

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

February 20, 1961

PRESENT: MESSRS: EKLUND, LEPLEY, MATTHEWS, MCKAY, O'DOWD, POPE,
STOUTENBURG, SWANSON, VARNER, WILDER

ABSENT: HOOPES

Communications--Each member of the Group was asked to relay the pertinent parts of the discussions and actions of the Administrative Group to members of their department in order that everyone is kept well informed. Some individuals have indicated not knowing about a matter in which they were directly concerned which in turn has caused them embarrassment.

Board Action--1) The charges for board and room in the dormitories will be \$375 a semester.
2) The three academic divisions (Social Science, Humanities, and Science) were approved to become effective July 1, 1961.
3) The firm of Odell, Hewlett, & Luckenbach has been retained to design an auditorium to seat 3,000 people. Working with the architects will be the engineering consultants who built the MIT auditorium.

New Appointments--All new appointments for the 1961-62 school year will be made effective as of August 15, 1961.

Visit of Fred Jackson (Carnegie Foundation)--Mr. Varner discussed with Mr. Jackson the possibility of Foundation support to teach the Chinese language (Mandarin) at MSUO. Mr. Jackson indicated an interest if there was high school involvement in the program rather than strictly MSUO. It was suggested that an instructor spend two-thirds of his time in the high school and one-third of his time at MSUO. The Detroit Public School System has indicated an interest in sharing in such a program.

Mr. Jackson explained the program now operating in several colleges for qualified language students to spend a period of study abroad. He felt that Oberlin has an excellent program in which we would be interested. Mr. Varner thought that we might have one or two students who could benefit from such an experience.

Teaching Science to Non-Science Students--Mr. Varner said that the National Science Foundation might be interested in sponsoring a major conference at Meadowbrook Hall this summer to discuss the teaching of a general education course in history and philosophy of science.

Personnel Assistant--Mrs. Jewell Bird has been appointed as Personnel Assistant to assist the University in recruiting qualified clerical staff. She will have as her main responsibility interviewing, referrals, job classification, and personnel records.

Science Films--Mr. McKay reported the cost for purchasing or renting films as instructional aids. The cost of purchasing a Beginning Physics film (two-semester) would be \$9,600. The cost of purchasing the Continental Classroom Finite Math film (two-semester) would be \$3,360. The rental for the latter film would be \$336. Mr. McKay was given authority to rent this film for the fall, 1961 semester.

Intramural Building--The requested approval for using a part of the students' fees as collateral for financing the construction of the Intramural Building is currently waiting legislative approval. Mr. Varner thought that this would be reported out in a few weeks.

Housing Regulations--Mr. Lepley discussed proposed regulations for the dormitories in the fall and such questions as priority in room assignments and who can live off campus and where. Messrs. O'Dowd, Swanson, and Lepley were asked to give more consideration to these and related topics.

Housing Bulletin--Mr. Pope thought that the housing bulletin would be ready for distribution in two or three weeks. Final copy is now in the hands of the printer.

Art Equipment--Mr. Matthews indicated that more equipment in the way of projectors, screens, and additional classrooms will be needed by the Art Department in the fall of 1961. He asked whether the University should consider buying this equipment or continue with the rental arrangements with MSU-East Lansing. No conclusion was reached but the question will be studied.

Meeting adjourned.