

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

January 30, 1961

PRESENT: MESSRS: EKLUND, HOOPEs, MATTHEWS, MCKAY, O'DOWD, POPE,
STOUTENBURG, SWANSON, VARNER, LEPLEY

ABSENT: WILDER

New Appointment - Mr. Varner announced that Mr. Charles Hucker has accepted an appointment as Professor of History and Chairman of the Committee on Asian Studies, effective fall, 1961. Mr. Hucker will join us in July or August.

Continental Classroom Credit - Mr. O'Dowd described a new TV program presented by the Continental Classroom -- Statistics. Dr. Fred Mosteler of Harvard prepared the material to be taught. A question has been raised whether our students can take the course for credit at MSUO. This Group gave approval pending final action by the Academic Senate. Messrs. O'Dowd, McKay, and Stoutenburg were asked to work out the details for presentation to the Committee on Instruction and the Senate.

Phi Beta Kappa - Mr. Hoopes announced that he is contacting the national headquarters of Phi Beta Kappa proposing the creation of a mock chapter at MSUO with the hope that when MSUO is fully recognized, all mock appointments would be made retroactive.

Secretarial Needs - It was suggested that priorities be established for the use of secretarial services. It was pointed out that Mrs. Mary Isbell in South Foundation Hall could use extra help which would permit better secretarial service for the faculty housed in SFH. Both Mr. Varner and Mr. Hoopes offered their dictaphones for use in SFH.

Continuing Education - Mr. Eklund announced that the PTA Conference scheduled for February 4 has been oversubscribed so a second meeting has been planned for February 18.

Continuing Education enrollment for winter, 1961 is now over 600. Thirty-nine courses are being taught.

Scheduling Campus Events - Mr. Lepley asked for a central place for scheduling events on campus because of a conflict which has arisen on February 8 with another group planning to use MSUO facilities. It was pointed out that this is done through Mr. Pope's office.

Ice Carnival - The Ice Carnival and Sno-Ball was a success considering that this was the first time for such an event on campus.

Student Roundtable - Mr. Varner announced that on February 3 at Noon the Student Roundtable will meet for lunch in room 112 of the Student Center. The Administrative Group is invited to attend.

New Faculty Positions - Mr. McKay asked for a further explanation of the distribution of new faculty positions for fall, 1961. Mr. Varner answered and added that he would give Mr. McKay's ideas further consideration.

Summer School Needs - The following information was presented by Mr. Stoutenburg:

A review of past and current enrollment figures indicates that MSUO should be prepared to establish the following courses for summer school, 1961.

<u>Course</u>	<u>Expected No. of Students</u>	<u>Number of Sections</u>	
✓ Rhetoric & Literature 013	40	2	1 section Probably
✓ Western Institutions 033	55	2	1 section Probably
no Art (Third term)	25	1	
✓ Music (Third term)	25	1	2 sections possibly
✓ Foreign Language			
French 113	15	1	
German 113	15	1	
Spanish 113	25	1	
Social Sciences*	??	??	
✓ Education 243	100	3	
✓ Mathematics 153	35	1	

These estimates, of course, depend upon the desire of students to clear their record of partial courses before the trimester program begins. To further verify the figures below, I suggest that a questionnaire be distributed by the Registrar's Office at spring registration.

*Based on the survey at spring registration, it may be decided to offer one or more of this sequence.

Meeting adjourned.