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TYLER STATE COLLEGE

TYLER, TEXAS 75701

November 3, 1973

TELEPHONE 214 595-0001

OF THE PRESIDENT

To: Board of Regents, Tyler State College

From: James H. Stewart, Jr. *JHS*

Subject: Administrative Notes

I. Board Committees: Chairman Morgan requested that a confidential report be made to all Board Members relative to action on items referred to Board Committees with Board Authority.

A. Campus and Building Committee

1. Vending Machines - Committee approved motion to authorize college administration to take proposals from vending companies. Proposals and administration's recommendation will be reviewed by the committee.
2. Pay Telephones - Committee approved motion to authorize the administration to arrange for pay telephones as needed in the temporary facilities.
3. Soil Testing and Analysis - Committee decided to take proposals for soil testing and analysis on the permanent site from five companies, including Southwestern Laboratories, Texas Testing Laboratories, East Texas Testing Laboratories, Pittsburgh Testing Laboratories, and Mason-Johnson and Associates.

B. Finance and Appropriations Committee

1. Student Fees - Committee approved the recommendation from the administration for student fees in accordance with the student fees report which is attached for your information.

C. Academic and Personnel Committee

1. Admissions Requirements - The Admissions Requirements were approved in accordance with the enclosed material relating to this matter.
2. Austin trip - Dr. Turney, a prime candidate for the Deanship of our School of Education and Psychology, and I met with Dr. J. W.

Edgar, Commissioner of Education, Dr. Harlan Ford, Assistant Commissioner of Education, along with Dr. Bevington Reed, Commissioner of Higher Education, on Thursday, at 4 P.M. at the Texas Education Agency offices in Austin. An open discussion of the unique situation of our institution was conducted. The problems and possible solutions were explored. As a result of this meeting, our future course, so far as Teacher Education is concerned, has been brought into focus and Dr. Edgar stated that even though there is an "element of risk" involved, we should proceed with our planning and implementation for the Spring Semester. Although Dr. Edgar cannot grant temporary administrative approval for our Teacher Education program until further planning is accomplished during the next several weeks, he strongly encouraged our efforts in this direction. (a copy of my correspondence to Dr. Edgar dated today is attached for your information and files.)

Following the above meeting, we had an additional conference with Dr. Reed to further discuss the time line for implementing our programs and adding to the Spring Semester courses over the next several semesters.

The result of our Austin visit yesterday, in effect, gives Tyler State College a moratorium period in which to establish a program in Teacher Education under the Competency/Performance Based Standards.

Prior to our trip to Austin yesterday, this entire matter was discussed with the Academic and Personnel Committee at the scheduled meeting on Wednesday in Jacksonville. The specific details of our Austin meeting will be discussed immediately with Committee Chairman Dr. B. H. McVicker in order that we may proceed with course planning for the Spring Semester.

D. Executive Committee

1. Equipment Purchases - Committee reviewed schedule of equipment requirements, examined furniture samples, and authorized the ordering of basic instructional and service equipment for the institution.

II. College Relations

- A. Inauguration of New President of East Texas State University - I represented Tyler State College at the inauguration of Frank Henderson (Bub) McDowell as seventh president of East Texas State University, Commerce, on Saturday, October 28, 1972.

- B. Visit with Senator A. M. Aikin, Jr. - I had the privilege of visiting with Senator Aikin at the inaugural ceremony for the President of East Texas State University. Senator Aikin is very interested in Tyler State College and advised me that we were going to do alright as an upper level institution. He invited me to visit with him at his office in Paris in the near future.
- C. Senator Jack Hightower - I plan to attend a meeting in Bullard this evening at which Senator Hightower of Vernon will speak.
- D. Honorable John Ben Shepperd - I am enclosing the correspondence from Mr. Shepperd and my reply for your information and files.

E. Speaking Engagements

1. I was privileged to be invited to speak to the Business, Industry, Education Day Luncheon in Harvey Hall on November 1st. This is an annual cooperative effort among Business, Industry, and Education in the Tyler area. There were approximately 1,000 in attendance at the luncheon speech.
2. Also, I am speaking today at the Tyler Noon Kiwanis Club Meeting at the Blackstone Hotel.
3. Additionally, I have spoken to several civic clubs and other community groups throughout the East Texas area during the past several weeks.

F. Junior College Student Information

Our staff is working with counsellors and students in the area junior colleges relative to our January opening.

- G. Release of Information to News Media - The attached letter to Don Brown is the result of a conversation I had with Chairman Morgan relative to the story which appeared in the Tyler newspapers following the October 25th Board of Regents meeting. (You received copies of the newspaper story with my Administrative Notes last week.)
- H. Personal Data - Board of Regents Information Sheet - If you have not completed the Board of Regents Information Sheet, another one is provided for your use. We would appreciate your completing and returning this at your convenience in order that we may have the information available in the Tyler State College files.
- I. Change in Telephone Number and Address of Tyler State College - The telephone number is Area Code 214-595-0711 and the address is 100 East Berta Street, Zip Code 75701.

- III. Members of the State Board of Education - A list of members of the State Board of Education is for your information and files. A revision of this list will be mailed to you after the General Election next week.
- IV. Southern Association of Colleges and Schools - As I mentioned in the Board of Regents Meeting on October 25th, Dr. Grover Andrews, Associate Director of the Southern Association of Colleges and Schools, will make an official visit to Tyler State College on November 8th. A luncheon will be arranged for Dr. Andrews and any members of the Board of Regents desiring to join us at this noon meeting will be most welcome. If you can attend, please advise me by 10 A.M., November 8th.
- V. Expenditures or Requests to November 3, 1972 - A copy of the expenditures or requests to November 3, 1972 is attached for your information and files.