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MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

September 24, 1962

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

ABSENT: Messrs. POPE and VARNER

Mr. Stoutenburg reported the progress of the Commencement Committee and indicated that a contract will be signed next Monday with the Welch Diploma Company.

It was the recommendation of the group that MSUO should only strive for a chapter of the Phi Beta Kappa rather than seeking membership in any of the other academic honoraries. However, it was felt that each department should look into the possibilities of establishing professional fraternities on campus as the interest in such matters should arise.

Mr. Wilder questioned the memo sent by the "Oakland Observer" regarding the participation of the faculty in paying for the paper. Dean O'Dowd pointed out that he felt to have the newspaper mailed home was a good service but left the matter of responding to the memo an individual decision.

Mr. Swanson asked if anyone would be discommoded if the electric power was shut off on October 7. The suggestion was made that it be in the morning hours because it would affect the least number of people.

The Community Arts Council has sold 550 tickets so far but must sell many more to break even.

Mr. Roose suggested that the faculty lounge in the Science Building be used for the Administrative Group meetings rather than Room 141A of North Foundation Hall. Mr. O'Dowd said he would speak to the Chancellor regarding this matter.

Mr. Eklund said that the Continuing Education Study Skill program is undersubscribed for the first time in two years. Mr. Hoopes suggested that the academic advisors might encourage some of their students to take the course on Saturday morning as an aid to helping them succeed at MSUO. Mr. Sells indicated that NDEA money might be used where students needed additional funds in order to enroll in the Study Skill program.

Correction to minutes of September 17: Mr. Wilder asked that the minutes be corrected to read that the Administrative Group did not feel that a faculty member needed a special key to the library because of the increase in the number of hours that the library is open plus the fact that the faculty members can take materials out overnight or for a longer period if arrangements are made.

Mr. Roose asked that the minutes be corrected to read Mr. Pope would make arrangements for MSUO students to attend the Detroit Economic Club luncheons and that he and Mr. Sells would help when they were needed.

Meeting adjourned.