

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

March 6, 1961

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

Dormitories--Bids for the dormitory units have been opened and accepted with J. A. Fredman Company being designated general contractor. Construction will begin on April 1, 1961 with the completion date set for August 15.

Housing--Mr. Lepley made a progress report on the regulations for the dormitory housing. It appears that much more work will have to be done to consider all sides of the question.

Science Education Conference--The National Science Foundation has indicated considerable interest in sponsoring a conference on campus to study science education for non-science students. The National Science Foundation has asked for a written proposal in order that they might make a final decision. The conference would be held in late July or early August.

Chinese Language--Mr. Fred Jackson (Carnegie Foundation) still registers interest in a joint project to teach Chinese at MSUO and at a certain secondary school in this area. Both Birmingham and the Detroit School System has shown interest in such a project. Mr. Varner said Mr. Lee of Washington, D. C. is interested in joining MSUO, but felt that he would have to give his present employer at least an eighteen-month notice. Mr. Varner felt there was an outside chance that Mr. Lee might join the University as early as this September.

High School Visitation--Mr. Pope announced that plans have been made for him to visit fifteen New Jersey, New York, and Washington, D. C. area high schools.

Training Program in Mathematics--The National Science Foundation has disapproved a proposed three-week summer program at MSUO to teach college teachers of public school teachers in mathematics. This program is aimed at preparing better teachers of mathematics for the future. The National Science Foundation invited MSUO to submit another proposal next year.

Prizes--Mr. McKay expressed Mr. Hammerle's interest in enlarging the giving of prizes to outstanding students in various academic areas such as was done in the Foreign Language courses last spring. Mr. Varner indicated the University would be interested in supporting the idea as long as it does not become financially burdensome. It was recommended that prizes be in the form of books. Mr. Varner then asked that a proposal with deadlines be prepared so that it could be reviewed by this Group. Mr. McKay was to follow through on this suggestion.

Student Service Projects--Mr. Lepley outlined several proposed Student Government projects for the benefit of the University. Among these would be a student directory published for free distribution to the student body. It was suggested that such a publication should have a written proposal and be presented to the University Publication Committee for approval. It was agreed that Messrs. Lepley, Pope, and Stoutenburg would assist the Student Government with the student directory if approved by the Publications Committee.

Business Office--Mr. David Jones has been appointed as Purchasing Agent of MSUO to begin Monday, March 13.

Mr. Swanson announced that check writing will be a function of the Business Office effective July 1, 1961.

Examinations--Mr. Matthews announced that a student with three final examinations on one day had filed with the Committee on Instruction a "Petition of Exception" requesting permission to postpone one of the examinations. The Group agreed that a student should not be required to take more than two examinations on one day and it was left that Messrs. Matthews and Stoutenburg would work out a make-up exam period for the few students who would find themselves in the awkward position of three exams on one day.

Summer Employment--General Motors spent March 6 on campus interviewing students with background in mathematics, science, and economics for summer employment. It was pointed out by Mr. Lepley that these jobs could lead to future employment with GM and all retirement and seniority benefits would be effective from the date of the original summer employment.

Communications--A question was raised regarding the announcement of new policies to students. Mr. Varner pointed out that the Oakland Observer should be used for passing along general information to students. It was suggested to Mr. Pope that the reporters of the Oakland Observer should make regular calls at the various administrative offices for news that would be of value to the student body.

Advising--Messrs. O'Dowd and Hopkins are working out the details of the advising procedure approved by the Administrative Group last week. Mr. Hopkins' office will be making a general announcement in the immediate future.

Oakland Observer--Mr. O'Dowd said that he was much impressed with the Oakland Observer and felt that the staff should be praised for its efforts.

Meeting adjourned.