



## STAFF BULLETIN



December 16-22, 1968

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(ext. 2219). Deadline for submitting material is 5 p.m. Thursday.

### OAKLAND CENTER EXPANSION AND REMODELING FINALLY OK'D

Two years of planning and one more of juggling figures and blueprints to get the project to match available funds are behind a \$2.4-million remodeling and expansion of the Oakland Center, which finally was firmed up last week. The MSU Board of Trustees approved letting the contracts for the work. It will entail a 40,000-square-foot addition on the south side of the building, plus remodeling of parts of the existing facility. Work will begin during the holiday break and is expected to be done by next December.

Financing of the project is on a self-liquidating basis, paid for by Oakland Center profits. The addition is the second in the history of the Oakland Center, which was one of the first three buildings on campus. It will provide a new grill area, dining rooms, lounge space, club rooms, and other recreation areas. Remodeling will include alterations to the kitchen and refurnishing of the Gold Room. Major shifts include relocation of the Book Center in the present grill and student activities area, and location of the Scholar Shop in the present book store area.

Edward E. Birch, director of the Oakland Center, said there probably will be no major disruption in basic food service during the winter term. Excavation and major new construction work, the schedule of which still is not firm, will disrupt lower level services, primarily the Pickwick Room and Scholar Shop. The grill may be closed by the work after the end of the winter term.

### WRITES 4 ARTICLES

Goerge Coon (education) is the co-author of four articles published recently or in press. Two monographs, entitled "An Interdisciplinary Approach to Undergraduate Teacher Education" and "A Proposal for Upgrading the Undergraduate Reading Curriculum," are being published by New York University. The other works are an article entitled "A Cooperative Approach to the Preparation of Pre-Service Teachers of Reading" in a U. S. Office of Education publication, Children in the Promised Land, and a chapter entitled "Education Innovations" in a new textbook, Educational Perspectives of the Elementary School. His co-author is George Grangaard of Winona State College.

### EARLY TIME SHEETS

The business office reminds departments that because of short work schedules over the holidays, payroll time sheets for the bi-weekly payroll are to be submitted on Friday, December 20, rather than the following Monday. An estimate should be made of regular hours that will be worked during the last three days of the pay period. Adjustments, if needed, can be made in the subsequent period. Paychecks will be distributed on Friday, December 27.



#### SCHEDULE GIVEN FOR REPORTING FINAL GRADES

The registrar's office reports that grade cards were delivered to departmental offices December 9 and 10. Each instructor should check to see that he has the proper cards. The grading system is outlined on pages 191 and 192 of the current catalog. Please note that all imcompletes (I-grades) must be approved by the provost. The "N" (no grade) is given only during the first nine weeks of the semester and may not be assigned now unless a student has properly withdrawn from all of his courses. Final grades are due in the office of the registrar, 161 North Foundation, 36 hours after final examinations are given. All grades are due not later than 10 a.m. Friday, December 20. The following deadline examples are listed:

##### Examination given

December 14 in the a.m.  
December 14 in the p.m.  
December 16 in the a.m.  
December 16 in the p.m.  
December 17 in the a.m.  
December 17 in the p.m.  
December 18 in the a.m.  
December 18 in the p.m.

##### Grades due

December 16, 8 a.m.  
December 16, 10 a.m.  
December 18, 8 a.m.  
December 18, 10 a.m.  
December 19, 8 a.m.  
December 19, 10 a.m.  
December 20, 8 a.m.  
December 20, 10 a.m.

Grades received after the deadline cannot be on the Report of Standings. In the very few instances where this has happened in the past, the students have been greatly inconvenienced in connection with being able to register or receive financial aid for the following semester.

GRANTS TOTAL \$108,538      Four major grants totaling \$108,538 were accepted last week in behalf of OU by the MSU Board of Trustees. Two grants from the National Institutes of Health in Bethesda, Md., included one of \$38,994 to support research on the control of cell division in the ocular lens, under the direction of C. V. Harding (biology), and one of \$33,294 (noted in last week's BULLETIN) for research entitled "Lipid Metabolism and Hormones in Insects," under the direction of Gottfried Brieger (chemistry). A \$22,750 grant from National Foundation of the Arts and Humanities continues its support of the Meadow Brook Theatre's audience development program, and one of \$3,500 from General Motors Technical Center supports an engineering conference on technical management.

##### SHANK BIDS ADIEU

G. L. Barnhill (engineering) sends the following news concerning the pending departure of Associate Dean Richard Shank: "Won't you join us in wishing him a fond farewell and a happy holiday season? All of his friends are invited to visit with him in the School of Engineering offices, 248 Dodge Hall, between 2 and 4 p.m. Tuesday."



## STATE AUDITOR GENERAL ON CAMPUS

Messrs Warren, Fletcher, Palmer, Burke, and Vernellis, representatives of the Auditor General's office of the State of Michigan, are on campus for approximately the next 4 months. This will be the first audit of Oakland by the Auditor General.

In scope the audit will pertain primarily to the policies and procedures of the University in general. It will go beyond the normal fiscal audit of the business operation.

Visitations to departments by our auditor guests will be arranged and coordinated with Mr. McGarry of the Business Office.

### CALENDAR

Monday December 16	3:00 p.m.	OC Board film series, "Cabinet of Dr. Caligari," Gold Room
Tuesday December 17	7:30 p.m.	Seventh and final session of professional engineers symposium, Continuing Education, Edward Van Slambrouck, subject specialist in the OU Computer Center, speaking on "A Computer Application Involving the Engineer," Science Building
Thursday December 19		HOLIDAY RECESS BEGINS
	7:30 p.m.	Final session of medical technologists seminar, George Rutkowski, director of technical services, Coleman Instrument Co., speaking on "New Concepts in Laboratory Instrumentation," Science Building
Saturday December 21	2:00 p.m.	Play by Studio Company of Meadow Brook Theatre, "The Imperial Nightingale: (presented again at 7:30 p.m.)
	8:00 p.m.	Basketball, Wayne State (away)

At Meadow Brook Theatre through December 29, "The Magistrate" by  
Arthur Wing Pinero. Performances Tuesday through Saturday at 8:15 p.m.  
All Sunday performances at 6:30 p.m. Matinees on Wednesdays and  
Thursdays at 2:00 p.m.