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Administrative Notes, September 26th, 1977

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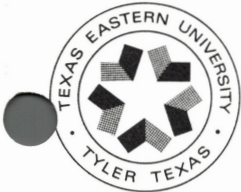
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TEXAS EASTERN UNIVERSITY

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OFFICE OF THE PRESIDENT

September 26, 1977

To: Board of Regents, Texas Eastern University
From: James H. Stewart, Jr.
Subject: Administrative Notes

I. Preliminary Report on Fall Semester 1977 Enrollment

A preliminary enrollment report is being sent to the Coordinating Board, Texas College and University System, today indicating the TEU Fall Semester 1977 head-count enrollment as 1,795, a 19.3 percent increase over one year ago, and the semester credit hours as 15,753, a 19.6 percent increase over the Fall Semester 1976 report. As you will note, the verification procedures I mentioned last week have not altered the statistical data I reported to you at that time.

II. Faculty Workload, Small Class and Cumulative Enrollment Reports

In compliance with the requirement enacted by the 65th Texas Legislature that general academic institutions file with their respective governing boards Faculty Workload and Small Class Reports, these reports for the Fall Semester 1977 are herewith attached.

The Faculty Workload Report, to be distributed to the governing body within thirty days following the close of registration, provides evidence of compliance with minimum standard teaching load requirements for each faculty member. For faculty members who do not meet the minimum standard requirement, the report indicates what fraction of time is paid from Faculty Salaries, what other assignment is made for the remainder of the faculty members' time and the source of funds for payment of salaries other than the appropriation item, "Faculty Salaries." Of course, each of these assignments has been previously approved by the board in accordance with board procedure. Although this serves as official communication of this information to each member of the board, the material will also be included as part of the President's

Report and Recommendations for the October 19, 1977 Board of Regents meeting in order that the materials may be recorded in the Minutes and therefore become a part of the official record of the university.

As defined by the legislature, the Small Class Report includes all organized undergraduate courses with enrollments of less than ten students and all organized graduate courses with less than five students. This report will also be placed on the President's Report and Recommendations for the October 19, 1977 meeting for approval of the Board of Regents.

Other enrollment reports for the Fall Semester 1977 which provide cumulative data for the institution beginning with 1973 are attached. These reports include:

- Registration Summary, Spring 1973 through Fall 1977
- Semester Hours Produced, Fall 1977
- Enrollment Analysis by School, Fall 1977
- Student Enrollment Analysis, 1973-77
- Head-Count Enrollment by Department or Area, Fall 1977
- Report on Off-Campus Courses, Fall 1977
- Texas Eastern University Degree Programs, 1977-78
- Graduates by Field and Semester, Fall 1974 through Summer 1977
- Semester Hours Generated, Spring 1973 through Fall 1977

III. Fund Raiser for Senator Peyton McKnight

An item was released last Friday concerning a fund raising activity for Senator Peyton McKnight. A newspaper story from Saturday's Tyler Morning Telegraph relative to this matter is attached for your information. You will note that activities associated with the fund raiser are scheduled for Tuesday, October 4, 1977, in Tyler's Harvey Hall and Rose Stadium. Although tickets for the Rose Stadium portion of the activity are five dollars, other contributions are being received by the committee for Senator McKnight. It is my understanding that individuals will be classified as "sponsors" of the fund raiser upon contribution of fifty dollars.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending September 23, 1977.

JHS:rc
Attachments