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Administrative Council Meeting Minutes, September 12th, 1973

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THE MINUTES
ADMINISTRATIVE COUNCIL
TYLER STATE COLLEGE

3:00 p.m., September 12, 1973

I. INTRODUCTORY REMARKS

President James H. Stewart, Jr. stated that the purpose for the Administrative Council is to provide an opportunity for all institutional administrators to come together for monthly discussions of institutional concerns. It will be the goal of the council to limit these meetings to one hour.

II. 1973 FALL SEMESTER REGISTRATION RECAPITULATION

Dr. O. Robert Marsh, Dean of Admissions and Records, reported that 544 students had registered for the 1973 Fall Semester at Tyler State College. Of this number, 84 are enrolled in graduate courses, 25 students are enrolled in the Medical Center Hospital course, and 11 students are enrolled in the course offered at Longview. The course scheduled to be taught in Marshall has been dropped.

III. COLLEGE TELEPHONE OPERATOR AND RECEPTIONIST

President Stewart announced that Mrs. Ellen Hogan will assume the responsibility of telephone operator and receptionist and her station will be located in the hallway of the main entrance of the college. Her duties will come under the Fiscal Affairs area. Each institutional administrator should communicate directly to Mrs. Hogan both personnel and other changes that may occur in your areas from time to time of which the telephone operator and receptionist should be aware in order to perform her duties efficiently and effectively.

Dr. Stewart further stated that public relations is an area of which we should all be continually aware and each administrator should assume the responsibility for impressing on all personnel in your area the significance of good public relations.

IV. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS VISITATION
COMMITTEE

A list of the Southern Association of Colleges and Schools Visitation Committee scheduled to be on the college campus September 26-28, 1973, was given to each council member. Dr. Stewart announced the schedule for the Visitation Committee. The first meeting of the SACS committee will be a dinner meeting

scheduled for September 26, 1973, at 7:30 p.m. The committee will initiate its work with the institution generally the morning of September 27, 1973. This work will continue the morning of September 28, 1973 until 11 a.m. During the period of time, on September 27 and 28, the committee will be working with the various areas of the institution and a specific schedule will be distributed at the appropriate time for your complete information. The final meeting will be conducted on September 28, 1973, at 11 a.m. with the committee and the institutional president. Others who may be required to attend this meeting will be notified through the president's office.

Dr. Frank H. Smyrl has consented to work with the Southern Association, giving direction to our continued work with the regional accrediting association for the future. A copy of the latest Southern Association of Colleges and Schools Status Report was distributed to council members.

V. COLLEGE PARKING FACILITIES

John R. Sawyer, Vice President for Fiscal Affairs, reported that the parking lot bounded by Gentry Parkway, North Broadway, North College, and East Berta was nearing completion and would be assigned to full-time faculty, visitors, and other designated persons.

VI. COLLEGE CATALOG

James S. Powell, Director of the Office of Public Information, reported that the college catalog for the coming year will have approximately 72 pages. The copy deadline is November 1, 1973, and the delivery date will be between February 15 and March 1, 1974.

VII. JUNIOR COLLEGE COUNSELORS MEETING

Dean Marsh announced that Tyler State College will be host to the area Junior College Counselors on Friday, September 21, 1973. The morning meeting will be followed by lunch at Wyatt's Cafeteria.

VIII. ADJOURNMENT

The meeting adjourned at 4 p.m.

ATTENDANCE:

Dr. Robert L. Cox	James L. Mayfield	John R. Sawyer
A. Wayne Criswell	Dr. Noel H. McCoy	Dr. Frank H. Smyrl
Dr. George Joyce	Dr. Gerald L. Morris	Dr. James H. Stewart, Jr.
Dr. O. Robert Marsh	John R. Pierce	Dr. Billy L. Turney
	James S. Powell	

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