

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

September 10, 1962

PRESENT: Messrs. HOOPES, MATTHEWS, MCKAY, O'DOWD, POPE, SELLS, STOUTENBURG, SWANSON, and VARNER

ABSENT: Messrs. EKLUND and WILDER

GUESTS: Messrs. BROWN, HAMMERLE and HETENYI

Mr. O'Dowd read a memo from Mr. Wilder stating his reaction to the Parents' Convocation. The discussion that followed raised the question of faculty participation and the advisability of using the library in the future for holding the Convocation. The suggestion was made that faculty members be present in their offices or in a specific location following the parents' convocation in order that the parents may talk with their children's instructors. Another thought was to have a parents' day later in the school year rather than on Parents' Convocation day when the faculty is not familiar with members of their classes.

Mr. Sells was asked to serve as chairman of the opening ceremonies for the fall of 1963.

Mr. Hammerle asked that if a bus trip is planned for next year to introduce the new faculty to the campus that the format be changed to include several stops in order that a more detailed explanation of the physical plant could be made.

The enrollment for fall 1962 should be slightly over 1200 students by the close of registration on September 20. Mr. Varner pointed out that due to the decrease in expected enrollment that a severe budget problem has been created and that a freeze of 15 percent on all labor, supply and equipment budgets is in effect until further notice. Mr. O'Dowd was asked to review all temporary appointments and to eliminate them at the earliest possible date within the limits of the agreement between the individual and the University.

Mr. Brown outlined the Admissions Office plans for the 1962-63 school year. The Associate Deans were asked to prepare an informational brochure that could be used by the Admissions Office in its recruiting. Specific areas identified for the first write-ups were Business Administration, Education, Engineering Science and Social Science. These brochures are to be followed with write-ups in each department. Mr. O'Dowd will coordinate and approve the contents of all brochures.

The question of open houses at MSUO was discussed again, and Messrs. Stoutenburg and Brown will work with the Associate Deans and other members of the staff to arrange several of these during the school year.

Mr. Varner pointed out that the second major problem for the University is the study of the attrition and determining means for reducing it. Mr. O'Dowd said that a reorganization of the Dean of Students Office has been effected in order to identify and counsel students who may be having, or are likely to have, difficulty at MSUO. In addition to the preventative therapy that will come from the Dean of Students Office, it was stated by Mr. O'Dowd that a review of the curriculum would be instituted at the earliest possible date.

Mr. Pope handed out a memo describing the proposed university motto and emblem. The emblem is due from the Emblem Committee on September 11.

Mr. Pope suggested that careful consideration be given to the idea of Saturday classes. He then pointed out that approximately a week and a half could be added for the break period between semesters; also that the resident students would not find the weekend as long if they had classes to meet on Saturday. Finally, he suggested that the commuter students would feel a closer tie to the University because of the shortened weekend.

Mr. Varner stated that the Kellogg Foundation has shown interest in Mr. Eklund's placement program proposal. More information can be expected on this matter in the future.

Meeting adjourned.