Postal Service Offers Tips for Moving Mail

By Sheila Eison

"It's in the mail!

So you've heard that before? If so, the real question likely is, "but where is it in the mail?"

Could be the hold up is something as simple as how your mail was addressed.

Greg Gesell, WKU manager of postal services, says he sees mail all too often addressed simply to Western Kentucky University--"Once an envelope with more than five hundred dollars in cash inside," he said.

It's important, particularly with 1990s technology, to address mail properly so it can reach its destination on time.

Campus mail, too, can be more efficiently delivered if faculty and staff follow a few guidelines.

Gesell issues a plea to all to help campus mail addressing is Connie Russ with the U.S. Postal Service.

Russ is automation readability specialist at the new local post office on Scottsville Road in Bowling Green.

Sounding like something out of Buck Rogers, Russ describes how mail today is processed.

"We now have electronic eyes that read every piece," she says, referring to the Optical Character Reader that the Bowling Green Postal Service uses for letter-size mail.

"We're trying to see that a greater percentage of mail can be processed on the OCR," Russ says, and here are some "keys to success" she promises will get your mail going faster and more efficiently.

**Size:** Letter-size mail should be no more than 6 and one-eighth inches high and 11 and one-half inches long.

Mail should be less than one-fourth of an inch thick to go at 29 cents.

**Location of address:** The OCR "read area" is one-half inch from each side, five-eighths of an inch from the bottom up to 2 and three-fourths inches from the bottom of the edge.

It is extremely important that only address information appear in that area," Russ urges. She also adds the bar code clear area (five-eights of an inch from the bottom) must remain free.

**Address format:** All capital letters and typed or machine-generated, please, the Post Office insists. Russ says if you must, hand-print block letters and refrain from the urge to hand-write your address.

Forget for the moment your grammar school English teacher, and resist all punctuation. No periods after abbreviations, etc. None.

Make your margin flush left.

**About envelopes:** Use good print quality and background contrast. White envelopes with black ink are preferred, or cream with black ink. Pastels are acceptable, but deep colors and neon are out. The OCR reads these as edible and literally chews them up.

A tip for newsletters: Keep colors light.

**Address characters:** Use sans serif print (plain). Avoid italics or highly stylized fonts.

Russ says the local post office uses automation for letters only, but packages can be addressed with much the same guidelines for efficiency.

She says Bowling Green hopes to be fully automated, reading newspapers, magazines and packages by 1995.

For more information regarding mail tips, call Gesell on campus at 3093 or Russ at the Bowling Green Postal Service, 843-5758.

"It's in the mail!"

...until we all remember to hand write your address.

For example, counseling could mean counseling services, counselor's name to whom it is addressed, perhaps, or even admissions, where counselors aren't really interested in counseling services' mail.

Gesell handles distribution of all mail coming and going from campus.

Joining him with some tips for off-campus mail addressing is Connie Russ with the U.S. Postal Service.

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Above: Campus Postal Services Manager Greg Gesell displays campus mail that's been improperly addressed which had to be held back until he can sort through each piece and attempt to determine the correct department -- "about two hours' work," he says. Left: Student assistants Kelvin Alexander (center) and Carrie Reels (right) assist Dr. Carl Kell, professor of communication, at the campus post office.
Faculty Art Exhibit Opens Today

The Ivan Wilson Arts Gallery will host an exhibition of recent work by WKU’s Art Department Faculty which opens today and runs through Dec. 18. A reception will be held in the gallery at noon. The Gallery is open 8:30 a.m. to 4:30 p.m. Mondays through Fridays. All events are free and open to the public.

In addition, a series of Brown Bag Talks will be given, and the public is invited to bring lunch to these lectures. All talks are at noon except Thurs. Nov. 21 which is at 12:30 p.m.

Scheduled are: Laurin Notheisen, Nov. 21; Michelle Coakes, Nov. 25; David Jones, Nov. 26; John Oakes, Dec. 2; Jeff Jensen, Dec. 3; Jane Allen McKinney, Dec. 4; Marsha Heldbrink, Dec. 5; Susan Webb, Dec. 9; Walter Stomps, Dec. 11.

Also exhibiting work will be Leo Fernandez, Charles Forrester, Samuel Hunt, Todd Duren, Barbara Fugate, Veronica Koss, Jacqui Lubbers, John Mandile, D. Neil Peterie, Lorraine Puckett, Donna Royer, Michelle Cookes, and Paul Baldwin.

Delaware Rowe, Ivan Schieferdecker, and Richard Waters. Their work will include drawings, ceramics, collage, computer art, jewelry, paintings, photographs, prints, sculpture, and weaving. These artists have had their works purchased for museums, corporate and private collections and have been invited to show in group and solo exhibitions throughout the U.S.

Visiting Oxford Prof Enjoys WKU

By Sandra Karr
On Campus Intern

When visiting family, one usually looks forward to a relaxing time with relatives. However, besides enjoying time with his daughter, Gillian, and her husband who live in Franklin, Ky., Dr. Gerald Howat is a WKU visiting professor from Oxford, England.

He teaches Western Civilization and a graduate class on "England in the 16th Century" during fall term sessions, and this is Howat’s fifth time to visit his family across the water and second time to teach on the Hill. He appears to like it here. One distinct difference, he says, between U.S. students and their English equivalents is an age difference.

"Here, students are younger than they are in Britain, one year to 18 months younger," he says. "And graduate students at WKU are given more direct instruction on how to do research papers. Overall, I find the students here incredibly friendly, easy to relate to, polite, responsive and willing to learn," Howat says.

Besides teaching, Howat is also researching the game of cricket in the United States. The history of cricket, local history and 19th century British history are among his current fields of interest, he says. "My life has basically revolved around history and cricket," said Howat, who is purported to be one of the leading authorities on the history of cricket.

Howat is a Fellow of the Royal Historical Society. Howat says he enjoys visiting the U.S. "Bismarck once said that the U.S. and England are ‘two foreign countries that happen to speak the same language,’” he said, adding, "I am grateful to be here although I am conscious of being in a ‘foreign country.’"

Howat says his research will be for articles on the history of cricket in the U.S. to be published in an English journal next year.

Appointed by Oxford, Howat served as University Examiner In The History of Education and for 25 years was Chief Examiner in History for the Oxford and Cambridge Examination of Schools. As a part-time job, he still serves as a schools’ inspector, appointed by Oxford. He has lectured on sports history in two Australian universities. He is also a Fellow of the Royal Historical Society. Howat spent his career in teaching and in teacher-training at Oxford before he retired.

Now, during his summers, he enjoys sports reporting on —what else? — cricket for an English national daily newspaper.

Howat has written 16 books including five biographies. One, a biography of Learie Constantine, a Black West Indian politician, won a literary award as an important book in the area of race relations. His major work was editing a Dictionary of World History in the 1960s.

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In spite of any differences between the British and the American, however, they seem to melt away when Howat is seen enjoying lively conversation at the Faculty House with his colleagues, all of who, "from my first guest visit to WKU in 1983, make me most welcome."
John Duff, Music Department Head, Sees Role As 'Facilitator'

By Carol Overby

Eleven years of weathering the annual seven months of snow in Fairbanks, Alaska, has given Dr. John Duff an appreciation for the plush, grassy "Hill" at Western Kentucky University.

The new head of the Department of Music, Duff has spent the past 11 years of his career as an instrumental conductor at the University of Alaska. While in Fairbanks, he served as conductor for the University of Alaska Concert Band and Youth Symphony, as well as the Anchorage Youth Symphony and two years with the Fairbanks Symphony.

A native of Washington state, his July appointment to Western brings him further South than he's ever been.

"In Kentucky it's very green and plush, but in Alaska you don't see that," he said. "There's just not the variety that you have here."

Besides looking forward to having a bearable winter, Duff is eager to become a strong advocate for the music department.

"I view my role as a facilitator," he said, "and I want to bridge the relationship with the alumni and keep them informed. I also want to work with recruitment and get out into the community and schools as much as possible."

Duff received his undergraduate degree from the University of Washington in Seattle and his master's and doctorate degrees from Michigan State University.

He and his wife Donna, and daughter Mckenzie, 7, have made their home in Bowling Green, while his son Andrew, 17, will remain in Fairbanks for his senior year in order to graduate with his peers.

Besides his musical interests, Duff enjoys flying his own airplane and traveling.

"Since this is as far South as we've ever been, we hope to get out and see Kentucky and some of the neighboring states," he said. "Western has really impressed me," he said. "It's a beautiful campus, and I've met many people who go out of their way just to be helpful. I've shaken more hands since I've been here than ever before."

He said Western has an impressive music department with a talented faculty.

"You hear a lot about the 'Western family,' and it's true," Duff said. "I feel really good about being associated with the music department and this University."
### Libraries Thanksgiving Schedule

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<th>Library</th>
<th>Closes Wednesday, Nov. 27, at 4 p.m.</th>
<th>Closed Thursday, Nov. 28, Thanksgiving</th>
<th>Opens Friday, Nov. 29, 10 a.m. – 3 p.m.</th>
<th>Open Saturday, Nov. 30, 10 a.m. – 3 p.m.</th>
<th>Open Sunday, Dec. 1 – Regular Hours</th>
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### Coverlet is Textile of the Month

A coverlet, made about 1845 by Jemima Day Gardner Smith (1828-1917) of Edmonson County, Ky., and donated to the museum in 1973 by Bettie D. Piener of Bowling Green, is the featured Textile of the Month at The Kentucky Museum this month. The navy and natural color coverlet was woven in the Sunrise and Window Sash or Sunrise and Windows pattern and is an example of the overshot weaving technique. Cotton yarns make up the background weave; wool yarns form the floats that create the distinctive pattern on the face of the textile. The 85 x 64 inch coverlet is one of approximately forty in the museum's historic textile collection.

The Kentucky Museum is open 9:30 to 4 p.m. Tuesday-Saturday and 1 to 4:30 p.m. Sunday. Kentucky Museum Associates and WKU faculty, staff and students are admitted free upon presentation of appropriate ID. Admission for other visitors is $1 for children 6-18, $2 for adults and $5 for families. There is no charge for Sunday afternoons.

For more information, contact Earlene Cheff, 5253.

### Faculty Concert Series Presents Elizabeth Volkman, Soprano, and Joseph Brooks, Clarinet

The Department of Music will present Elizabeth Volkman, soprano, and Joseph Brooks, clarinet, professor of music, in a Faculty Concert Series recital Sunday, Nov. 24 at 3 p.m. in the Recital Hall of the Fine Arts Center.

Volkman, a native of Wichita, Kan., received her Bachelor of Music from the University of Colorado and was awarded scholarships to Juilliard Opera Theatre and the Aspen Music School. She received her Masters Degree from Juilliard in 1982.

Following her return from an extensive tour of European opera houses, Volkman made her Metropolitan Opera debut in *Die Walküre* and *Die Zauberflöte*. She continues to perform all over the U.S.

Joseph Brooks received degrees from Walla Walla College in Washington and from the University of Oregon. Volkswagen will be assisted by Donald Speer, piano. Selections to be performed include *Six Songs* Op. 103 by Ludwig Spohr, *Ten Blake Songs* by Ralph Vaughan Williams, and "Voce di Donna" from *La Gioconda* by Ponchielli.

Admission is $3 at the door. For more information, contact the Music Department at 3751.

### Teleconference Dec. 4 to Focus on Marketing

Western's Institute for Economic Development and Public Service will sponsor the second of five "Innovation Series" teleconferences Dec. 4.

This series of five teleconferences is devoted to helping managers of Kentucky businesses and business assistance professionals meet the challenges of the new economy. Directed at small and mid-size businesses, viewers will be able to take an active role in the program and communicate directly with the panelists using keypads, a computer, telephone and satellite communications.

The Dec. 4 conference topic is "Positioning Your Firm as a Market Leader," and a panel of Kentucky business leaders will demonstrate how to determine the strengths and weaknesses of the competition, evaluate new opportunities and markets, gain a technological advantage and tap into valuable sources of information and assistance.

Following the teleconference, Western's Small Business Development Center will sponsor a local presentation by Dr. Douglas L. Fugate, professor of marketing, in Crise Hall, Room 245. His remarks will deal with positioning strategies for Kentucky businesses.

Douglas F. Cobb, a Louisville publisher, will be the panel moderator.

The broadcast is scheduled from 7:30 a.m. to 8:45 a.m., and will be held on campus in the Academic Complex, Room 240. There is no charge to attend. The Innovation Series originates at the studios of the Kentucky Educational Television and is broadcast to 16 sites via the Star Channel. It is produced by the Kentucky Office of Business and Technology, the Kentucky Science and Technology Council, Inc. and Kentucky Educational Television.

Call Sandra Webb, continuing education director, 4137.

### Office Decorating Contest

The special events section in the Office of University Relations is sponsoring the first Christmas office decorating contest.

Individual offices or entire departments with the most creative and unique decorations will receive a free pizza party with a special guest appearance by Big Red- a-Claus.

Judging will be noon to 4 p.m. Wednesday, Dec. 11. In light of the budget crunch, judging will be based on creativity and originality, not flash and fancy. In short, anything goes.

Help spread the cheer of the season by returning this entry to Gene Crame, Office of University Relations by Friday, Dec. 6.

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<th>Office/Department</th>
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The Personnel File

Service Anniversaries

30 YEARS
Robye Anderson - Associate Professor, History

25 YEARS
Robert Adams - Director, Student Publications
James Brown - Professor, Theatre and Dance
Leo Fernandez - Department Head, Art
Wilford Frady - Professor, English
David Hartman - Professor, Chemistry
Charles Hays - Professor, Accounting
Paty Hooper - Assistant Professor, Mathematics
John Jones II - Professor, PE and Recreation
Marion Lucas - Professor, History
Frank Neuber - Professor, Government
Kenneth Nicely - Professor, Biology
Lowell Shank - Professor, Chemistry
Frank Toman - Professor, Biology

15 YEARS
Sally Boswell - Senior Account Clerk, Accounts and Budgetary Control
Horace Johnson - Director, Public Safety
Peggy Johnson - Principal Secretary, Dean’s Office, Academic Services
Edward Wilson - Police Major, Public Safety
Jo Ann Woods - Building Services Attendant, Physical Plant

10 YEARS
Dorothy Allen - Building Services Attendant, Physical Plant
Luevrl Allen - Food Service Worker, Food Services
Kenneth Dyren - Project Director, Student Support Services
Linda Gaines - Project Director, Upward Bound Program
Denise Huffman - Senior Secretary, Office of the Executive Vice President for Administration and Technology
Linda Oldham - Program Manager, Telecommunications

5 YEARS
Brian Coutts - Library Department Head, Library Public Services
Tessie Dennis - Admissions Assistant, Admissions
Paula Frasher - Senior Departmental Secretary, Art
Richard Greer - Director, Counseling Services Center
Vanessa Hill - Catalog Assistant IV, University Libraries

New Faculty and Staff

Joyce Al-Kishaly - Area Program Consultant, Diagnostic Center
Andrew Austin - Programmer Analyst I, Computer and Information Services
Edward Barted - Computer Services Specialist, T/TAS
Ashraf Boka - Teaching Associate, T/TAS
Karen Braun - Senior Administrative Secretary, Center for Industry and Technology
Barrickman - Associate Director, Athletics
Darryl Bridges - Assistant Residence Hall Director, Residence Life
Marxton Carter - Assistant Professor, Nursing
Reece Carter - Instructor, Health and Safety
Douglas Daniel - Instructor, Mathematics

Attorney
Edith Mullen - Administrative Secretary, Teacher Education
Judy Parker - Senior Administrative Secretary, Extended Campus - Glasgow
Thomas Seyler - Boiler Operator, Physical Plant
Robert Skipper - Coordinator, University Relations
David Sloss - Personnel Services Coordinator, Personnel Services

Deborah Sloss - Administrative Secretary, Academic Advising Center
Linda Spinney - Admissions Assistant, Admissions
David Sprouse - Air Conditioning Technician, Physical Plant
George Summers - Building Services Attendant, Physical Plant
Ruby Vandiver - Senior Administrative Secretary, Men’s Basketball
Wanda Wray - Senior Baker, Food Services

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Marxton Carter - Assistant Professor, Nursing
Reece Carter - Instructor, Health and Safety
Douglas Daniel - Instructor, Mathematics

Todd Davis - Coordinator, Athletics
Donald Dawson - Building Services Attendant, Physical Plant
Donna Duff - Senior Accounts Payable Clerk, Accounts and Budgetary Control
Carole Dunn - Building Services Attendant, Physical Plant
Denise Garner - Departmental Secretary, Teacher Education
Gregory Gesell - Manager, Postal Services

Susan Gomez - Admissions Assistant, Admissions
Bobby Harlan - Communications Officer, Public Safety
Randi Hildebrand - Coordinator, Athletics
Susan Imel - Bookkeeper, Student Health Services
Roger Isbelle - Food Service Worker, Food Services
Renee Kilgore - Coordinator, Nursing

Wildred Kirby - Building Services Attendant, Physical Plant
Jose Moore - Police Officer, Public Safety
Loretta Murray - Instructor, English
James Napper - Police Officer, Public Safety
Rebecca Owens - Building Services Attendant, Physical Plant
Mark Pitcock - Manager, College of Education and Behavioral Sciences
Susan Porter - Administrative Secretary, Teacher Education
Charles Pride - Admissions Counselor, Admissions
Zackie Ramsey - Recreation Equipment Mechanic, Physical Plant
Eugenia Scott - Senior Administrative Secretary, Computer and Informational Services
Michelle Toler - Library Assistant III, University Libraries
Gorden Turner - Police Officer, Public Safety
Patricia Wheeler - Building Services Attendant, Physical Plant
Glen White - Administrative Secretary, Public Health
Bonnie Williams - Visiting Assistant Professor, Nursing
Wynne Wright - Counselor, Talent Search

Retirements
Willie Davenport - Heating Plant Supervisor, Physical Plant, 10/31/91
Howard Pears - Boiler Operator, Physical Plant, 09/30/91
Brenda Thompson - Accounting Supervisor, Accounts and Budgetary Control, 10/31/91
College of Education and Behavioral Sciences


Potter College of Arts, Humanities and Social Sciences

Libby Oakes presented "The Widow as Cultural Anomaly in the Early Renaissance" at the 25th conference of The Center for Medieval and Early Renaissance Studies in Binghamton, N.Y.

DEPARTMENT OF MODERN LANGUAGES AND INTERCULTURAL STUDIES

Dr. Thomas Baldwin presented "Teaching Vocabulary in Context" at the annual meeting of the Southern Conference on Language Teaching in Raleigh, N.C. in October.

Dr. Jim Wayne Miller was a featured poet and essayist at the International Poetry Festival held in October at Duke University.

DEPARTMENT OF MUSIC

Dr. Michael Kallstrom has received a commission from Epicycle, a professional music ensemble, for a work to be premiered this Spring in Cleveland, Ohio. His orchestral composition, Towers and Spires, was commissioned and premiered by the Bowling Green...
Sponsored Awards

Dr. Livingston Alexander, Academic Affairs, $123,334 from the Kentucky Department of Education for Carl Perkins Vocational and Applied Technology Education Act. Various components are being run by Dr. Robert Schneider, Agriculture; Dr. Mary Hazzard, Nursing; Dr. Jerry Boles, Community College; and Dr. Ruby Meador, Allied Health.

Dr. Charles Anderson and Mike Lasater, Media Services, $364,725 from the Corporation for Public Broadcasting for WKYU-TV Community Service Grant for continued support for the 1992 television community grant and the distribution of public telecommunication services.

Dr. Michael Binder, University Libraries, $5000 from the Kentucky Department for Libraries and Archives for Kentucky Library Information Center Project to administer the Kentucky Library Information Center's programs, which is a system designed to provide information retrieval and appropriate interlibrary loan service to Kentucky public libraries.

Dr. Jerry Boles, Community College, $1000 from the Kentucky Cabinet for Workforce Development for Program Enrichment to help Western to continue in a leadership role for promoting Marketing Education within Kentucky. Various activities include promoting and conducting DECA activities to include officer training, Career Development Conferences, Leadership Training, and participation in inservice activities as needed in the service area.

Dr. Ann W. Cline, Teacher Education, $500 from the Kentucky Cabinet for Workforce Development for Administration and Coordination of University-Based Vocational Education Programs. The Center for Career and Vocational Teacher Education serves as the "communication center" by providing leadership, processing communication between ATE and program areas, and budgetary management of funded projects.

Dr. Ann W. Cline, Teacher Education, $13,300 from the Kentucky Cabinet for Workforce Development for Field-Based Teacher Education for Industrial Education to help Western provide a variety of services and be involved in a number of activities for industrial education teachers in Western's service area.

Dr. David Coffey, Agriculture, $12,058 from the Kentucky Oral History Commission for Family Farmer Interviews, #2 to conduct a minimum of 51 interviews with selected family farm members in selected counties to specifications set by the Kentucky Oral History Commission in cooperation with counterparts at University of Kentucky and Murray State.

Dr. David Coffey, Agriculture, $5300 from the Kentucky Cabinet for Workforce Development for Enrichment Activities in Agricultural Education to participate in professional development activities for students and instructors for maintaining, upgrading and updating the quality of teacher education programs and to cooperate with officials in the Office of Vocational Education in planning and coordinating activities related to agricultural education.

Byron Costner, Minority Student Support Services, $32,000 from the Kentucky Council on Higher Education for Minority Student College Preparation. This is a continuation grant designed to meet the goals of the Governor's Minority Student College Preparation program.

Mary M. Crisp, Teacher Education, $3500 from the Kentucky Cabinet for Workforce Development for Enrichment Activities in Business Teacher Education to support business teacher education for more than 50 pre-service teachers in undergraduate business education program, approximately 20 inservice teachers in graduate programs, and support the work of Phi Beta Lambda. This program will also support three faculty members in these endeavors.

Dr. David Dunn, Department of Health & Safety, $72,810 from the University of Louisville Research Foundation, Inc. for South Central Health Education Training Center. This contract extends certain portions of the ongoing AHEC (Center) activities.

Dr. David Dunn, Department of Health & Safety, $290,678 from the University of Louisville Research Foundation for South Central Area Health Education Center. This contract establishes an AHEC to address the health manpower needs.

Dr. Violet Moore, Home Economics and Family Living, $3200 from the Kentucky Cabinet for Workforce Development for Enrichment Activities for Home Economics Education to provide for supplemental activities for pre-service teachers via participation in PHA-HERO regional and state activities, visits to model schools and supervised pre-service learning activities.

Dr. John Riley, Department of Chemistry, $30,000 from LECO Corporation for the Upgrade of the Carbon, Hydrogen, & Nitrogen Analyzer. This instrument from LECO Corporation will allow the Coal Chemistry Laboratory in Ogden College to better provide elemental analysis data on a variety of samples from students and professors in chemistry, biology, agriculture, physics and astronomy, and engineering technology.

Dr. Stephen Schnacke, Interim Director, Educational Leadership, $106,414 from the U.S. Department of Education for Training Project on General Project Management to provide instruction for new directors. The objectives for each participant will be to increase their knowledge and skills in the areas of general project management including administrative procedures, supervision, and data and budget management.

David Wilkinson, Public Radio, $136,536 from Corporation for Public Broadcasting for Public Radio WKYU-FM.
November

20

Men's Basketball vs. Derby City Demons (AAU)-Exhibition. Diddle Arena, 8 p.m. Call Sports Information, 4298.

Carcinogenic Hazards in the Workplace. Speaker Ogden College Dean Dr. Charles Kupchella. Agricultural Exposition Center VIP Room, 7:30 p.m. Call Mona Moughton, 6328.

Educational Banquet. Garrett Conference Center Ballroom, 7:30 p.m. Call Torrie Cockrel, 2434.


Red Cross Blood Drive. West Hall Cellar, 8 a.m.-6 p.m. Call Brenda Horn, (615) 327-8226.

Teacher Job Interviews. DUC 309, 311, 9 a.m.-3:30 p.m. Continues tomorrow. Call Dr. Jim Craig, 4662.

DUC Movie, "Naked Gun 2 1/2." 7 and 9 p.m. Runs through Nov. 23. Tickets $1.50.

"The Boys Next Door" by Tom Griffin. Russell Miller Theatre. Runs through Nov. 24. Times 8 p.m. except 3 p.m. Sunday, Nov. 24. Tickets $3 adults, $3 students and senior citizens. Call Department of Theatre and Dance, 5845.

Proofreading of 1992 Summer Schedules, Academic Services, WAB 207, 8 a.m.-2 p.m.

21

Walt Disney World Information Session for students. DUC 340, 6-10 p.m. Call Carol White, 3095.

Academic Council, 3:30 p.m.

22

KY Music Association Banquet. Kentucky Museum Lecture Hall, 7 p.m. Call Adele Kupchella, 5084.

Chamber of Commerce Coffee Hour. Agricultural Exposition Center, 7:30 a.m. Call Flo Sullivan, 781-3200.

Jazz Ensemble Concert. Garrett Conference Center Ballroom, 8 p.m. Call Marshall Scott, 5916.

Faculty Development Proposals Due in Academic Affairs.

23

Bowling Green Bank Women's Basketball Invitational, Tennessee Tech vs. Furman, 6 p.m. WKU vs. Eastern Kentucky, 8 p.m. Diddle Arena, Call Sports Information, 4298.

Chess Club Tournament. DUC 340. Collegiate 6 p.m.-10 p.m., Scholastic 9:30 a.m.-4 p.m., Beginners 9:30 a.m.-3 p.m. Call Web Vandermeer, 5003.

24

David Garrard, Magic Art. Capital Arts Center, 3 p.m. Call 728-ARTS.

Bowling Green Bank Women's Basketball Invitational Finals. Diddle Arena, 1 p.m. Call Sports Information, 4298.

Faculty Concert Series with Elizabeth Volkman, soprano, and Joseph Brooks, clarinet. Ivan Wilson Center for Fine Arts Recital Hall, 3 p.m. Admission $3; proceeds benefit the Music Scholarship Fund. Call Department of Music, 3751.

25

Junior Recital with Wendy Fly, horn. Ivan Wilson Center for Fine Arts Recital Hall, 8 p.m. Call Department of Music, 3751.

26


Sabbatical Applications Due in Academic Affairs.

27

Evaluations & Appointment Recommendations For Untenured Faculty (2nd yr.) Due in Academic Affairs.

Promotion/Tenure Recommendations Due in Academic Affairs.

28

Thanksgiving Day

29

Men's Basketball vs. Southern Illinois. Diddle Arena, 8 p.m. Call Sports Information, 4298.

30

Men's Basketball vs. University of Tennessee-Martin. Diddle Arena, 7:30 p.m.

December

2

Unrestricted Development Fund Applications Due in Academic Affairs.

4-H Area Variety Show. DUC Theater, 6 p.m.

3

Administrative Council. 9 a.m.


DUC Movie, "Awakenings." 7 and 9 p.m. Runs through Dec. 7. Tickets $1.50.

Beaver Dam Elementary School Tour. Hardin Planetarium, Environmental Sciences and Technology Building, 9:30-11:30 a.m. Call Dr. Frank Conley, 4448.

Senior Recital with Laura Finley, flute. Ivan Wilson Center for Fine Arts Recital Hall, 8 p.m. Call Department of Music, 3751.

University offices will close for the holidays at 4 p.m. Friday, Dec. 20, and will reopen at 8 a.m. Monday, Jan. 6, 1992.