Administrative Notes, November 17th, 1972

University of Texas at Tyler

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To: Board of Regents, Tyler State College
From: James H. Stewart, Jr.
Subject: Administrative Notes

I. Board Committees

A. Campus and Building Committee

Work Session with Architect - A work session with Bill Steely and one or two programmers from CRS has been scheduled for November 21 at 8:00 a.m. on the Tyler State College campus.

B. Academic and Personnel Committee

1. Transfer of Courses for Credit from Tyler State College - As examples of letters which we are receiving from other institutions, attached are copies of communications from North Texas State University and Stephen F. Austin University stating conditions under which each school will accept for credit courses completed at Tyler State College.

2. Inventory of Courses - Regent B. H. McVicker, M.D., has advised that the Academic and Personnel Committee has given approval to the inventory of courses as submitted to all Board Members in the Administrative Notes of November 10, 1972.

3. Proposal for Federal Grant - The Region VII Education Service Center is coordinating a consortium program under a proposed federal grant for strengthening developing institutions, Title III, Higher Education Act 1955, PL89-329. This program is one which is tailor-made for the current needs of Tyler State College.

After discussing the matter with Chairman Morgan and Dr. B. H. McVicker, Chairman of the Academic and Personnel
The administration completed the grant application forms for our institution under this program.

The proposal which we have submitted calls for Tyler State College to receive $70,400 beginning September 1, 1973 for fiscal year 1974. The grant will be renewable for the two succeeding fiscal years.

If the grant is awarded in the full amount, the funds could be utilized for the employment of four professional persons and two support personnel. These individuals could be assigned to areas of greatest need in our academic program.

Although our funds will be awarded separately, the consortium aspect of the program indicates that some professional activities such as workshops will be conducted for all participating institutions. Also, there is a requirement that one institution serve as project coordinator for the consortium. LeTourneau College of Longview has voluntarily assumed this role. (See attached letter.)

A copy of HEW Form 441 is attached for your information. This form titled "Assurance of Compliance with the Department of Health, Education and Welfare Regulations Under Title VI of the Civil Rights Act of 1964" is one which institutions must complete upon applying for federal financial assistance.

II. Consultant for Teacher Certification Program

Dr. Emmett Smith of West Texas State University has agreed to work with us in a consultant capacity relative to our Teacher Certification program. Since Dr. Smith is the State Coordinator for this program and is paid for his services through the Texas Education Agency, Tyler State College will not be obligated for either a consultant's fee or expenses. We have set a tentative date for our first work session for November 27, 1972. The meeting will be conducted on our campus.

III. Release of Information to News Media

A copy of the news release which was mailed to all news media (55) in the East Texas area is attached for your information. I also communicated the same information to the junior college presidents in the East Texas area, along with specific information relative to course descriptions, etc., which will be of interest to students in the junior colleges which Tyler State College serves.

IV. Expenditures for Week Ending November 17, 1972

A copy of the expenditures for week ending November 17, 1972 is attached for your information and files.
V. Calendar of Events for Tyler State College

A. **November 20** - Meeting called by the Coordinating Board, Texas College and University System, of representatives from Upper Level State Institutions to be held at the Sheraton-Crest Hotel, Austin, 2 p.m.

B. **November 21** - Work session with representatives from CRS architectural firm, 8 a.m., Tyler State College.

C. **November 22** - Mail agenda of meeting of Board of Regents to the Secretary of State.

D. **November 23 and 24** - Thanksgiving Holidays

E. **November 27** - Tentative date for work session with Dr. Emmett Smith relative to Teacher Certification program, Tyler State College.

F. **November 28** - Meeting with Senator A.M. Aikin, Jr. in Paris.

G. **November 29** - Board of Regents Meeting, Tyler State College, 2 p.m.

VI. College Relations

A. **Tyler Home Builders Association** - I was privileged to speak at the monthly dinner meeting of the Tyler Home Builders Association at Willow Brook Country Club on Tuesday, November 14.

B. **Rose City Kiwanis Club** - The Rose City Kiwanis Club invited me to be guest speaker at their 7:00 a.m. meeting on Thursday, November 16.

C. **List of News Media** - Attached is a listing of the news media in the East Texas area. If a newspaper, radio or television station is omitted from your area, please advise me.

D. **Senator-Elect Don Adams** - I had a telephone conversation with Senator-Elect Don Adams today relative to setting a date with him for a personal conference. At his suggestion, the appointment was set for December 7 at 2:30 p.m. at his office in Jasper.

E. **Meeting with Senator A.M. Aikin, Jr.** - I have arranged a meeting in Paris with Senator A.M. Aikin, Jr. for November 28. The proposed meeting has been discussed with Chairman Morgan but Regent Abernathy is out of his office until Monday, November 20. Therefore, I will visit with Chairman Morgan and Regent Abernathy the first of next week to make specific arrangements for our visit with Senator Aikin. The Senator has given us the flexibility of setting the meeting hour at our convenience.