

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

December 19, 1961

PRESENT: MESSRS: EKLUND, HOOPES, MATTHEWS, McKAY, O'DOWD, POPE, SELLS,
STOUTENBURG, SWANSON, VARNER

ABSENT: Mr. ROOSE

Mr. Wilder asked that paragraph 3 of the minutes of December 11 be corrected to read as follows. "Mr. O'Dowd announced that the AAUP appointed a committee to examine the need for investigating the recent decisions with regard to contract reappointments. Mr. O'Dowd stated that he had explained the policy to the group and that the committee appeared satisfied with the explanation."

Two hundred eight students, mostly scholarship and NDEA loan people, paid their winter semester fees on December 15. The two remaining dates on which the fees will be collected without a penalty fee are December 22 and December 29.

Mr. Varner stated that it appears that the differences between TIAA major medical program and Blue Cross-Blue Shield has been resolved, and we should have word from East Lansing in the immediate future. If the information is correct, the TIAA major medical benefit program will become effective January 1, 1962.

Mr. Pope announced the publishing of a bi-weekly newsletter for distribution to the high schools which MSUO serves and to those students who are admitted to MSUO for the fall semester 1962. Mr. Pope asked that everyone assist his office by furnishing news articles for the newsletters. Mr. Wilder suggested that it might be well if Mr. Pope and the Admissions Office ask for certain kinds of information from particular individuals that would make good copy.

The switchboard schedule is as follows: 7:00 a.m. to 10:30 p.m. Monday through Friday; 8:00 through 5:00 p.m. Saturday; closed Sunday.

Mr. Swanson announced that the University has a few restricted telephone lines which can be used when all automatic lines are busy. To use a restricted line one dials the operator and identifies himself.

The Humanities Division have been considering the possibility of holding an Arts Festival each year in October. The Festival would include in its program such areas as music, art, literature, etc. Mr. Matthews explained that financing would be a problem unless a benefactor was found. Mr. O'Dowd supported the idea of an Arts Festival and suggested the desirability of having a major program in each of the seasons which would be looked forward to by one and all.

Mr. Varner announced that \$15,000 of the \$25,000 Harlan gift was to be spent for a library reference collection and music resource materials. Mr. Wilder stated that the library reference collection would be basically an aid to the Humanities Division and would cost approximately \$10,000.

Mr. O'Dowd explained the office moves from South Foundation Hall to North Foundation Hall which will permit use of several rooms on the third floor of South Foundation Hall for classrooms. Room 363 will be used for painting by both the Continuing Education Division and the MSUO undergraduate program. Room 109 in North Foundation Hall will be used for student publications.

The Steering Committee of the Senate will meet this week to review the Senate Committee structure.

A new procedure will be initiated at the end of this semester for reviewing the records of those students on probation. All instructors of students on probation and the students' academic advisor will be asked to help evaluate the student. This additional information will be used in determining the student's status for the subsequent semester.

Mr. Pope announced that the high school special events committee is planning a special brochure to announce and tell the story of the Saturday programs planned for January 13, February 17 and March 17. In addition, he made a report regarding the Macomb County High School visitation day which will take place the second week in February. Details of this program are still to be worked out.

Mr. Sells announced that Mrs. Betty Beardslee had been working one day a week in the Counseling Division meeting with students to discuss their problems. Mrs. Beardslee suggests that more could be accomplished if the students were to initiate the appointments themselves rather than being referred to her. In some cases little can be done for the individual until he recognizes he needs help.

The dormitory moves will take place over the Christmas vacation. All the boys will be housed in Fitzgerald House and the girls in Anibal House.

Mr. Wilder passed out an outline of the Kresge Library dedication schedule which has tentatively been planned for May 12, 1962. The committee listed several speakers for the morning part of the program but indicated Edward R. Murrow as first choice. Mr. Varner agreed to call Senator Hart to try to obtain Mr. Murrow for this occasion. Mr. Murrow's topic would be "Reasoned Discussion of Problems of Censorship". Mr. Hoopes raised the question regarding the appropriateness of the afternoon session and suggested part of the dedication program should be devoted to the history of bookmaking as an art and focus attention on the library as a storehouse of man's thought over the centuries. Those present agreed that this was a good idea, so at this point Mr. Varner asked Mr. Hoopes to participate as an ex officio member of the Dedication Committee to pursue this new line of thought.

Mr. Matthews related to the group some of the concerns of the faculty over the lack of a final examination period at the end of this semester. Mr. Sells then stated that many students have visited with him stating their concern on the same problem. Mr. Varner indicated that this problem would have to be discussed with the faculty and a solution found before the end of the winter semester.

The secretary was instructed by the Chancellor to write a memo to the chairman of the Senate Steering Committee identifying the problem of last-minute withdrawals from the University when the student had no real reason other than to escape final examinations. Mr. Sells indicated that he was very concerned over the present policy on this matter.

Meeting adjourned.