

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

September 13, 1960

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

Mr. Karas gave the group a summary of the construction and approximate dates for completion of those areas needed for the beginning of classes.

It was agreed that the Administrative Group meetings would be held each week on Monday at 3:00 P.M.

The procession for the Freshmen Convocation will include all members of the Assembly.

Mr. Varner announced that the MSUO Foundation, the State Legislators from this area, the Council of Deans from Michigan State University, and the members of the original Curriculum Committee have been invited to the Freshmen Convocation and to lunch at noon. Also the wives of the Administrative Group are invited to both events.

The Parents' Convocation for the 1960-61 school year will be held at 3:00 P.M. on Sunday, September 18. Mr. Alexander will preside, Mr. Hoopes will make a few appropriate statements and Mr. Varner will deliver the main address. The faculty are invited to participate if interested. Members of the Administrative Group and their wives are encouraged to be present.

The program for the Wednesday evening dinner will include music by Mr. Holmes and Mr. & Mrs. Lindquist; explanation of credit union, subdivision, etc. by Mr. Swanson; introduction of faculty by Mr. Hoopes; and general remarks by Mr. Varner.

Mr. Varner explained the rationale behind the decision to place the \$25,000 limitation on homes built in the MSUO subdivision.

An information brochure regarding the policies and regulations for building in the MSUO subdivision is being prepared by the Business Office.

Mr. Swanson announced that the purchasing functions for MSUO will be transferred from MSU to his office by January 1, 1961.

Mr. McKay suggested that a leaflet be prepared on purchasing procedures to assist those not presently familiar with these business details. Mr. Swanson said he would have it prepared.

Mr. McKay announced that overtures will be made to the National Science Foundation to finance, in 1961, a Summer Seminar in Mathematics at MSUO. Mr. Wisner will assist in this proposed project.

Mr. Varner cautioned against the over extending of MSUO staff in meeting the many requests of the high schools to work with their several departments in developing or evaluating their programs. It was suggested that if these requests continue to grow that we try to centralize them in some way.

Not my memory! { Mr. Stoutenburg presented the need for expanding the evening credit offering to meet the request of the students who were in attendance during the 1959-60 school year. It was agreed that one of the Arts courses would be taught. Messrs. Hoopes and Stoutenburg were asked to make necessary arrangements for this change in schedule.

Mr. Matthews requested the Educational Policy Committee to review the whole evening picture and to set some guide lines for future use.

Mr. Varner again reviewed the Academic Counseling system and explained the urgency for setting up a more effective program which should include some sort of mid-term reporting on the students' progress.

Mr. Alexander announced that the American College Testing Service has chosen MSUO as one of its test centers for the 1960-61 school year.

Mr. Alexander stated that he will hold the freshmen class after the Convocation program on Thursday morning to discuss with them certain information he feels they should have.

Mr. Rhode will act as Coordinator for the program "Liberal Arts for Service Clubs". These activities will be in conjunction with the Continuing Education Division.

Mr. Eklund announced that spouses of members of the Assembly will be permitted to enroll in the MSUO Continuing Education class without charge if space is available.

Meeting adjourned.