Administrative Notes, August 6th, 1979

University of Texas at Tyler

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August 6, 1979

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

I. Meetings Opening the 1979-80 Academic Year

In accordance with the university calendar, the 1979-80 academic year will officially begin on August 27, 1979. Activities include an 8:30 a.m. coffee and doughnut session for all university personnel followed by a general personnel meeting at 9:00 a.m. The General Faculty Meeting beginning the new year is scheduled for 10:15 a.m. followed by an orientation meeting for all new faculty and professional staff at 11:00 a.m. School and departmental meetings are scheduled during the afternoon.

Our annual dinner and social gathering for members of the faculty and professional staff upon the opening of the eighth academic year of the institution is scheduled for 6:30 p.m. in the University Center. In the past we have been honored to have several regents and wives present for the dinner and informal social activities. And, of course, we would be pleased if all regents and wives could be present this year. You either have received or will receive an invitation from the Texas Eastern University Women's Association relative to this activity, but I want to emphasize how much it would mean to have all of you present. Hope to see you at 6:30 p.m. on Monday, August 27, 1979 in the University Center! All you need to bring is a healthy appetite.

II. Small Class and Cumulative Enrollment Reports

In compliance with legislation enacted by the 65th Texas Legislature requiring all general academic institutions to submit a Small Class Report for authorization by respective governing boards, information on small classes being conducted by Texas Eastern University during the 1979 Summer II Term is attached herewith. As defined by law, small classes include all organized undergraduate courses with enrollments of less than ten students and all organized graduate courses with less than five students.
Other enrollment reports for the 1979 Summer II Term which provide cumulative data for the institution beginning with 1973 are attached. These reports include:

- Report #1 Semester Credit Hours Produced, Summer II
- Report #2 Registration Summary Report, 1973-79
- Report #3 Student Enrollment Analysis, 1975-79
- Report #4 Semester Credit Hours Generated, 1977-79

III. Fall Semester 1979 Class Schedule

Our Fall Semester 1979 Class Schedule is being distributed at the present time, and a copy is enclosed for your information. As you will recall, our procedure is to release the schedule of classes for a given semester approximately two months in advance of registration in order for students to make enrollment plans in a timely manner. Although we may have missed the two-month schedule slightly because of the merger, this publication has been available to students for a couple of weeks or so, and I felt you would like a copy for your files.

IV. Report from Resident Engineer

Attached is a report from the director of physical plant and resident engineer for the week ending August 3, 1979.

JHS:rc
Attachments and Enclosure
CONSTRUCTION PROGRESS REPORT
Library - Part A
Week Ending: August 3, 1979

GENERAL: Walls have been poured around the zero level pump room and first floor, west mechanical/electrical rooms. Approximately (95 percent of the structural steel) and 90 percent of the steel floor and roof decking have been installed. The mechanical subcontractor is laying out plumbing requirements, and installing sleeves in the steel decking. Pouring of concrete floors on the steel decking is scheduled to start next week. Rain hampered work on one day during the week.

SITWORK: No sitework was noted during the week.

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

LJG/dlw

cc: Dr. James H. Stewart, Jr.
Mr. John R. Sawyer
CONSTRUCTION PROGRESS REPORT
PHASE II
Week Ending: August 3, 1979

SCIENCE/MATH: Correction of exceptions noted on substantial completion punch lists continues.

BUSINESS: Correction of exceptions, noted on the partial interior punch list, is in progress. Ceiling tile and baseboard installation is approximately 95 percent complete. Tackboards, chalkboards, pencil sharpeners, and fixed seating have been installed. Room numbers have been placed on transoms/doors as required. The carpet work is over 95 percent complete. Air handlers are operational. Terrazzo has been laid in the west first floor entrance. Terrazzo work continues in both stairwells. Significant work still to be done includes laying precast concrete decking on the lecture deck and terrazzo in the south central entrance.

SITEWORK: Shrubs and trees have been planted on the north and south sides of the Business Building. Contractor continues to place and spread topsoil in lawn areas around the Business Building.

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

LJG/dTw

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