

Vol I #3

EVANSVILLE CAMPUS NOTES

ISU

October 16, 1967

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. Director of Libraries on Main Campus

Mr. Fred Haines has returned to the position of Director of Libraries for Indiana State University.

2. Library Holdings

Miss Rom reports our library holdings on October 10, 1967 to consist of 3,675 books including bound periodicals and indexes

3. Evansville Advisory Committee for ISU

The executive Committee of the Evansville Advisory Committee for the development of the Evansville Campus of ISU met Friday, October 13, 1967.

4. Faculty Advisory Committee

The Faculty Advisory Committee meets Tuesday, October 17th, from 9:00 A. M. until 10:00 A. M. for an organizational meeting. The members are: Mr. Jim Blevins, Chairman Dr. Ben Miller, Dr. Donald Pitzer, Mr. Dean Phelps and Mr. John Price.

5. Emergency Procedures

The Fire Department maintains ambulance service in the Evansville Community. In case of emergency the Fire Department should be called to take injured individuals to the hospital emergency departments.

6. Volunteers for United Fund via Red Cross

Mr. Francis J. Check, Red Cross Service, telephone 425-3341 is seeking student volunteers to participate in a house to house United Fund solicitation program. Have interested students turn their name in to Mrs. Barton.

7. Mail to Evansville Schools

Starting Monday, October 16, a mail box will be provided at Helfrich Park School for ISU mail. Indiana State University mail going to any Evansville schools will be taken to Helfrich Park and be delivered through the school mail. Pick-up and delivery time: 2:20 - 2:30 P. M. Monday through Friday.

8. Moving Classes

If any instructors have unofficially moved their class(es), they should notify Dr. Jones' office immediately. This should be done in writing giving the number of the original classroom and the new classroom. Classes should not be moved to other classrooms without clearing the move. Office records have to be complete to locate students in case of emergencies.

9. Midterm Grades

Midterm examinations should be administered on or before Wednesday, November 15. Grades are due in the Registrar's Office no later than noon Friday, November 17. The Registrar's Office will provide grade report sheets. Grades must be submitted for every student enrolled in every course.

10. Dropping of Classes

From Thursday, October 12, through Wednesday, January 17, students wishing to drop classes must have the approval of both their advisor and Dr. Jones, the assistant dean for instructional services.

11. Schedule Appointments

Within the next few weeks Dean Rice would like to arrange individual appointments with each faculty member. Mrs. Barton will arrange a convenient time for the conferences.

12. High School Visitation

High school visitations are scheduled for October 16-18 to meet with high school counselors and interested students.

13. College Publications

Each faculty member should have a copy of each issue of the undergraduate college catalog, and of the student hand-book. Copies of the Graduate Catalog are on order for distribution.

14. Title VI Equipment Grant Requests

Many faculty and staff are to be commended for the diligent efforts put forth in preparing Grant requests for funds under title VI of the Higher Education Act of 1965.