

MICHIGAN STATE UNIVERSITY OAKLAND

Rochester, Michigan

ADMINISTRATIVE GROUP MEETING 7 APRIL 1960

Present: Alexander, Eklund, Hoopes, Pope, Stoutenburg, Swanson, Varner

MR. VARNER

Lead a discussion of the 1960-61 budget and the expected fall 1960 enrollment. MSUO can expect to receive from the legislature \$879,720.00 for operation, \$30,000.00 for installation of an elevator and the partitioning of the third floor classrooms in South Foundation Hall and \$500,000.00 to start the Engineering Science building.

Calculated a new student enrollment of 500 for fall 1960 and a total enrollment of 900 based on processed and expected applications for fall. Mr. Varner felt that 13 new faculty positions would do the job for the 1960-61 school year. ( 20-1 ratio for an average enrollment of 340 students)

Proposed a follow-up letter to the high school counselors enclosing a copy of his speech which he made at the counselor's dinner March 23. The letter would recommend visitations by certain members of the staff to discuss MSUO. Mr. Alexander told of Dr. Hopkins letter to the counselors in which he also stated that he would be happy to visit with them regarding counseling and guidance matters. Mr. Varner felt that this was an excellent idea and would help support any subsequent visits by MSUO faculty and staff.

Proposed that the Administrative Group hold more frequent meetings and also that Mr. George Matthews and Mr. James McKay be added to the group because of their new appointments as assistants to the Dean of the Faculty.

Announced that on May 6 the MSUO Foundation will hold its annual meeting. Mr. Varner felt that this should be a working session and that the Administrative Group should think of appropriate problems for the Foundation to discuss. Mr. Alexander suggested that the Foundation consider the topic of "area study" because of their knowledge of foreign cultures through their travel and work experiences.

MR. HOOPES

Discussed the honor symposium scheduled for next Thursday, April 14, and extended another invitation for all present to attend.

Announced the visit of Dr. Taylor, President of the South University of the University of Alberta, Canada, to our campus.

Stated that any discussions of cooperative programs with the high schools should involve both the Dean of the Faculty's office and the individual who is currently the chairman of the particular discipline being discussed. The present discussions with the Pontiac school system as regarding the proposed Western Institutions course had not included Mr. Matthews, and Mr. Hoopes felt that this was irregular.

MR. ALEXANDER

Asked whether the Administrative Group felt that a spring concert by the students would be an appropriate function at this time. Mrs. Himelhoch has asked that, if a spring concert is desired, she be notified at the earliest possible date so preparations can be made with the student group. Mr. Varner asked Mr. Alexander to work with Mrs. Himelhoch on the spring concert.

Announced that the Exploratory Committee would be making a visit to Oberlin College next week. Approximately 20 students will be involved, and this will be the final college visit.

MR. EKLUND

Announced that Mr. Swanson will now maintain a file on housing for new faculty members.

MR. STOUTENBURG

Asked whether a summer school program (make-up session) for currently enrolled students was being considered or planned. He indicated his belief that a third term section in Analysis of Elementary Functions, Chemistry, Rhetoric and Literature, Western Institutions, Russian and French would be possible. Enrollments in second term courses this quarter are as follows: Analysis of Elementary Functions 53, Chemistry 36, Rhetoric and Literature 54, Western Institutions 52, Russian 24 and French 41. This potential summer enrollment would be further increased by students who may fail the third term of these courses during the spring quarter. Mr. Varner asked that additional information be furnished to the group at its next meeting.

Meeting adjourned.