

Mrs. Josephine Elliott

INDIANA STATE  
University  
Notes  
EVANSVILLE CAMPUS

INDIANA STATE UNIVERSITY EVANSVILLE  
"Equal Opportunity and Affirmative Action Employer"  
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MODIFIED SCHEDULE IN EFFECT

To conserve energy the following modified schedule will be in effect from December 22 through January 14. University offices will be closed December 22 through January 1. Minimal temperatures will be maintained in classroom areas from January 2 through January 13. The January 2 through 14 schedule is as follows:

January 2 - 4	Fee payment for pre-registered students with no schedule changes
January 7	Fee payment for pre-registered students requiring schedule changes
January 8	Advisement and registration of new and non-preadvised students
January 9	Faculty meeting
January 10-11	Late registration
January 14	Classes start for second semester

FALL SEMESTER FINAL GRADE SHEETS

The Final Grade Sheets for the Fall Semester are due to be submitted to the Registrar's Office by 12:00 noon on January 2, 1974. Please turn in the Final Grade Sheets as they are completed during the Final Exam Week.

Students will begin the registration process for the Spring Semester on January 2, prior to the mailing of Fall Semester grades. So that students will be aware of their success or failure in their Fall Semester classes before registering for Spring Semester classes, please use the grade posting forms which will be attached to the Final Grade Sheets. Please post these forms in your Divisional office window as soon as possible. If students are aware of their Fall Semester grades before registering for their Spring Semester classes, it may eliminate changes of classes which they would have to make during the drop/add period.

University offices will be closed during the Christmas holidays beginning December 22 through January 1. If you wish to turn in your Grade Sheets during the period starting at 5:00 p.m. December 21 through January 1, you may do so by depositing your Grade Sheets in a locked box which will be located in the main office of the Power Plant. (The main office will be open 24 hours a day.) University offices will reopen on January 2, and Grade Sheets are to be turned in at the Registrar's Office on that day. Grade sheets not received by 12:00 noon on January 2, will require that Incomplete grades be assigned to all students in the class so that processing may be completed for the student grade mailings. Please do not mail Grade Sheets. During the Christmas season there is a chance they might be lost.

I would like to thank you in advance for your cooperation in helping to process the students final grades for the Fall semester.

John Deem, Registrar

ENERGY CONSERVATION RESULTS

Paul Grimes, Physical Plant Superintendent, reports that the efforts of faculty, staff and students to conserve energy have resulted in ISUE using 24% less electricity on campus for the month of November as compared to November, 1972. He also notes that the gas usage for that same period of time was reduced by 43%. Faculty, staff, and students are to be commended for their positive participation in the conservation of energy.

AD HOC COMMITTEE ON ENERGY CRISIS FORMED

The Dean of Academic Affairs and Student Services Donald Bennett has named an ad hoc committee to study alternate means for student transportation to the campus in the event that more drastic steps are taken in the national energy crisis. Robert Lawson, Dean of Students, will chair the committee. Other members serving on the committee are Art Werner, Computer Center Director, John Deem, Registrar, William Leedy, Instructor in Business, Charles Petranek, Assistant Professor of Sociology, Van Jones, ISUE Junior, and David Buttrum, ISUE senior.

EMPLOYEE ENROLLMENT IN UNIVERSITY COURSES

Full-time support and clerical employees wishing to register for University undergraduate courses during Spring Semester 1974 are reminded by the Personnel Office about regulations governing such enrollments. The ISUE Handbook states that an employee may be given enough time from duties to attend day classes to a maximum of three semester hours per semester. Time taken from work must be made up at scheduled times authorized by the Department Head and approved by Personnel Office. Fee waiver may be granted for a total of six credit hours during a calendar year.

Employees must have approval of the Department Head and the Vice President for Business Affairs for time away from duties to attend classes. Courses taken should be: (1) to improve the competence of the person in his/her position and/or (2) required for the degree which the person is seeking.

Those wishing approval for day courses must:

1. Write a memo to the Department Head or Supervisor requesting approval and indicating:
  - (a) course name, number, time of meeting and number of credit hours
  - (b) whether the course applies toward a degree or is to improve competence in the position
  - (c) whether time from work will be missed and, if so, how it will be made up
2. Obtain an application for fee waiver for either day or night classes from the Office of Financial Aids and secure signature of approval of Department Head or Supervisor on both the memo of request and the fee waiver application.
3. Submit to Personnel both forms by December 17 to allow time for the request to be processed before the new semester begins

Additional night courses may be taken by employees but the fee waiver will not be applicable for these added classes. Support and clerical personnel with questions about regulations or procedures may call the Personnel Office, Extension 270.

GUEST SPEAKER

Mr. Ralph Kincade, Manager of the Mt. Vernon Field of Production Credit Association, was guest speaker for the Credit Collections class conducted by Wanda Hibbitts, Assistant Professor of Business. His topic pertained to credit collections, and the presentation was given on Monday, December 10 at 10:00 a.m.

CHRISTMAS EXHIBIT

An exhibit case in the Library is presently displaying Christmas items from the Special Collections. Featured are manuscripts from the Charlotte Minnette, Ruth Kishline, Mead Johnson and Company Collections, and children's rare books.

ISUE CHESS CLUB CHALLENGES FACULTY

The members of the ISUE Chess Club wish to challenge the ISUE faculty to a student-faculty chess match to take place sometime in late January or early February. Hopefully this could develop into an annual affair with the possibility of purchasing and displaying a "travelling" trophy or plaque designating the winner of each year. All faculty members foolhardy enough to be interested in partaking in such a chess match with such dynamic chess players as Mark Greenwell (477-2840), Mike Goebel (963-5216), and Mike Ashcraft (477-4501) are asked to contact one of the three at your earliest convenience.

MINAS CHRISTIAN PROGRAMS

ISUE will sponsor another series of programs featuring Minas Christian, conductor of the Evansville Philharmonic Orchestra. Mr. Christian will present a series of lectures relating to the final four concerts in the 1973-74 Evansville Philharmonic season. Featured will be Garrick Ohlsson, pianist; James Bursen, Trumpet; Britten's War Requiem; and Zara Nelson, cellist. All sessions will be held at the Library Rare Books Room from 7:00 p.m. to 9:00 p.m. on January 24, February 14, March 21, and April 18. The fee for the course is \$10.00 to non-students, and ISUE students are admitted free.

FACULTY POSITION VACANCIES

The following positions are vacant as of December 6, 1973. Women and members of minority groups are encouraged to apply.

Faculty member to help further new innovative training program for teachers preparing to work in inner cities. Position requires teaching general reading methods courses, successful teaching experience in inner city, strong language arts background, institution-community liaison. Salary and rank commensurate with experience and institutional policies. To apply, provide resume and credentials to Dr. Ted DeVries, chairman, Division of Education by January 15, 1974.

Faculty member to help plan and develop new technology program. Technology background in one of the following desirable: supervision, chemical, electronics, communications, graphics or industrial education (teacher training). Will help select equipment and plan curriculum. To apply, provide resume by January 1, 1974, to Dr. Donald Bennett, Dean of Academic Affairs. Doctorate preferred.



ADMINISTRATIVE POSITION VACANCY

The following position is vacant as of December 6, 1973. Women and members of minority groups are encouraged to apply. To apply or for information, contact the Personnel Office. Do not contact the department.

University Counselor: This new position requires a person able to engage in counseling relationships with students. The Counselor must have a knowledge of counseling techniques and be skilled in usage and will serve as a consultant to faculty, working with students to help develop more effective study skills. The Counselor will be liason with relevant agencies and conduct guidance activities. Minimum academic requirement is a master's degree in counseling, psychology or related field. The Counselor will be assigned to the Office of Student Life.

CLERICAL AND SUPPORT POSITION VACANCIES

The following positions are vacant as of December 6, 1973. Women and members of minority groups are encouraged to apply. To apply or for information, contact the Personnel Office. Do not contact the department.

Secretary III	Division of Education	Skilled typist to handle correspondence, tests and reports, work with faculty, students and visitors. Will handle supplies and keep budget accounts. Nine-month job each year.
Administrative Secretary	Office of the President	News Bureau functions, Foundation responsibilities, assist in setting up special campus projects, receptionist, secretarial duties.
Secretary III	Library	Work circulation desk, secretarial skills, apply library techniques and procedures.

DIRECTORY CHANGES

Addition	Green, Mrs. Sharon Marie (Robert) 601 E. Sherman, Mt. Vernon, 47620 Informationalist, Office of Student Life	AD112 343 838-3101
Phone change	Ferrell, Mr. John T.	985-3828
Delete	Nolen, Mrs. Jane B. (Gary)	