

EVANSVILLE CAMPUS NOTES

ISU

January 16, 1968

Back cart contains the following equipment

Notes for faculty and staff will be distributed on Monday of each week, if news items are available. Please give notices which should appear in a particular issue of CAMPUS NOTES to Mrs. Barton prior to 4:00 p.m. on Thursday.

1. News Releases

All information to be released to, or through, news media is to be channeled through Mr. Roebuck (ISUE) or Mr. Joe Kish (ISU-T.H.), for announcement through the Office of the Dean of the Evansville Campus, or the Office of the President. During the absence of either, or both administrators, the Business Manager of the Evansville Campus or the Vice President for Business and Financial Affairs are designated to make official statements, or to defer such until necessary arrangements or appointments can be made.

2. Thanks to the fine cooperation of all faculty and staff, Pre-registration on January 10, was very successful. Evaluation feedback and suggestions for modifications should be given to your area heads.
3. At this date it appears that enrollment next semester will equal, if not slightly exceed the expected projected enrollment for the spring semester.
4. If you know of candidates for faculty positions announced at the last faculty meeting, notify your area heads.
5. Within a few weeks, Dean Rice will distribute a questionnaire to ascertain faculty perceptions of the nature of academic, non-academic, and support programs which ISUE should offer as the Campus reaches various stages of development. This data will be used in drafting a provisional longer-range plan for the ISUE Campus, at stages of 2500; 5000; 10,000; 15,000; and 20,000 student enrollment.
6. Ideas about programs which should be considered in short-range planning, i.e. 1969-70, 1970-71, and 1971-72, should be discussed with your area heads. Mr. Wright informs us that the State budget office is requiring application of program budget planning techniques for the 1969-71 budget requests. Basically this requires identification of:
 - a) Program alternatives, b) staffing, equipment, and faculty needs for each existing and proposed program, c) needs converted to dollar amounts, and d) rationale and justification for each selected program.

7. A.V. Equipment

A cart of A. V. equipment has been placed on each floor of the main building, in the following locations:

- Basement -Cart will be located in the classroom.
- 1st. floor - Cart will be located in the main office.
- 2nd. floor - Cart will be located in room 32B
- 3rd. floor - Cart will be located in room 42

7 (A. V. Equipment) cont'd.

Each cart contains the following equipment:

- 1 - 16mm movie projector
- 1 - Slide projector
- 1 - Record player
- 1 - Film strip projector
- 1 - Tape recorder
- 1 - Overhead projector will be located in the same general area but not on the cart proper.

This equipment is numbered and assigned to this particular cart and floor. You may use the equipment as you wish, but when finished, please return the equipment and cart to the designated place. If you wish to take a piece of equipment off the cart for use, please sign the sheet provided, giving your name, date and kind of equipment so that we will know where it is located.

The cooperation of each faculty member is needed and will be greatly appreciated.

8. Meeting of Faculty Wives

Faculty wives will meet at the home of Betty Rice, 611 Mels Drive, on Wednesday, January 24, at 7:30 p.m.

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