

## MICHIGAN STATE UNIVERSITY OAKLAND

## ADMINISTRATIVE GROUP MEETING

September 11, 1961

PRESENT: MESSRS: EKLUND, HOOPES, MATTHEWS, MCKAY, O'DOWD, ROOSE,  
SELLS, STOUTENBURG, SWANSON, VARNER, WILDER

ABSENT: MR. POPE

Mr. Varner stated that attracting new students to MSUO in the fall of 1962 was an item of number 1 priority to the University. A meeting will be called this week to discuss the approaches to this problem.

Mrs. June Matthews will become the Executive Secretary of the MSUO Foundation on September 15 and will be responsible to the Chancellor. Mrs. Matthews primary duty will be to manage the scholarship fund raising programs for MSUO.

Mr. Varner also included on his priority list for the 1961-62 school year the need for organizing and having on campus several faculty seminars. He asked Mr. Hoopes and the three Associate Deans to work on this project.

To clear up confusion regarding the assignment of office space in the several buildings, the Group decided on the following procedure: a) The Science Hall, South Foundation Hall, and the Library will be handled by Mr. O'Dowd; b) the Student Center and the Residence Halls will be handled by Mr. Swanson in cooperation with Messrs. Sells and Fritz; c) North Foundation Hall will be handled by Mr. Varner in cooperation with Mr. O'Dowd.

It was pointed out by the Chancellor that some thought should be given to naming the new structures on campus. It was tentatively agreed that the Science Building will be identified as Science Hall, the Library will be called the Kresge Library, one of the Residence Halls will be named Fitzgerald House, and the Student Center will be called the Oakland Center. After some discussion, it was left that the members of this Group should think further about naming these buildings and final decisions will be made later.

Football tickets to MSU games will be handled by the Dean of Students Office. Mr. Sells will have approximately 50 tickets for each game. Anyone desiring tickets for a specific game should contact Mr. Sells.

Mr. Varner stated that all Board Appointees have been invited, along with the new students, by Mr. and Mrs. Wilson to their annual new student party at Meadowbrook Hall on Saturday, September 16, at 6:00 P.M. A memorandum will be sent to all people concerned.

Mr. Hoopes suggested that some thought be given to holding the Parents Convocation a couple of weeks after school started rather than immediately after registration. By this time, the parents would know the instructors to talk with about their son or daughter. It was further suggested that possibly divisional receptions would be more effective than a large general reception. This matter will be taken under advisement for next year.

The Hammerle Committee on reorganization of the University's academic committee structure has met several times during the summer but is not ready to make their final report at this time.

Messrs. McKay and Stoutenburg will meet to discuss the statistical research started by the Admissions Committee.

Mr. McKay announced that Mr. Beauregard Stubblefield will join the Mathematics Department on October 1.

The Group asked Mr. Varner to furnish them with the six points he made at the faculty dinner on Saturday evening, September 9.

Dr. Serge Grattasch of the Ford Motor Company may teach the Engineering Science course in the winter term if final arrangements can be made.

It was suggested that Mr. Wilder might, on occasion, assign a key to the library to a faculty member who is working on a special project where library materials are necessary.

Mr. Eklund announced that the summer study skills program was most successful. The enrollment held throughout the three-week period at the maximum enrollment of 42. The program will be repeated this fall with a maximum of 44 students. It is possible that a second division will be established because the demand has been greater than the number of students that can be accommodated.

The adult evening program will include 63 courses this fall which will include several special courses for professional groups. Mr. Varner suggested that Mr. Eklund consider the possibility of paying an instructor a minimum fee if the course he was to teach did not make. Mr. Eklund said that he would have to give this matter further consideration before answering.

Meeting adjourned.