

OCT 17 '62

MICHIGAN STATE UNIVERSITY OAKLAND

ADMINISTRATIVE GROUP MEETING

October 8, 1962

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

ABSENT: Mr. STOUTENBURG

It was announced there would be a Senate Meeting on Monday, October 15, at 8:00 p.m. This will be the first meeting of the fall, and the Steering Committee will be elected.

Mr. Hoopes said that perhaps the most important part of the MSUO admissions story is told in the letter that is sent to a prospective student in reply to his request for information about the institution. Mr. Hoopes pointed out that it had been his experience that this letter was more powerful in forming an impression about the institution than any of the printed material that accompanied it. He suggested that MSUO consider this and make the letters that are sent to prospective students the subject of a study.

Mr. Matthews announced that plans for the Arts Symposium were well in hand, and that everything was moving along smoothly. Models and designs for the sculpture contest were beginning to arrive, he said, and one entry was in customs at Metropolitan Airport, having just arrived from Italy.

Announcement was made of the dinner-dance to be held at Meadow Brook Hall, Thursday, October 11.

There was considerable discussion of the amount of enthusiasm of recent student activities; and it was suggested that there was, this year, evidence of considerable interest in campus activities on the part of the students.

In this connection, Mr. Wilder brought up the subject of location of bulletin boards for announcement of various campus activities. A centrally located bulletin board, perhaps in the Oakland Center, was suggested.

L. Pope :mm