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TYLER STATE COLLEGE

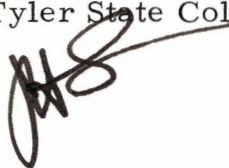
100 E. BERTA

TYLER, TEXAS 75701

OFFICE OF THE PRESIDENT

February 20, 1974

TELEPHONE 214 595-0711

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

I. Meeting Date Set for Board of Regents

Through conferral with Chairman Jack C. Morgan, the date of Wednesday, March 13, 1974, has been selected as a date for a called Board of Regents meeting. Several important items will be on the agenda for this meeting and the staff plans to send the agenda to each Board Member at an early date. Committee meetings will be scheduled for 2:00 p.m. and the Board Meeting for 3:00 p.m. on March 13.

II. Southern Association of Colleges and Schools Self-Study

The Institutional Steering Committee for the Southern Association of Colleges and Schools Self-Study, chaired by the director of the Institutional Self-Study Dr. Frank H. Smyrl, is already deeply involved in this very significant program area of Tyler State College. Others serving with Dr. Smyrl on the Steering Committee are Robert L. Cox, George Joyce, Noel H. McCoy, James L. Mayfield, and Gerald L. Morris.

The Steering Committee met recently and recommended the appointment of the following committees in preparation for an October, 1974, visit by a team from the Southern Association of Colleges and Schools: Organization and Administration, Educational Program, Financial Resources, Faculty, Library, Student Development Services, Physical Plant, Special Activities, Graduate Program, and Research. These committees have been officially appointed and are at work in their respective areas of responsibility.

This will be a total institutional effort which requires the best work of our dedicated faculty and staff as we move toward the goal of achieving full accreditation by December, 1974, at the annual meeting of the Southern Association of Colleges and Schools.

III. Architectural Team on Campus

The architectural team has been on the campus yesterday and today for a review of construction documents with the faculty and staff. Another session with the architects which will permit staff communication with them relative to moveable equipment will be conducted in a week or two.

IV. Survey Work for Campus Site

The architectural firm several days ago provided the necessary information for John Cowan and Associates to perform surveying for the Tyler State College site plan. This includes locating and staking the center lines of the roads, boundaries of the parking lots and staking the perimeter of the proposed lake, along with other necessary surveying work that needs to be accomplished at this time.