

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

October ³¹13, 1960

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

Mr. Varner announced that the State Board of Trustees adopted a \$50 deposit for students admitted to Michigan State University, effective fall, 1961. This deposit is refundable up to August 1, but not refundable after that date. The deposit will be applied to the first term's tuition. Mr. Varner asked if MSUO should follow this program. Mr. Stoutenburg stated that he felt the \$10 application fee now required is enough for us to consider at this time. It was agreed that this item could be discussed again in the spring.

The proposed trimester program at MSUO will be explained to the MSU Council of Deans by Mr. Varner prior to the November 13 Board of Trustees meeting.

Mr. Varner asked if it is necessary to include the descriptive course material in a printed catalog. It was the feeling of this Group that it should be included for evaluation of MSUO transcripts by other schools and for the assistance of high school counselors in explaining MSUO to prospective students.

The need for a trimester bulletin for the purpose of explaining it to the general public was pointed out as an absolute must at this time. Mr. Matthews suggested that it might be wise to review the trimester plan again before the Senate. He felt that several faculty members still had questions regarding the proposal.

Mr. Varner stated that two men are currently under consideration to head the Engineering Science program -- a Mr. Shaler, recently of Pennsylvania State University, will visit us tomorrow and a Mr. Fakey will visit us in a couple of weeks.

Mr. Hoopes announced that he was preparing a memo to the EPC to discuss the summer school program for 1961 and trailer courses.

Mr. Alexander asked if more information was available regarding the Computer Seminars. It was stated that Mr. Taulbee would keep everyone informed and that the Computer Committee would appreciate all information they could get from potential users regarding their needs.

Mr. Eklund asked for a clarification of faculty participation in the Continuing Education program. Mr. Hoopes stated that any faculty member may teach one course over his regular work schedule without additional permission; however, over this amount, special approval by the Dean of the Faculty would be necessary.

Continuing Education announced a six-week, day-time Clergyman's Seminar which started today, taught by Professor Kluback. The area of discussion is Philosophy.

Mr. Eklund suggested that those present might like to read, "Ivory Towers In The Market Place" and "The Emerging Evening College", two books about the evening programs as they exist on U. S. campuses.

Mr. Stoutenburg raised the question of a review of the Academic Advisors' system. Messrs. Varner, Hoopes, and Alexander are to discuss this general problem but for the time being, the advising responsibility continues to rest with Mr. Hopkins.

It was agreed that any matriculated student enrolled in a given term may audit classes in which he has an interest if the professor in charge will permit his attending the class. There will be no formal record kept of audit courses.

Mr. Galloway offered one of his paintings to MSUO to start its art collection. Mrs. Matthews, Paul Allen and Mr. Varner made the selection for the University. Mr. Pope was asked to make the appropriate newspaper announcement with photographs.

Mr. Wilder asked whether the University was participating in the United Fund drive. Mr. Varner said that there has been no official overtures this year from United Fund people and felt that it should be left to the individual to give to the community fund of his own choosing.

There will appear in one of the Rochester papers a full-page ad announcing that certain MSUO faculty members support Mr. Kennedy for president. It was emphasized that it be made clear in the ad that the University is not sponsoring Mr. Kennedy's presidency, but this action is that of interested individuals.

Meeting adjourned.