

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

June 12, 1961

PRESENT: MESSRS: EKLUND, HOOPES, LEPLEY, MATTHEWS, MCKAY, POPE,
STOUTENBURG, SWANSON, VARNER, WILDER

ABSENT: MR. O'DOWD

Drop-Out Study--Mr. McKay handed out a summary of the drop-out study that the Admissions Committee has been working on this term.

Third Trimester--Mr. McKay raised the question about staffing and courses to be offered in the spring trimester, 1962. He pointed out the necessity for a review of this total area prior to fall registration in order that students may know how to plan their first three semester's work. It was decided that this problem will be reviewed again later this summer.

Summer School--Summer School enrollment is set at 191 students as of this date allowing for the following courses to be taught:

<u>COURSE NUMBER</u>	<u>COURSE TITLE</u>	<u>MSUO STUDENTS</u>	<u>GUEST STUDENTS</u>
UC 013	Rhetoric & Literature	9	1
UC 033	Western Institutions	31	1
UC 044	Intro. to Music	16	1
UC 046	Symphonic Music	9	0
UC 051	Political Science	25	2
UC 053	Social Psychology	15	4
UC 047	Sociology	16	4
243	Education	35	4
213	Second Year French	13	1
213	Second Year Russian	13	0
113	First Year Spanish	14	0
153	Calculus	17	1

School Opening Exercises for the Fall--The Freshmen Convocation will be held at 10:00 A.M. on September 5. The Subcommittee on the Convocation program felt that this event should always be held for freshmen only. The speaker this year will be Dean O'Dowd.

The Committee also indicated a desire to have a different faculty member speak at each succeeding Freshmen Convocation.

The Chancellor's Reception will be held on Friday evening, September 8. It was suggested that Mr. Varner might want to include in the reception line the appropriate faculty, Administrative Officers, and members of the Student Government.

The Faculty Reception and Dinner will be held Saturday evening, September 16 for the new and present MSUO faculty members. The reception will be held at Chancellor and Mrs. Varner's home at 5:30 P.M. and dinner will be served in the Student Center at 7:00 P.M.

Library Furniture--Mr. Wilder discussed the equipment for the individual study positions to be placed on the second floor of the new library. These study areas will include a four-foot long table with a room divider across the front and one side. The third side will be against the outside wall of the library. Each study area will have two locked file drawers that can be rented by the semester to students for a small rental fee. In addition, there will be a bookshelf and coat hook furnished at each position. Mr. Varner felt that we may want to think in terms of only 50 of these units at the outset rather than the 83 now planned. Mr. Wilder will ask the manufacturer what cost differential there may be if the order is reduced.

Miscellaneous--The budget has been prepared and will be submitted to the Board for their approval on Thursday, June 15. Mr. Varner pointed out that there had been some monies appropriated for salary adjustments.

The Governor has called a special session of the Legislature to handle the Federal Billboard Proposal and Aid to Dependent Children. Mr. Varner thought that if there was enough interest by the Legislators, the discussions for more appropriations for higher education and mental health might be reopened.

Mr. Varner announced that he would be taking the last two weeks in June for vacation and would appreciate having the schedule of others from this Group. He urged that the vacations be taken prior to August 15 if possible because of the earlier school opening date.

Meeting adjourned.