. At the end of the letter, Gentry proposes some agenda items such as skills required for beginning technical communicators, methods for teaching, recruitment, placing standards, the future of the profession, assessing the job market, and "new methods."

February 5, 1974 Letter to Tom Pearsall from Robert Gentry

A brief follow-up letter outlines Gentry's plans to attend the March 21-23 conference. Though not definite, Gentry believes he will be able to attend the conference and feels the agenda looks good.

- Joye Patterson

November 7, 1973 Letter to Tom Pearsall from Joye Patterson

In this letter, Joye Patterson responds to Pearsall's October 25, 1973 invitation which was forwarded to her from Dean English. Patterson discusses her school's science writing program. She believes their program is different from the types described by Pearsall, mainly due to the fact that graduates from their program write for a wide audience versus a "specialized" one. Despite the uncertainty about whether the University of Missouri, Columbia's science writing program is like other programs or would be of interest to other schools, Patterson expresses interest in attending a meeting and requests more information. In a postscript, Patterson offers two names of people at other schools that may be interested in Pearsall's proposal.

- Fern Rook

November 20, 1973 Letter to Tom Pearsall from Fern Rook

Fern Rook writes to Tom Pearsall on behalf of Dr. Prust to inform him they are interested in his proposed meeting, but unable to fund a trip. Since Rook will be at the STC meeting, she proposes talking there. Rook outlines two possible agenda items that would address some concerns of their department. First, they would like to discuss

evaluating the need for technical communication programs. Rook discusses the feedback from technical writers working in Phoenix, stating she often feels they are “filling an unfelt need.” She then goes on to talk about recent arguments being made against the need for technical writers. Second, they would like to evaluate the abilities of graduates to compete in the workplace. Rook states examples of companies that would hire graduates of their electronic technology program over graduates from their technical writing program. The letter ends with a request for further contact if a meeting takes place.

- Additional Listings Document

This is an undated list of locations of technical communication programs. Pearsall also includes a list of schools that potentially have technical communication programs. He is unsure about these schools because representatives have not replied to his inquiries. The document also has additional addresses handwritten on the second page. Attached to the document is a note (author unknown) thanking Pearsall for the list of technical communication programs and offering additional contact information.

- List of those attending/not attending

This is an undated list of schools that offer technical communication programs and contact information. Pearsall appears to use this contact list as a tally for those attending the meeting, those planning to attend if they can fund a trip, and those unlikely to attend.

- Draft of a letter from T. Pearsall to those persons responding positively to the 10/25/73 invitation

This undated draft begins with a thank-you for the “positive response” to the idea of a meeting. Pearsall lists schools planning to attend as well as members of STC and technical communicators from the Twin Cities. The preliminary agenda is offered in the letter which focuses on career opportunities, key elements of technical communication programs, measuring graduate skills, internships, and recruitment. In the draft, Pearsall asks if the recipient would be interested in presenting at the meeting. Finally, Pearsall proposes dates and requests feedback. Editing marks cover the draft and a tally appears in the list of schools indicating who will or will not attend the meeting. Attached to the typewritten draft is the beginning of a handwritten draft.

- January 11, 1974 letter to those responding to 10/25/73 invitation

This letter is a more developed draft of the undated “positive response” letter. The letter is addressed to Albert Brouse and has handwritten marks along the list of names, noting who is and is not attending the meeting. In addition, the letter features a list of people who will receive the letter.

- Lists of names and addresses Medical Illustration Degree Programs in the United States and Canada (undated)

This document is an undated, typed list of Medical Illustration degree programs located in the US and Canada. The list features six schools and provides contact information for each program.

- "An Internship Program in Biomedical Communications," University of Nebraska Medical Center, September 1973

This document, dated September 1973, outlines the Internship Program in Biomedical Communications at the University of Nebraska Medical Center. In the opening two paragraphs, an introduction to the program is provided, touching on what an interested student can expect. After the introductory information, the document is broken up into various sections. The first is titled, "The Program," and it discusses which majors are eligible to be considered for the program, necessary admission steps, housing, and certification. The second section is called, "Educational Objectives," and outlines what students can expect to gain from the program. The third section, "Curriculum," provides the number of credit hours required and example courses. "Internship Segments" offers information about internship requirements and outlines areas of training the student will receive. This section also covers application instructions. Finally, the last section, labeled "Facilities," provides brief histories of the Division of Biomedical Communications at the University of Nebraska Medical Center and University of Nebraska at Omaha.

- "The Boston University M.S. in Science Communication..." H.G. Buchbinder

This undated document, written by Harold Buchbinder, describes Boston University's M.S. in Science Communication in the Department of Journalism. The document briefly describes the number of credits required and the types of courses offered in the program. Buchbinder then talks about the two types of students the program targets. First, the department tries to recruit students with a B.S. or M.S. in science or engineering that want to be more than "technicians" within their respective fields. Second, the program would be beneficial to those already working in the science or engineering field that realize they need more training. Buchbinder goes on to say that time is spent with each potential candidate before that person is accepted into the program to ensure the program is a good fit. In addition to course work, the program incorporates "practical experience" through work in real world situations such as working at local television stations or writing and editing for local newspapers. The document concludes with the statement that the program is not easy, but is fulfilling and Buchbinder's offer to answer any questions.

- Scientific and Technical Communication at University of Washington

This undated brochure features information about the Scientific and Technical Communication program at the University of Washington. It is a standard brochure with the inside featuring a variety of topics such as defining scientific and technical communication, outlining potential career opportunities, and describing available scientific and technical communication programs at the University of Washington. The inside panels also feature example courses and contact information. On the back, the brochure lists potential job titles

for graduates, types of documents technical communicators typically work on, and professional agencies.

- Letter and attachment from John Trauger re Rochester Institute of Technology's Biomedical Photography/Communications program

October 31, 1973 Letter to Tom Pearsall from John Trauger

This letter provides insight into the Biomedical Photography/Communications program at Rochester Institute of Technology from the program director, John Trauger. The letter begins with Trauger asking about a survey Pearsall conducted, specifically inquiring about whether the study includes information regarding “biomedical” and “health care services.” Next, Trauger states only a few schools offer a program similar to the one at Rochester Institute of Technology. Trauger then requests information regarding the University of Minnesota's technical communication degree and about the organization Pearsall is forming. Attached to the letter is a brochure describing the Biomedical Photography/Communications program. The information included covers the definition of the program, career responsibilities, admission requirements, and an overview of curriculum. Also attached is a questionnaire, presumably sent by Pearsall, requesting information on various technical communication programs throughout the country. This questionnaire is filled in by Trauger regarding the Rochester IT program.

- Letter to T. Pearsall from Fred W. Holder

December 27, 1973 Letter to Tom Pearsall from Fred Holder

The purpose of this letter sent by Fred Holder is to offer constructive criticism of the technical communication outline provided to him. Holder feels the University of Minnesota program does not emphasize “technical subject matter” or “production of technical documentation” enough. In order to be a successful technical communicator, a person must be able to think logically and technically. Holder feels math best prepares one for this, especially “mathematics through calculus.” Holder believes this should be a basic requirement. A technical communicator should also have basic knowledge of various disciplines in order to successfully “bridge the gap” between expert and lay audiences. Holder recommends dividing the assumed 120 credits into 40 credits covering “communication techniques,” 40 credits covering “technical subjects in a specific discipline,” and 40 credits covering “general education subjects.” At the end of the letter, Holder reiterates the belief that technical communicators must first understand the subject they intend to communicate and he feels the current University of Minnesota program does not sufficiently prepare graduates to achieve this requirement.

- Letters to T. Pearsall about spring conference from

- Robert Gentry

March 15, 1974 Letter to Tom Pearsall from Robert Gentry

In this brief letter, Robert Gentry informs Pearsall that he will be unable to attend the spring conference.



This draft, addressed to Robert Elmer, is an example of a letter sent following the mailing of the spring meeting proceedings. Pearsall also uses the letter to inform the recipients about the next meeting tentatively set for spring 1975 in Boston. While the agenda and dates are not yet available, Pearsall states the meeting could coincide with a one-day seminar, "How to Write for Publication," presented by Boston's Science Communication group. At the end of the letter, Pearsall requests agenda items and names of any other schools that may be interested in attending. Attached to the letter is a two page list of contacts with handwriting in the margins. Everyone on the list received the above letter. Also attached to the draft is a copy of the same letter addressed to Harold Buchbinder.

- Letters following receipt of proceedings from

- Albert Brouse (2)

October 4, 1974 Letter to Tom Pearsall from Albert Brouse

Brouse begins this letter by acknowledging he received the proceedings and stating he will be attending the Boston meeting in April. He then outlines two areas of interest that he would like to discuss at the meeting. The first is Illinois Institute of Technology's Science Information Program, a new program at the school. The second is Illinois Institute of Technology's Writing for the Professions proposal which addresses the gap between writing taught during school and writing expected in the workplace. Brouse ends this letter requesting the Boston agenda so he can tailor his presentation to suit the schedule.

December 5, 1974 Letter to Tom Pearsall from Albert Brouse

This brief note summarizes the October 4<sup>th</sup> letter Brouse sent and asks if Pearsall received the letter.

- Clarence Andrews

October 10, 1974 Letter to Tom Pearsall from Clarence Andrews

Andrews starts the letter by telling Pearsall he agrees with the meeting's proposed agenda and adds other possible topics which are discussing the difference in teaching technical writing for two-year versus four-year students, discussing the difference between science writing and technical writing, and program accreditation. He goes on to say he is not sure whether he will attend the upcoming meeting and ends the letter informing Pearsall about his new book due out, *Technical and Business Writing*, and of his upcoming lecture in East Lansing.

- Reba Benschoter

October 14, 1974 Letter to Tom Pearsall from Reba Benschoter

In this letter, Reba Benschoter informs Pearsall she has looked over the proceedings. Benschoter is glad to hear about the upcoming spring meeting, but alludes to a conflict with dates that would potentially prohibit attendance. The letter ends with Benschoter stating she will be "looking forward" to more information.

- Beekman Cottrell

October 15, 1974 Letter to Tom Pearsall from Beekman Cottrell

In this letter, Beekman Cottrell tells Pearsall that spring would be a good time for a meeting and the proposed dates work well for him. Cottrell requests to be part of the agenda because doing so would ensure funding for travel. Concerning the agenda, Cottrell proposes discussing students' responses to and suggestions for programs. He then informs Pearsall of two Carnegie-Mellon graduates working in Boston who may want to attend the meeting. In a handwritten note at the bottom of the letter Cottrell thanks Pearsall for "extra copies of the proceedings."

- Roland Browne (3)

November 5, 1974 Letter to Tom Pearsall from Roland Browne

This letter from Roland Browne begins by describing Florida Technological University's current program and discusses plans to include a technical writing concentration, offering details of the beginning aspects of the program. Browne asks Pearsall for advice regarding their proposed program, asking whether other schools offer similar programs. Browne ends the letter telling Pearsall the department uses the Houp and Pearsall text for their English 301 course.

November 18, 1974 Letter to Roland Browne from Tom Pearsall

In this copy of a response to Browne's November 5, 1974 letter, Pearsall reports Florida Technological University's program is indeed similar to others across the country, stating programs vary widely by departments. Pearsall informs Browne he has enclosed a copy of the Minnesota proceedings to help answer the questions posed in his letter (not available in archives). Pearsall then tells Browne about the upcoming Boston meeting, offering to send more information and requests a copy of the new program's curriculum when it is developed.

November 22, 1974 Letter to Tom Pearsall from Roland Browne

Browne sends this letter thanking Pearsall for his response and information. After reading the materials Pearsall sent, Browne feels his ideas for a future program resemble others across the country. The letter ends with Browne expressing interest in attending the Boston meeting.

- Herman Estrin

December 10, 1974 Letter to Tom Pearsall from Herman Estrin

In this handwritten letter, Herman Estrin informs Pearsall he read the article, "Meeting of Heads of Technical Communication Programs," featured in *Technical Writing Teacher* and felt the "summary was excellent." Estrin then asks whether a fall conference was held at Boston University and requests a summary of the meeting. Since recently being appointed Chairman of the Committee on Technical and Scientific

Writing, Estrin also requests information on any future meetings. The letter ends with Estrin stating he hopes to see Pearsall at the CCCC convention.

- Robert Elmer

December 31, 1974 Letter to Tom Pearsall from Robert Elmer

Robert Elmer opens this letter by thanking Pearsall for the invitation to the April conference, stating he believes he will attend and expressing interest in the one-day seminar. Elmer goes on to suggest an agenda topic for the conference which is applying aspects of various theories to technical communication. This topic would include looking at studies based on “small group behavior,” “psychology of learning,” “information theory,” and “management theory.” The letter ends with a promise to look into other schools that may be interested in the upcoming conference.

- Proceedings 1974, St. Paul, Minnesota

Available on [cpts.org](http://cpts.org).