

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

November 29, 1960

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

ABSENT: Stoutenburg

Mr. McKay inquired about the probable completion date of the proposed MSUO dormitories so that a decision can be made whether to extend an invitation to the National Science Foundation's Teacher Training Program for next summer. Mr. Varner explained the timetable for necessary Legislative action followed by construction. If all goes well, the units will be ready for occupancy during August of 1961.

Several conflicts in the examination schedule for the fall term were pointed out by Mr. McKay and additional conflicts in the future were foreseen as the number of courses increase. Mr. Varner asked Mr. Hoopes and Mr. Stoutenburg to review the schedule and develop the most satisfactory schedule.

In response to a question raised by Mr. McKay, Mr. Varner announced that he is actively seeking to fill the position to head the Engineering Science program. He will interview a candidate in Chicago on November 30 and is considering two other candidates.

Several questions raised by students at the meeting on November 28 were relayed by Mr. McKay. They were as follows:

1. What are the objectives in the Music and Art courses? (Mr. Varner asked that Mr. Hoopes inform him of the specific objectives and content of the courses so that he is in a position to reply to the queries.)
2. Again, why can't the class schedules show the name of the faculty member teaching each course or section? After much discussion, it was agreed that the names of faculty members should be shown on class schedules. Mr. Wilder suggested that since the Academic Senate acted on the present policy, it would be more appropriate for that Body to act on the proposed changes.
3. What are the proposed dormitory rates as they apply to Trimester operations? They have not been established as yet.
4. What constitutes a conduct unbecoming a student?

Mr. O'Dowd cited a problem of apparent work overload in the secretarial pool in South Foundation Hall resulting in delays in getting some kinds of work completed. Mr. Varner asked Mr. Swanson to investigate and take necessary action to provide satisfactory secretarial services.

Mr. Alexander asked if there was to be a course in Mathematics for elementary school teachers. Mr. McKay replied that such a course has been approved by the Committee on Instructions and would be offered. Mr. Varner then raised the question of procedure in establishing new courses. It was suggested that the Committee on Instruction should place its recommendations before the EPC which, in turn, should take it before the Senate. After discussion, Mr. Varner indicated that this will be reviewed with other organizational procedures and more definitely defined.

Mr. Varner raised the question of an apparent lack of cohesion on the part of the freshman class. Mr. Alexander replied that, in his opinion, the freshman class is well knit and is aware of no problems in this area.

Plans for a Christmas party were announced by Mr. Varner and he asked Mr. Swanson to make the arrangements. It was agreed that the party should be University wide, including labor personnel, classified personnel, Board Appointees and faculty members and their respective spouses. The date has been set on Friday, December 16, at 3:00 P.M. in the Student Center.

Mr. Varner also announced the scholarship dinner on December ¹²13 which recognizes the donors and committee members and honors the recipients of scholarships. The Administrative Group is invited.

The second annual Press Dinner was announced for December 15, with Mr. Pope in charge of arrangements. The Administrative Group is also invited to this affair which is planned in recognition of the fine service rendered by the regional newspapers.

Mr. Varner announced the appointment of Mr. Hammerle to serve a one-year term on the EPC and the reappointment of Mr. Alexander.

A week-end (interruption free) curriculum-planning session was announced by Mr. Varner to begin Friday evening at St. Clair Inn and to include Messrs. Hoopes, Matthews, McKay and O'Dowd. Similar sessions are planned in the future in other areas.

Meeting adjourned.