

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

September 19, 1960

PRESENT: Messrs: Alexander, Eklund, Hoopes, Matthews, McKay, O'Dowd, Pope, Stoutenburg, Swanson, Varner

Mr. O'Dowd recommended an index be included in the MSUO Bulletin when it is reproduced.

Mr. McKay pointed out the desirability of having the orientation test scores before registration. Mr. Alexander said he would see if a change in scheduling of the tests could be worked out by Mr. Hopkins in conjunction with freshmen orientation program

Effective immediately, the Registrar's office will be responsible for keeping an adequate supply of the MSUO Bulletins on hand.

Mr. Varner asked Mr. Matthews to correspond with the Executive Secretary of the American Assembly restating our interest in their program and our interest in hosting future meetings. Mr. Matthews gave a brief background of the organization's history.

Messrs. Roger Finch and Maurice Morris will visit MSUO this week. Mr. Finch will discuss the vacancy in Engineering Science, while Mr. Morris will be interested in the Foreign Area program.

Mr. McKay explained the mathematics research and teaching program directed by Dr. John Kemeny. It was agreed that Mr. McKay should indicate MSUO's interest in participating in a summer school conference to teach teachers of teachers. MSUO will send a proposed program for a conference at a later date.

Mr. Pope will contact the Economic Club of Detroit and accept its invitation to have six to eight MSUO students as luncheon guests on October 10. Mr. Arthur H. "Red" Motley, President of Chamber of Commerce of the U. S., will be the speaker. Messrs. Gherity and Alexander will assist in selecting the students to attend.

Important Dates

Senate Meetings will be held for the fall term on Friday, *Room 165* October 14, November 18 and December 9 from 12:30 p.m. to 2:00 p.m. During the winter and spring quarters, the meetings will be held the third Friday of each month from 12:30 p.m. to 2:00 p.m.

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Assembly Meetings for the 1960-61 school year will be held November 22, February 14, and May 19. The time will be from 12:30 p.m. to 2:00 p.m.

The Michigan Council of State College Presidents have agreed to use the following to determine full-time student equivalents when reporting enrollments.

15½ credits -- Undergraduate
12 credits -- Master's

Mr. Hoopes reported that Russian 111 would be offered the evening students in place of French 111 with the hopes that more students will be satisfied. He further indicated the need for a policy regarding course offering in the evening and stated he was preparing a statement for the EPC to use as a springboard for discussion.

Mr. Hoopes also asked for a policy regarding minimum class size.
Mr. Varner stated this is another area for the EPC to explore.

Dean Hoopes will arrange for a dinner on October 4 to honor those students who made the Dean's List the spring quarter. The Administrative Group and the faculty will be invited to attend. The students will be guests, all others will pay for their dinners.

Mr. Varner indicated his interest in establishing a group similar to the Spartan Roundtable at Michigan State University. This body would comprise the student leaders of the various activities on campus. The group would meet with the Administrative Group once a month for dinner and discuss matters of mutual interest. It is felt that these sessions would assist in the job of communicating with the student body.

Mr. Wilder will use room 159 as a library annex during the school year. This room will be reserved from 3:00 a.m. to 5:00 p.m., Monday through Friday. Other than these hours, the room can be used by other groups. Those desiring to use this room during the free hours will make their reservations with Mr. Wilder.

Mr. Alexander restated the Food Service's willingness to arrange buffet luncheons for outside groups up to a maximum of 100 individuals.

Mr. McKay announced that he would be using certain superior math students to tutor other students needing help in mathematics. These assistants will be in a specific classroom during certain hours. It was agreed that Mr. McKay could pay his assistants \$1.35 per hour.

Meeting adjourned.