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James H. Stewart, Jr. Papers

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6-12-1974

### Administrative Council Meeting Minutes, June 12th, 1974

University of Texas at Tyler

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*Dr. Marsh*

THE MINUTES  
ADMINISTRATIVE COUNCIL  
TYLER STATE COLLEGE

3:00 p.m., June 12, 1974

I. INTRODUCTION

Dr. James H. Stewart, Jr., president of Tyler State College, read a copy of a letter that was received by Henry M. Bell, Jr., which was also received by all members of the Tyler State College Educational Foundation, Inc. Board of Directors, from State Senator Ron Clower. The letter is as follows:

"Dear Mr. Bell,

I recently received a copy of the May issue of the Forum and was thoroughly impressed with the rapid and solid growth of Tyler State College as illustrated in the publication.

As a member of the Tyler State College Educational Foundation Board you are to be highly commended for your efforts to raise and maintain financial support of this newly formed academic institution, and as President Stewart aptly said, "through private funds the margin of excellence can be achieved."

I am sure this "margin of excellence" will be achieved and that Tyler and the entire East Texas area can only benefit from the establishment of TSC. I sincerely wish you and the college the best of luck in the future.

Cordially,  
Ron Clower"

II. SUMMER SCHOOL REPORT

Dr. Robert Marsh reported that the official enrollment for the first summer term, 1974, totaled 526. He noted other statistical information such as the number of summer students who attended TSC during the spring, 1974, was 219 and the number of students enrolling at TSC for the first time was 315, making a total of 534 students. After registration, eight students resigned or dropped classes making the official enrollment 526. Dr. Marsh mentioned that the number of students who made application but did not enroll was 69; however, a large majority of those students will be attending TSC the second summer session.

Dr. Marsh added that this summer school's enrollment is a 198% increase over last year's summer school enrollment.

Dr. Billy L. Turney added that only two classes were cancelled due to low enrollment. He also calculated that the average classroom size is a respectable 14.85.

Dr. Turney also made a breakdown on the graduate enrollment compared to undergraduate enrollment. Approximately 40% of the students are enrolled in graduate classes, leaving approximately 60% students enrolled in undergraduate classes.

Vice President Turney announced that the fall schedule of classes should be out by July 15, 1974.

### III. COLLEGE CATALOG

Mr. James S. Powell reported that Tyler State College ordered 5,000 catalogs. 2,500 catalogs were received and the other 2,500 will be arriving soon. It is anticipated that the supply will be depleted by January 1, 1975.

Mr. Powell stated that there were two routes that could be taken concerning ordering more catalogs. One is to print more of the present catalogs. The other is to have another catalog printed by January 1, 1975. He said that he was hoping to have a new catalog printed and in order to do so, deadlines would have to be set and abided by.

Dr. Turney pointed out that one disadvantage of printing a new catalog is that TSC is submitting four new programs to be approved in October, 1974, which could not possibly be included in the catalog if the specified deadlines were followed. And, for the benefit of the students, these new programs should be included in the new catalog.

Dr. Noel H. McCoy commented that from his experience with printing companies, the printing of a 115 page copy should not take longer than 60 days.

Dr. Frank Smyrl mentioned that a delay in sending the copy to the printer would give the new faculty an opportunity to contribute their ideas and help compile the new catalog.

Dr. Stewart suggested that this be considered by the Dean's Council, and that the Council recommend an acceptable schedule for publishing the 1975-76 catalog.

It was agreed by all members of the Administrative Council that the Dean's Council consider the publication schedule for the new catalog relative to all variables pursuant to institutional needs.



#### IV. SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS REPORT

Dr. Smyrl stated that on June 7 Tyler State College submitted a progress report to the Southern Association of Colleges and Schools which described actions taken since last November's response to their business report. It followed the same format as last year's report.

One of the most impressive items in this year's report is the figures from the library which show that TSC has grown from 40 thousand volumes to 75 thousand volumes since last year's report was made.

Dr. Smyrl stated that the Southern Association Self-Study Report is presently being prepared. He has six sections out of eleven which have been completed. The other five sections are in various stages of development. Three sections cannot be finished until after the second summer enrollment is complete.

Dr. Smyrl announced that TSC will be visited by the Southern Association September 10-13. And, Dr. Richard Barbe will be chairman of that visitation committee.

Dr. Marsh mentioned that Tyler State is also graded by the American Association of Collegiate Registrars and Admissions Officers of which he is a member. In the book, Report of Credit Given, which is published by the association, Tyler State College was rated "M" (meaning that TSC offers work through the Master's level) and "A" (meaning that TSC's credit is fully transferrable to any educational institution in the world).

#### V. REPORT FROM THE PRESIDENT

##### A. Summer Seminar on Academic Administration for 1974

Dr. Stewart announced that the Summer Seminar on Academic Administration for 1974 will be held July 7-12 on the Baylor University campus. It is sponsored by the Texas A&M University System, the Association of Texas Colleges and Universities, and the Coordinating Board and has been in existence for eight years.

Each person who attends is required to have a recommendation from the president of his school. Dr. Stewart encouraged any member of the TSC Administrative Council who might like to attend and assured them a recommendation. The registration fee is \$160 plus \$90 for meals and lodging per person.

##### B. Higher Education General Information Survey (HEGIS)

Dr. Stewart reported that Tyler State has received the Higher Education General Information Survey once again. This is an inventory made by the

Health, Education, and Welfare Department of institutions throughout the United States.

C. Appointment of Director of Physical Plant and Resident Engineer

Dr. Stewart mentioned that he had recommended, and the Board of Regents had approved, Mr. L. J. (Bob) Grubbs as director of physical plant and resident engineer. Mr. Grubbs is currently assistant manager of construction for the Texas A&M University System and in that capacity has direct responsibility for all construction in the system. He has a degree in mechanical engineering from Texas A&M University and also has had physical plant responsibilities at Texas A&M during his service there. Mr. Grubbs will officially join TSC July 16, 1974.

D. 1975 Fiscal Year Budget

Dr. Stewart stated that the budget for 1975 is almost in final form. In that budget, TSC anticipates employing an administrator in the area of Technical and Vocational Studies.

Tyler State will be naming one other dean as a step toward implementing the organizational plan and structure of TSC. This dean will for the 1974-75 fiscal year provide academic leadership for three schools: Science and Mathematics, Fine and Performing Arts, and Humanities and Social Sciences.

E. Biennial Request

Dr. Stewart stated that the Biennial Request must be in by the middle of July. It will be submitted to the TSC Board of Regents at the July 10 meeting. The 1975 Fiscal Year Budget will also be presented at the July 10 Board of Regents meeting.

VI. ADJOURNMENT

The meeting was adjourned at 4:00 p. m.

ATTENDANCE:

Dr. Robert L. Cox  
A. Wayne Criswell  
Dr. George Joyce  
Dr. O. Robert Marsh  
James L. Mayfield  
Dr. Noel H. McCoy

Dr. Gerald L. Morris  
James S. Powell  
John R. Sawyer  
Dr. Frank H. Smyrl  
Dr. James H. Stewart, Jr.  
Dr. Billy L. Turney