



THE COMM

Attention Faculty
Memo - p. 2

And

SPECIAL FOR STATUS OF WOMEN
FILM ON MONDAY IN
0-207-NOON
COLLEGE

THURSDAY, NOVEMBER 16, 1972

OFFICE OF PUBLIC INFORMATION

BUDGET INPUT . . .

is due from divisions to the division chairmen November 22nd.

CLASS AND EXAM . . .

SCHEDULES . . . winter term schedules and final exam schedules for Fall term will be available next week.

TELEPHONE DIRECTORIES . . .

are off the press and will be distributed by the first of next week. Please call the Office of Information if you need an extra copy in your area.

From Derwood Smith's office:

BID SPECIFICATIONS . . .

have been prepared for the Bookstore fixtures and the furnishings for the College Center of the new campus.

GAYLE GREEN . . .

is still out with pneumonia - that must be the worst case of illness on campus - among a great many cases of flu around.

ALSO ENLISTING SYMPATHY . . .

for Bob Talbott who cut his finger (very slightly) while carving turkeys for the Senior Citizens Thanksgiving dinner yesterday.

Ed Draper and Bob carved something like 7 turkeys and "minced" 4 hams at the dinner for senior citizens.

AND, Ed, in addition to all his talents, has good fortune - he walked into Pachino's last Thursday evening and found a five dollar bill. He claims he called out the serial number before ordering an extra pitcher.

REMINDER, CLASSIFIED STAFF . . .

workshop Saturday, 9-12, no host luncheon following. Workshop to be held in the Student Center.

more-more-more

DISTRIBUTION . . .

of the Communicator is from secretarial stations. We have had several calls that they were not reaching everyone. Notify the secretarial area and distribution will be increased wherever wanted.

TO ALL FACULTY

MEMO:

FROM: BILL SIEBLER

Many instructors are involving their students in the instructional process through group projects in which students determine, organize, and present the material. This is a valuable adjunct to any course and one we would wish to encourage. The services of the LRC should be available to students who are working on an instructional project or classroom presentation, however, we can't accomplish this on the same basis as with instructors because of limitations on materials and the budget.

We can do at least the following:

On films we can help locate applicable free films and arrange for showing the films. Some exceptions will be allowed on cost films.

The use of video equipment by students is a possibility, but any proposal for use would have to be weighed on its own merits.

The library can help develop bibliographies and secure materials through outside sources.

Materials for classroom use can be printed and assembled in graphics--no graphic artwork or photography, however.

Arrangements for these services should initially be made by the instructor in a class by providing the LRC with the list of which students will be working on approved instructional projects.

If you have any questions, please call me at ext. 83.