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### Administrative Notes, December 11th, 1978

University of Texas at Tyler

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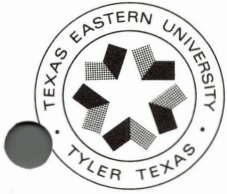
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**TEXAS EASTERN UNIVERSITY**  
3900 UNIVERSITY BOULEVARD • TYLER, TEXAS 75701 • 214/566-1471

OFFICE OF THE PRESIDENT

December 11, 1978

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

I. SACS Annual Meeting

Vice President Donald W. Whisenhunt and I are representing Texas Eastern University the first part of this week (Sunday, December 10, 1978 - Wednesday, December 13, 1978) at the 1978 annual meeting of the Southern Association of Colleges and Schools. During part of this time we will be involved in work relative to the finalization of plans for the SACS committee visit next spring (March or April) in connection with our reaffirmation for accreditation which is scheduled for action at the association's 1979 annual meeting. As you are aware, work relative to the TEU reaffirmation for accreditation has been actively pursued by university personnel since January 1977. You will recall that a complete overview of the reaffirmation process was presented to the Board of Regents at the January 19, 1977 meeting.

II. 1978 Fall Convocation

Approximately 245 interested individuals participated in honoring the 142 degree candidates during Fall Convocation ceremonies Friday, December 8, 1978. As you may recall, there were 125 students completing degree requirements one year ago at the time of the 1977 Fall Convocation.

Candidates for master's degrees included 13 students who had completed requirements for the Interdisciplinary Studies degree; 3, for degrees within the School of Business Administration and 16, for degrees within the School of Education and Psychology--two of which were the first special education degrees earned by Texas Eastern University students since degree approval by the Coordinating Board, Texas College and University System on July 14, 1978. Candidates for bachelor's degrees included 21 in the School of Applied Studies, 26 in the School of Business Administration, 36 in the School of Education and Psychology, 1 in the School

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of Fine and Performing Arts, 18 in the School of Humanities and Social Sciences and 8 in the School of Sciences and Mathematics. Of course, these students, along with those who were eligible to participate in the Summer Convocation 1978 and those who complete degree requirements by the close of the Spring Semester 1979, will be encouraged to take part in the annual formal commencement program planned for May 12, 1979.

III. Early Registration for Spring Semester 1979

In order to accomodate present as well as prospective students, an early registration for Spring Semester 1979 classes was conducted on the campus Tuesday, Wednesday and Thursday (December 5, 6 and 7, 1978) of last week. This procedure provides both new and returning students additional time to counsel with advisors and a better opportunity to register for specific classes which are needed. Moreover, new students have the opportunity of becoming acquainted with our campus and university personnel. Our regularly scheduled Spring Semester 1979 registration, according to the Texas Eastern University catalog, will be held January 16, 1979 from 9:00 a.m. to 7:00 p.m. with late registration continuing through January 24, 1979.

IV. Annual Christmas Brunch

The annual Christmas Brunch for Texas Eastern University employees has been scheduled for Wednesday, December 20, 1978. This activity will be held in Room 134 of the University Center between the hours of 11:30 a.m. and 1:00 p.m. in order for employees to attend this function on a come-and-go basis during regular lunch periods. A cordial invitation is extended to board members and wives to join us for the Annual Christmas Brunch.

V. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending December 8, 1978.

VI. Expenditures for Period Beginning November 1, 1978

Attached is a copy of the expenditures for Texas Eastern University for the period beginning November 1, 1978 for your information and files.

JHS:rc

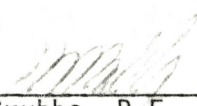
Attachments

CONSTRUCTION PROGRESS REPORT  
PHASE II  
Week Ending: December 8, 1978

SCIENCE/MATH: Good progress was made in the installation of laboratory casework which is currently in progress throughout the building. Electrical panel wiring continues satisfactorily. The primary electrical power line, from the existing HPR transformer pit, was energized. Three air handlers were activated and are providing some heat for the building interior. Installation of wall electrical receptacles and light switches shows good progress. A flood coat and gravel was applied to the roof.

BUSINESS: Exterior masonry work continues at the second floor level. When the current window sill brick work is finished, the exterior masonry work will be substantially complete. Insulation and wire mesh have been installed on the lecture hall walls. Tape and bedding work is in progress in the faculty office area of the first floor. Miscellaneous mechanical and electrical work continues satisfactorily.

SITWORK: A part of the concrete retainer wall near the Science and Mathematics Building south entrance was poured. The curbing along the south side of Road B has been poured. Curbing on the north side is over 50 percent poured.

  
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L. J. Grubbs, P.E.  
Director of Physical Plant  
and Resident Engineer

LJG/mls

cc: Dr. James H. Stewart, Jr.  
Mr. John R. Sawyer