

ADMINISTRATIVE GROUP MEETING

January 6, 1961

PRESENT: Messrs: Eklund, Hoopes, Matthews, McKay, O'Dowd, Pope,
Stoutenburg, Swanson, Varner, and Wilder

ABSENT: Lepley

School Seal -- Paul Allen, President of the Student Government, proposed to the Chancellor and the Dean of Students that a contest be held among the students to draw a seal for the University. Mr. Varner agreed that this would be a good student activity and suggested that the Student Government proceed with setting up the contest. It was further agreed that the winning seal does not have to be accepted if it is not approved by this body and the Board of Trustees.

Awarding of Scholarships -- Mr. Varner pointed out that the awarding of scholarships under the trimester arrangement must be studied. He asked whether the awards should be made on (a) calendar year basis (three trimesters); (b) two trimester basis; or (c) one trimester basis. Mr. Pope pointed out that loans and grants-in-aid should also be considered at the same time the scholarship program is reviewed. All present agreed that financial aid should be thought of as a package rather than separate items. An Ad Hoc committee will be appointed to study this problem.

College Credit for High School Students -- Mr. Varner stated that in late December, Mr. Otis Dickey, the Superintendent of the Birmingham School System, met with Mr. O'Dowd and himself to discuss a cooperative program between the Birmingham Senior High School (Seaholm) and MSUO. Mr. Dickey felt that some of the better Seaholm High School students could benefit more by taking certain freshmen year courses at MSUO than continuing with their senior high school courses. Such areas as Western Institutions, Rhetoric & Literature, Calculus, and Foreign Languages were discussed.

Mr. O'Dowd was asked to proceed with setting up a concrete proposal to be presented to Mr. Dickey. If acceptable to him, it would then be presented to the faculty for approval.

Faculty Recruitment -- Several key positions are still unfilled, however, it appears that Mr. Kenneth Roose may accept the Head of the Business Administration Division. Mr. Varner will be away interviewing all next week as well as tomorrow at Oberlin.

Summer School 1961 -- It was agreed that the summer program this year should be an opportunity for the students to finish incomplete sequences. Mr. Stoutenburg was asked to propose at the next meeting what courses should be taught and the potential enrollment in each.

Distinguished Professors -- Mr. Varner asked whether we should look for an individual who is now at his peak or one who is just budding or one who is known but starting to decline. Further, should these appointments be permanent or for a specific period of time. It was

pointed out that our library facilities might prove to be a handicap in locating someone at this time.

Mr. Wilder asked what are we looking for by hiring such a person? The following answers were presented: (a) faculty stimulation; (b) prestige; (c) tone; (d) attraction to others; and inspiration and help to students.

Mr. Varner said he would propose the idea to the Board for consideration.

Faculty Handbooks -- Mr. Pope was asked to prepare a handbook for faculty on Senate actions to date.

Mr. Wilder announced that the AAUP is planning a handbook of general information for the faculty.

Advising System -- Mr. Stoutenburg announced that there would be a revision to the present Academic Advisor's system and it would be functioning for the spring quarter.

Catalog -- The Committee on Instructions is now working on the new trimester curriculum and hopes to have this material ready by April 1 so that the present Bulletin may be revised.

Directory -- Mr. Eklund asked the status of an outside directory to help visitors find the office they are seeking. Mr. Swanson said that an estimate is now being requested.

Coffee Break -- Mr. Varner will write a memorandum restating the policy regarding coffee breaks.

Detroit Adventure -- Mr. Pope outlined the series and what it could do for MSUO. All agreed that Mr. Pope should take the necessary steps for MSUO to become identified as a sponsoring organization.