

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

December 3, 1962

PRESENT: Messrs. DICKERSON, EKLUND, HOOPEs, MATTHEWS, McKAY, O'DOWD, POPE, ROOSE, SELLS, STOUTENBURG, SWANSON, VARNER, and WILDER

President Bolling of Earlham College will visit MSUO on December 4. Mr. O'Dowd will be the host.

MSUO has informed General Motors that it is interested in being considered as the recipient of a used company plane.

The MSU Council of Deans will visit our campus on Tuesday, December 11. Mr. Varner distributed a tentative program of activities for the day.

Mr. Varner asked the group their reaction to an additional \$5.00 activities fee to be charged the students on a semester's basis. Several advantages and disadvantages were brought out in the discussion. Mr. Varner asked Mr. Sells to chair subsequent discussions with members of this group and the student body.

Mr. Hoopes reported that the meeting of Internship Critic Teachers held on campus last Saturday was successful and very heartening.

A planning session for the Graduate Record Exam has been scheduled for December 4 from 4 - 5 p.m. According to Mr. O'Dowd the faculty will have the opportunity to review and discuss the various parts of the examination.

Mr. Pope announced that Mrs. White and Mr. O'Dowd will discuss the pros and cons of the grade point average system at a meeting on December 13.

Mr. Hoopes announced that at 12:00 on December 14 a program entitled "Shakespeare on Kingship" will be held in the Science Building lecture hall.

Mr. Roose pointed out to the group that this meeting may occasionally conflict with the Academic Senate if this meeting is to be continued to begin at 4:00 p.m. on Monday.

Mr. Matthews announced that Messrs. Magid and Waldhorn of the City College of New York will be visiting the campus in the near future. More information will be furnished later by Mr. Matthews.

Meeting adjourned.

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP

December 17, 1962

PRESENT: Messrs. DICKERSON, EKLUND, HOOPES, MATTHEWS, McKAY, O'DOWD, POPE, ROOSE, SELLS, STOUTENBURG, SWANSON, VARNER and WILDER

Mr. Varner announced: (a) that the annual press dinner is scheduled for December 20; and (b) a dinner recognizing Mr. and Mrs. Ted Yntema for their part in the special math program for high school students will be held December 17.

The new policy adopted by the Board of Trustees regarding on-campus speakers was described by the Chancellor.

Mr. Varner distributed copies of a letter to Mr. Hannah describing the procedure used in considering Mr. Shapiro for reappointment. It was agreed that a copy will be furnished the "Oakland Observer" and any member of the faculty desiring a copy.

Mr. Sells announced that the Senior Class Social Committee was meeting with Mrs. Wilson regarding graduation ceremonies for the charter class. This meeting to take place December 17.

Mr. Roose reported on the conference at the University of Michigan on Programmed Learning and Teaching Machines which was attended by Messrs. Roose and Hildum. A report of the conference was distributed to members of the Administrative Group.

Mr. O'Dowd announced that an effort is being made to try to keep course changes to a minimum once the schedule is made and cited some of the difficulties that the Registrar's Office runs into when schedules are changed. Mr. O'Dowd invited comment as to the advisability of including August graduates in the April graduation ceremonies as it related to the charter class members.

Mr. McKay reported on the program conducted on our campus under the auspices of Michigan Bell Telephone Company. Eighty science teachers were in attendance, and the reports from the Bell people are that it was regarded as very successful.

Mr. Varner commented on the budget hearing held in Lansing on December 10.

Meeting adjourned.