



Vol. VI No. 1

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University Notes contain announcements of interest to faculty and staff and is prepared twice a month in the Office of the Assistant to the President. A copy is sent to each member of the faculty and staff. Items for University Notes should be in writing and in the Office of the Assistant to the President before 5:00 p.m. on Friday.

Office Hours on Evansville Campus

Administrative offices are open daily from 8:00 a.m. to 5:00 p.m. Offices are closed on Saturday and Sunday.

Bookstore. The Evansville Campus Bookstore is open Monday through Thursday from 8:30 a.m. to 12:30 p.m. and 1:00 p.m. to 6:00 p.m. On Friday the Bookstore is open from 8:30 a.m. until 2:00 p.m.

Health Offices. The Health Offices are located in Rooms 115-6. The School Nurse, Mrs. Little, is available for faculty, students, and staff members from 8:00 a.m. to 4:30 p.m.

Library. Library hours are from 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. The library is closed on Saturday and Sunday.

Switchboard. Regular hours for the switchboard are Monday through Friday, 7:30 a.m. to 8:30 p.m. The switchboard is open on Saturday from 8:00 a.m. to 12 noon. When classes are not in session, the switchboard closes at 6:00 p.m. weekdays and at 12 noon on Saturday. Instructions for use of telephone, local, long distance, and SUVON is in the front of the ISUE Register.

Temporary Union Building. The Temporary Union Building is open from 8:00 a.m. to 5:30 p.m. and the food service line is open Monday through Friday from 9:00 a.m. to 2:00 p.m. Vending machines are also housed in the TUB.

Campus Mail Service

Incoming mail is picked up at the post office twice daily and brought to the campus, arriving around 11:00 a.m. and 4:00 p.m. Then it is sorted and distributed to Divisions and Departments.

Outgoing mail, delivered to the mail basket inside the window of the Bursar's Office, is picked up by the mailroom attendant and prepared for posting in the next outgoing mail. Outgoing mail leaves the University at 9:30 a.m. and 3:30 p.m. Monday through Friday.

Printing and Duplicating Services

Printing and duplicating services are outlined in the booklet, "Guidelines for Use of Duplicating Processes" available through the Division or Departmental Secretary or from the Personnel Office.

University Directory

The University Directory, prepared by the Personnel Office, lists names, addresses, and telephone numbers of all faculty, administration, and office personnel. Changes in address or phone number throughout the year should be reported to the Personnel Office, in order to keep the directory updated.

Faculty Pay

The first faculty pay day will be October 1. Checks will be available in the Bursar's Office after 3:00 p.m.

Faculty News Forms

Attached to this bulletin is a form for reporting professional activities to the President's Office. Please request additional forms as needed. A supply of forms is kept by the Division Chairman secretaries.

Faculty Absences

Any faculty member who cannot meet with his class or laboratory period should notify his Division Chairman in advance if possible. Class cancellation must be held to a minimum and should be cancelled only in cases of extreme emergencies. It is the responsibility of faculty members and Division Chairman to arrange for coverage for arranged faculty absences.

Faculty Records

All faculty are required to file official transcripts of all collegiate credit and degrees earned. Faculty members must file in the Office of the Dean of Student and Academic Affairs any changes in personal records such as change of address, marriage, etc., so that the records can be kept up to date.

Vehicle Registration

A registration decal is required for all students, staff, and faculty motor vehicles operated and parked on the campus. The decals are now available at the Bursar's Office. Information regarding license number, year and make of car, and the registered owners name must be available at the time of registration. A fee of \$5.00 will be charged for each vehicle registered. This fee will be paid at the time of vehicle registration. If two cars will be used equally at the campus, proof of registration must be presented to get a second decal without charge. Failure to register a motor vehicle will result in a \$5.00 fine.

Kinder House

The Kinder House, the rennovated residential home on west campus, houses offices for student government association, the newspaper staff, and student lounges. The lower level is being utilized for art classes.

ISUE Student Organizations

Various professional and social student organizations have been formed on the campus. Greek organizations at ISUE include two local fraternities, Alpha Omega Psi, Alpha Omega Tau, and a national fraternity, Tau Kappa Epsilon, plus three local sororities, Phi Beta Chi, Alpha Theta Chi, Chi Sigma Rho, and one national sorority, Sigma Sigma Sigma. Politically-oriented clubs active on campus are Young Democrats, Young Republicans, and Young Americans for Freedom. Specific interest groups are also emerging, and these include Sigma Epsilon Chi, the science club; Earth Science Club; Student Education Association; University Art Club; History Club; Communication Arts Club; Students for Community Action, which includes students who are interested in assisting local community organizations in worthwhile projects; Chi Gamma Iota, an organization for former military personnel; Au Naturelles, a club that helps foster good racial relations among students; Fish, an ecumenical group open to all students; Sigma Zeta, the science honorary; and Alpha Kappa Psi, a professional business fraternity. The student organizations are co-ordinated through the Office of the Dean of Students.

Fall Film Series Announced

Dr. James Blevins, Chairman of the ISUE Arts Commission, released the film series schedule for the 1971 Fall Semester. The following films appear on the schedule: September 28, Passion of Joan of Arc and Melie's Trip to the Moon; October 5, Alfie; October 12, Seven Samurai; October 19, To Die in Madrid; October 26, Elvira Madigan; November 2, Midnight Cowboy; November 9, The Blue Angel; November 16, Blow Up; November 23, How I Won the War, and Homo Homini; November 30, 8½; December 7, Relativity, Man and Dog Out for Air, Horse Over Teakettle, That's Me, and other films; December 14, Triumph of the Will; January 4, The Killing; and January 11, Hour of the Wolf.

The films will be shown on the Evansville Campus in the Blue Room of the administrative wing. The films will be shown at 2:00 p.m. and 8:00 p.m. on the dates listed. Season tickets can be purchased at the Bursar's Office after September 9. Tickets are \$7.50. General admission for any one showing is \$1.

Faculty Art Show

The second annual ISUE faculty art show will be on exhibition September 10 through September 30 at the Old Gallery, Lower Level, Old National Bank Building, Washington Square. The gallery is open during regular banking hours. The show will feature works by these Evansville Campus faculty members: Mona Hinton, John W. McNaughton, Kenneth G. Vance, and Daniel O. Engelke.