

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

February 6, 1961

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

Summer School -- The Assistants to the Dean reported that they view the following courses as possible for the summer program:

<u>Course</u>	<u>No. of Sections</u>
Rhetoric & Literature 013	1
Western Institutions 033	1
Music (Third term)	2
Foreign Language	
French 113	1
German 113	1
Spanish 113	1
Education* 243	3
Mathematics 153	1
Social Sciences	**

*Mr. O'Dowd stated that it would be necessary to hire someone from outside the University to teach this course for both he and Mr. Beardslee had other commitments which precluded their teaching the course.

**A final decision regarding which of the Social Science courses that would be taught this summer should await the survey to be taken at spring registration.

Mr. Varner asked Messrs. Pope, Swanson, and Stoutenburg to prepare a news release for the Oakland Observer to start the students thinking about their course needs to complete as many of their courses as possible before the beginning of the trimester program.

New Administrative Positions -- Mr. Varner presented a memo announcing the establishment of two new administrative positions which he is recommending to the Board of Trustees at their February 16 meeting at MSUO. If the Board accepts the recommendations, the action will become effective July 1, 1961.

The new positions will be: (1) Assistant to the Chancellor for University Planning and (2) Dean of the University.

Mr. Hoopes will be appointed Assistant to the Chancellor for University Planning.

Mr. Varner stated he will be meeting with members of the Administrative Group and Faculty in the next few days to ask for recommendations of possible candidates from within or from without the University for the position of Dean of the University.

Salary Ranges -- Mr. Varner discussed the request of an AAUP Committee for a breakdown of salaries by rank. This would be used by the Committee and published in the Bulletin.

It was pointed out that the University has a policy not to disclose individual salaries, therefore, because Messrs. Galloway and Matthews are the only faculty members with professorial rank, the University would not be willing to divulge this information at the professor level. However, below this rank, the breakdown of salaries could be made available by high, low, and mean.

Meeting adjourned.