MEMORANDUM

TO:  S-C ")" of Ad Hoc Committee on Administrative Structure

FROM: T. Norman Tomazic, Sub-Committee Chairman, Office 2F1
        Phone 2251 Extension "O"

DATE: March 2, 1977

SUBJECT: Minutes of March 1 Meeting

All members were present for the second meeting of sub-committee ")\".

Minutes of Feb 22nd meeting were approved with minor clarification.

Discussion centered around the S-C reactions to the

Recommendations following the administrative section of
the above report suggested a need for:

1. Improved communications
2. Changes in organizational structure
3. Definition of committee responsibilities
4. Delineation of administrative responsibilities
5. Expansion of faculty involvement - i.e. recruitment
   of new faculty
6. Expansion of student involvement
7. College assessment of effectiveness of departmental
   administration
8. Development of informal associations with institutions
   in other States for purposes of sharing and comparing
   institutional data.

The last item prompted a suggestion that information from
other institutions might be helpful to S-C "")".

The chair agreed to draft a model letter seeking information
from other institutions for submission to the committee as-
a-whole for approval.
It was suggested that S-C "d" members should begin developing questions which might be used to survey the effectiveness of the administrative process in achieving 1-2 above.

Questions developed were suggested to be designed to elicit:

1. Suggestions for improvement
2. Sources for comments—i.e., direct contact with administration
3. A measure of administration progress toward goals outlined by 1-2 in the self-study report.

The next meeting of S-C "d" is scheduled for March 22nd, 3:15, same place.

Meeting adjourned at approximately 5:00? Chair has broken watch.