

MICHIGAN STATE UNIVERSITY OAKLAND

Rochester, Michigan

ADMINISTRATIVE GROUP MEETING 31 AUGUST 1959

PRESENT: Varner, Alexander, Eklund, Hoopes, Pope, Stoutenburg, and Swanson

Mr. Hoopes announced that the first faculty meeting will be Monday, September 14 at 2:00 P.M. and he is notifying the faculty by letter.

All faculty and staff members are requested to participate in the Opening Convocation ceremonies. Academic garb is mandatory.

The Audio-visual aid lecture for faculty members and the Continuing Education staff will be held at 10:00 A.M. on Monday, September 14.

Mr. Swanson discussed a recent meeting with Messrs. Varner and May. A revolving account will be established for temporary overdrafts. As soon as deemed wise, the disbursing and purchasing will be centered here for MSUO.

Mr. Eklund suggested that he would like to have the Continuing Education course content reviewed by a counterpart faculty member of the credit program. Mr. Varner stated he would like to have some safeguard regarding the content of non-credit courses. Mr. Hoopes agreed that the faculty would be willing to cooperate.

Mr. Varner announced that Mr. Stirton and associates of the Dearborn branch of the University of Michigan would visit MSUO today.

The foreign language faculty will meet Thursday, September 3, with Mr. Tafoya and Mr. George Radimersky of the MSU Russian language department to discuss the curriculum.

Mr. Fred Stickel of Stickel, Jaroszewicz and Moody will present bids for six houses this afternoon. All individuals interested in the faculty subdivision were invited to attend.

Mr. Varner suggested that a series of "open houses" be held on Sunday during this month for the general public. Mr. Alexander was asked to handle the planning and staffing while Mr. Pope was asked to take care of the public announcements and to prepare a brief history and floor layout for distribution to those who come. Special groups like MSU Alums, etc., will be handled at a different time. Mr. Eklund was asked to work out a plan for the MSU Alumni with Mr. Kessler, Alumni Director, MSU.

Effective immediately the MSUO faculty housing office is terminated. Listings with MSUO will be made available but Mr. Eklund will not be responsible further for negotiating leases.

Mr. Alexander asked that all student help be coordinated through his office in order to establish a consistent student employment policy.

Individuals with academic rank will be referred to as faculty members while those with non-academic rank will be called staff members. Mr. Hannaman will be carried on a classified status.

The question of the composition of the academic senate was raised by Mr. Hoopes who suggested that only the Chancellor and those members of the faculty with the rank of assistant professor and above should have membership and full voting rights in the senate. Two exceptions to this rule would be the assistant to the Chancellor and the librarian who would be members of the senate but not having voting rights. It was agreed that this program sounded feasible but might be discussed again before finalizing.

Mr. Daniel McLaughlin has been assigned as the new MSU Regional Director of Continuing Education. Mr. Clyde Verberg will head the Institute of Community Development.

The Opening Convocation is now set for 10:00 A.M. Thursday, September 17th.

Mr. Stoutenburg made an admission report.

Meeting adjourned.

cc: Varner
Alexander
Eklund
Hoopes
Pope
Stoutenburg
Swanson