

## MICHIGAN STATE UNIVERSITY OAKLAND

## ADMINISTRATIVE GROUP MEETING

November 26, 1962

PRESENT: Messrs. DICKERSON, EKLUND, HOOPES, MATTHEWS, MCKAY, O'DOWD, POPE, ROOSE, SELLS, SWANSON, VARNER and WILDER

ABSENT: Mr. STOUTENBURG

Mr. Varner reported on the Board of Trustees' favorable reaction to the briefing, tour and opportunity to familiarize with the program at MSUO while they were here for their November meeting.

Mr. McKay reported that 446 high school science and math students and faculty from lower Michigan were on campus November 20 for a Science Night program and dinner. Michigan Bell Telephone is sponsoring a program and dinner for science teachers of Oakland County high school. Dr. Tombouljian will lecture on solar batteries. It will be held on December 4 and a Michigan Bell scientist will lecture on ferro-magnetic domains. Mr. Augenstein, head of the Biophysics Department at MSU, will be on the MSUO campus for a seminar on biophysics on November 27.

Mr. Wilder reported the employment of Eileen Dodge as secretary in the library. Mr. Wilder also reported that the Kresge Library was busier than expected on Friday during the Thanksgiving holiday. *of the Friends of the Library the Development Office*

Mr. Sells reported on scheduling complications brought on by the date on which next Easter falls.

Mr. O'Dowd announced that Mr. Eklund is designing a leadership conference for high school students in the area. Examination dates have been established running from December 19 through the 21st. Mr. O'Dowd announced that they were formulating a special advising program for outstanding students and are hopeful to get it under way for next semester. The graduate record examination is scheduled for January 4 and 5. Mr. O'Dowd also reported that some faculty members have objected to the form in which the Crittenton Hospital Fund Drive information was sent out and that some have interpreted it to imply institutional pressure. It was explained that no institutional coercion or pressure was intended and also that a memo is being distributed to clarify this point.

Mr. Hoopes reported that Dean Fred Cahill from North Carolina State College is visiting the MSUO campus today. Mr. Hoopes also commented on some grammatical inconsistencies that he detected in the MSUO catalog and suggested that in the future a common style be adopted for all those making contributions to the catalog.

Mr. Pope reported that the first in a series of forums sponsored by the Committee on Development will be held on November 29 and will feature Messrs. Roose, Brown, Appleton, Maher, Hildum and Stubblefield as panelists. The subject of the December meeting will be on the grade-point average.

Mr. Roose reported that he and Mr. Hildum will go to Ann Arbor on November 27 to take part in a conference on programmed learning.

Meeting adjourned.