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MINUTES OF THE STAFF MEETING
Psychology Department
September 8, 1970

The Psychology Department held its September meeting in EP 104 at 10 o'clock, September 8, 1970.

PRESENT: Prewett, Mitchell, Grossnickle, Daugherty, Harris, Stapleton, Corwin Tacker, Williams, Roberts, Long, Whitley, Martoccia, Kinzie, Rogers, Higgins, Moore, Means, and Lao.

The new faculty members were introduced by Dr. Prewett: Dr. Dennis Roberts and Dr. Larry Means.

The information cards for the Campus Directory were distributed and the members were asked to complete them and return to the secretary.

Dr. Mitchell asked the cooperation of the faculty in having their typing needs into the office at least two days before the material is needed.

Mrs. Harris explained how the computer center is available for scoring of tests and giving an item analysis for each test given. She also gave information to the new members on how they secured this service.

Dr. Prewett announced that the Department now had a calculator for use by faculty members. Procedures for its use will be established later.

Dr. Long, Chairman of the Schedule Committee, announced that the winter schedule has to be submitted by September 17, 1970 and that a form would be given to each member asking for four choices they might have regarding their teaching assignment. He urged that these be returned to him immediately as the Schedule Committee would meet Monday.

Dr. Martoccia was recognized to tell about the activities of the Library Committee. He stated that anyone desiring to have a book or journal ordered to place the memorandum in the Library Committee box, giving the title, author, publisher and the date of the book or journal. He also stated he had a file in his office of all the psychology books either in the library or on order.


It was suggested that Monday afternoon be set aside for staff meetings--these to be called as business items needed to be brought before the staff.

Dr. Mitchell announced a meeting of all graduate teaching fellows would be held Wednesday, September 9, 1970 at 3 o'clock in EP 104. The staff was invited to meet with the students.

Mrs. Stapleton suggested that a form be designed to help in decision making about admitting students to closed classes. A motion was made to this effect and unanimously passed. The secretary was instructed to make this form and distribute to the faculty for used in registration Wednesday.

Mrs. Julia Harris was unanimously elected to represent the Department on the President's Advisory Council.

The meeting adjourned at 11 o'clock.


Clinton R. Prewett, Chairman