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UA3/4 Informational Notes

WKU President's Office

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**INFORMATIONAL NOTES**

from

Office of the President

August 8, 1974

Vol. 6, No. 4

REPORT ON MEETING OF THE BOARD OF REGENTS

At the meeting of the Board of Regents on July 27, 1974, approval was given to the following associate degree programs: Architectural Drafting Technology, Building Construction Technology, Graphic Reproduction Technology, Industrial Electrical Technology, Industrial Plastics Technology, Manufacturing Technology, Metals Technology, Power Mechanics Technology, Wood Products Technology, Radiological Technology, Health Care Administration, and Mapping and Cartographic Techniques. Majors were approved in Public Relations and Learning Disabilities, and minors were established in Data Processing and Health Care Administration. At the graduate level, a cooperative doctoral program with the University of Louisville was approved in Chemistry.

Among the recommended personnel changes approved by the Board was the naming of Mr. Steve House as Registrar. Mr. House will be returning from a leave of absence and will assume his duties in mid-August. Dr. Thomas Updike was named Director of Admissions, and he will also be responsible for the coordination of Western's relations with community and junior colleges. Dr. James L. Davis and Dr. Ronnie N. Sutton were promoted from associate dean to dean of their respective areas. In the reassignment of responsibilities, Dr. Sutton will provide administrative leadership and supervision to the Office of the Registrar.

Dr. John Scarborough was named Professor of Education and Distinguished Service Professor. Mr. Donald Darnell was named Coordinator of Freshman Orientation and Special Projects and will work under Dr. Sutton.

Approval was given to an Electrical Energy and Facilities Management Project which will be designed to control electrical demand and consumption.

The Board also approved a proposal to expand the number of open houses which may be observed by students living in residence halls. During the preceding year a maximum of three open houses per semester was provided for and the number has been increased to six if the majority of the residents vote in favor of holding an open house.

**INTERIM BETWEEN SUMMER SESSION AND OPENING OF FALL SEMESTER -
August 5 through August 23**

During this period, offices will be open from 8 a. m. to 4 p. m., Monday through Friday. To facilitate the opening of the fall semester, all offices will be open and staffed from 8 a. m. until 12 noon on the following Saturdays: August 17
August 24

Post Office Schedule

Normal campus mail delivery will be suspended during this period. Department heads may request mail delivery by directing a memorandum to Mr. Robert Toohey at the campus post office. Department heads who make such requests must have an authorized person on hand to receive the mail.

The College Heights Post Office will observe the following schedule:

Monday - Friday	8:00 - 10:00 a. m. 2:00 - 4:00 p. m.
Saturday	Closed

Food Services

The Food Services facilities in the Downing University Center will operate on the following schedule:

GRILL

August 5 - 9	11:00 a. m. - 1:00 p. m.
August 12 - 16	11:00 a. m. - 1:00 p. m.

CAFETERIA

August 18	5 - 6 p. m.
August 19	Commence serving breakfast, lunch, and dinner

LABOR DAY

The offices of the University will be closed on Monday, September 2, 1974, in observance of Labor Day.

OPENING OF THE 1974-75 SCHOOL YEAR

Plans are being completed for the opening of the 1974-75 school year. A general outline of the schedule of events and activities relating to the beginning of the school year is attached for your information.

FACULTY-STAFF EDUCATIONAL DEVELOPMENT PROGRAM

An educational development program for faculty and staff has been planned for the 1974-75 school year. Information about the program is attached.

FALL SEMESTER

1974-75

- August 24 Campus residence halls open for new students
9:00 a.m. - 4:30 p.m. - Open House for new students and their families in the Office of the President.
- August 26-28 Registration and orientation according to the printed schedule
- August 26 4:00 - 6:00 p.m. - Registration for evening classes, Diddle Arena
- August 29 Classes begin
- September 2 Classes dismissed for Labor Day
- September 5 Last day to register for a full program (12 or more hours)
- September 9 Last day to register for a reduced program

Albion Band

2025 CONTENT

W. K. U. FACULTY-STAFF
EDUCATIONAL DEVELOPMENT PROGRAM

I. Seminar in Higher Education

A two-semester course dealing with the three broad purposes of the University - instruction, research, and service. The course would provide ten weeks on each of the topics and would be structured around two or three guest speakers for each general topic with the remaining sessions devoted to working discussion groups. Course participants would learn new ideas, concepts, and techniques through the course and would develop a written report on the possible usefulness of these for Western. 2 c.e.u. (for each ten-weeks unit) 3:00-5:00 Tuesday.

II. Secretarial Seminar (for new secretaries)

A specially developed course for "hilltopper" secretaries. This course is basically designed for new employees with emphasis on special Western office procedures and a refresher course on standard secretarial skills and procedures. BE & OA 250 1 credit hour 3:30-4:30 Tuesday.

III. Other Secretaries

Upon the recommendation of the secretary's supervisor and with the concurrence of the Director of the Personnel Services Department, a secretary may enroll in one job related course during normal working hours. Approved courses would include subjects such as records management, intermediate and advanced typing and shorthand, indexing and filing, office procedure, and business communication.

IV. Business and Professional Speech-Communication

A special section of this course devoting particular attention to communication skills which Western staff members can use to help maintain the Western traditions of friendliness, cordiality, and helpfulness. Topics covered include a general review of office communication skills needed in preparing letters, memoranda, report writing, dictation, etc. Other topics include basic interpersonal and group communication, telephone conversation, interview technique, group dynamics and discussion method, public speaking, and communication as image creator. Speech 161 3 credit hours 3:00-5:00 Mondays.

V. Computer and Faculty Research in Humanities and Social/Behavioral Sciences

This course is designed to familiarize faculty in the humanities and social/behavioral sciences with the potential of computer use of research in these areas. The course deals specifically with an introduction to SNOBOL (a computer language) and its use, with emphasis on the practical aspects of using a computer. 3 c.e.u. Time and day TBA.