



Volume 25, Number 17

November 27, 1973

## PRESIDENT MEETS WITH ACADEMIC SENATE

President Robert E. Kennedy met with the Academic Senate on Nov. 13 to discuss and respond to questions on proposed organizational changes and the procedures to be used for selection of a vice president for academic affairs. Central to the discussion were the president's Oct. 29 memorandum to faculty and staff on reorganization and the Academic Senate's position paper on the same subject.

During the meeting Dr. Kennedy agreed to a request made by the Academic Senate that an acting vice president for academic affairs be appointed as soon as necessary in order to provide the consultative committee on selection of the academic vice president with ample opportunity to review candidates from off campus as well as from on campus.

Other items recommended by the senate and accepted by the president included:

- 1) Establishment of an ad hoc committee representing various constituent groups, including students, to assist the president in evaluating written responses to the organization changes;
- 2) Modification of qualification requirements for the academic vice president position to permit consideration of additional candidates consistent with Cal Poly's Affirmative Action Program.

## CONSULTATIVE COMMITTEE ON SELECTION OF VICE PRESIDENT FOR ACADEMIC AFFAIRS FORMED

Establishment of a consultative committee to advise in the selection of a vice president for academic affairs has been announced by President Robert E. Kennedy. The consultative committee is composed of 13 voting members. The Academic and Staff Senates cooperated in the election of committee members under the procedures outlined in Administrative Bulletin 73-5 (Revised), Nov. 15, 1973. The two student body representatives were selected by John Holley, president of the Associated Students, Inc., and confirmed by the Student Affairs Council.

The membership of the committee is as follows:

<u>Name</u>	<u>Representing</u>
<u>Academic Members:</u>	
Wesley Ward (chairman)	Architecture and Environmental Design
Frank Coyes	Agriculture and Natural Resources
Paul Cone	Business and Social Sciences
Donald Hensel	Communicative Arts and Humanities
Walter Holtz	Engineering and Technology

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CONSULTATIVE COMMITTEE . . . (Continued from Page 1)

Malcolm Wilson  
Leland Endres  
Charles Beymer

Human Development and Education  
Science and Mathematics  
Library

Staff Members:

John Lee  
David Graham  
Dick Tartaglia

Auxiliary Services  
Student Affairs  
Business Affairs

Student Members:

Ken Haygood  
Rocky Camp

Ward was elected chairman of the consultative group and Donald L. Shelton, (Director, Personnel Relations) will serve as committee coordinator. The first organizational meeting of the committee was held on Nov. 20. President Kennedy met with the committee and reviewed the general selection procedures to be followed; the criteria and qualifications important in selecting a vice president for academic affairs; and the revised job description which outlined in considerable detail the scope of the responsibility and authority vested in the position. Dr. Kennedy authorized the committee to conduct a full search both on and off campus and asked that the vacancy be widely publicized.

Ward announced that in recognition of the desired appointment date of July 1, 1974, or as soon thereafter as possible, applications or nominations should be forwarded to President Kennedy no later than Jan. 15, 1974. Ward said that faculty or staff members who want to apply or make nominations are encouraged to do so as soon as possible. He said the next committee meeting will be held on Nov. 29 and that the committee will meet as frequently thereafter as is necessary. Vacancy announcements for the vice president for academic affairs position are available in the Personnel Office, Adm-110.

ORGANIZATIONAL STUDY COMMITTEE APPOINTED

Acting upon the recommendation of the Academic Senate, President Robert E. Kennedy has announced the appointment of an ad hoc committee to review proposed organizational structure changes as described in the president's Oct. 29 memo to faculty and staff. Members of the committee nominated by the Academic Senate, the Staff Senate and the Associated Students, Inc. through John Holley, student body president, and approved by the President are:

Robert Alberti  
George Clucas  
Sarah Burroughs  
James Neal  
Milton Piuma  
John Ronca  
Joe Toole

Counseling and Testing  
Political Science  
Home Economics  
Cal Poly Foundation  
Personnel Office  
Associated Students, Inc. Vice President  
Student Affairs Council Representative,  
School of Engineering and Technology

Representing the administrative staff are Larry Voss, executive assistant to the president, and Everett Chandler, dean of students. Dr. Chandler will serve as chairman of

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DEAN OF SCHOOL OF BUSINESS AND SOCIAL SCIENCES SOUGHT

President Robert E. Kennedy met on Nov. 20 with the university consultative committee to begin the process for the selection of a dean for the School of Business and Social Sciences to be appointed prior to the beginning of the Fall Quarter, 1974.

The Committee, composed of six voting members and seven non-voting members, was recently formed after elections conducted by the Academic Senate and the appointment of two student representatives -- one by John Holley, president of the Associated Students, Inc. with confirmation of SAC, and one elected by the Student Council of the School of Business and Social Sciences.

The committee, at its first meeting elected Les Vanoncini, School of Agriculture and Natural Resources. Other members of the committee are as follows:

Voting Members

Joseph Weatherby	Political Science
Irving Babow	Social Sciences
Ernest Miller	Business Administration
Dominic Perello	Economics
Joan Carbrey (Student)	School of Business and Social Sciences
Roy Anderson	Business Administration

Non-Voting Members

Les Vanoncini (Chairman)	Agriculture and Natural Resources
William Brown	Architecture and Environmental Design
Max Riedlsperger	Communicative Arts and Humanities
William Horton	Engineering and Technology
Irwin Willson	Human Development and Education
Leland Endres	Science and Mathematics
Tony Lopez (Student)	Associated Student Body
Donald L. Shelton	Committee Coordinator

President Kennedy when meeting with the Committee discussed the general procedures to follow; provided the committee with a suggested announcement of the position vacancy; emphasized the need for wide publicity and recruiting efforts and indicated the need for filling the position well in advance of the beginning of the Fall Quarter, 1974.

Chairman Vanoncini said that official vacancy announcements would be mailed from campus early in December and asked that applications or nominations for the position of dean of the School of Business and Social Sciences be forwarded to President Kennedy not later than Feb. 15, 1974. Vanoncini also said that Cal Poly faculty or staff members who want to apply or make a nomination for the position are encouraged to do so. Vacancy announcements of the dean of Business and Social Sciences position are available in the Personnel Office, Adm-111.

ORGANIZATIONAL STUDY COMMITTEE . . . (Continued from Page 2)

the committee, which will hold its first meeting on Thursday (Nov. 29) at 11 a.m., in Adm-409. The function of the committee is to work with the President in reviewing and making recommendations with regard to all of the written reactions received concerning proposed reorganization plans. Specifically, the committee will make recommendations regarding the placement of various functional units within the organizational structure, such as the Library, Audio Visual, and Institutional Research.



WOMEN'S CLUB WILL OFFER "CHRISTMAS FANTASIA"

Members of the university community and Cal Poly Women's Club members are invited to a display called "A Christmas Fantasia" to be held next Tuesday (Dec. 4) in the lounge of Tenaya Hall between 2 and 5 p.m. This will be a display of gift ideas, crafts, and decorating for the Christmas season. The program committee and section chairmen are organizing this event. The display will reopen at 7:30 p.m. that same evening for viewing by club members preceding their special Christmas meeting which will begin at 8 p.m.

Betty Pollock Cooper, owner of the Candle Shop in Morro Bay, will present "Christmas Glow" and floral designer Robert Gordon will give a demonstration and offer Christmas suggestions on decorating and entertaining. The meeting will conclude with carol singing led by the Club's Choral Section and accompanied by May Montgomery. Hostesses will be the honorary Life Members with Ruth Burlingham and Alice Merson serving as chairmen.

RILES ENJOYS COUNTY/CAMPUS VISIT

Wilson Riles, superintendent of public instruction and director of education for the State of California, expressed his enthusiasm for San Luis Obispo County and said he "enjoyed every minute" of his "short but productive stay" on Oct. 19.

Dr. Riles, who visited the Cal Poly campus, spoke at Cuesta College, and met with school superintendents and students, wrote to President Robert E. Kennedy that he learned a great deal and hopes to visit the area again. His county visit was co-sponsored by Cal Poly, Cuesta College, the County School Boards Association, and the County Office of Education.

County Superintendent of Schools William "Billy" Watson and Donald M. Morris (Associate Dean, Continuing Education) of Cal Poly coordinated arrangements for the visit.

CAMPUS CHRISTMAS PARTY SCHEDULED ON SATURDAY

Songs of the Christmas season will fill Chumash Auditorium of the Julian A. McPhee University Union on Saturday (Dec. 1). The Cal Poly Music Club is sponsoring the 8-11 p.m. activity which William V. Johnson (Music) terms, "A party more than a performance." Seating for the occasion will be in the round, as Johnson plans to lead the audience in a wide range of carols from the centered stage. Also planned are performances by various student ensembles and a visit from Santa Claus. The public is invited to attend and join in the caroling. Admission will be free.

SPECIAL HOURS FOR RECORDS OFFICE ON DEC. 15

Faculty members are reminded that the Records Office will be open until 12 noon on Saturday, Dec. 15 to accept grades for the 1973 fall quarter, according to Gerald Punches (Registrar). "Although grades are not due until Dec. 17, we would appreciate receiving them as early as practicable before that date," Punches said. Grades should not be sent by mail, but delivered personally by the faculty member concerned to the Records Office, Adm-222.



#### DESIGNATIONS FOR AID-UNITED GIVERS DRIVE MUST BE RENEWED

Employees who make specific designated contributions to AID-United Givers must renew those designation each year if they wish to continue giving to designated causes, according to S. Milton Piuma (Staff Personnel Officer) who is coordinating the 1973 AID-United Givers campaign at Cal Poly. He pointed out that the necessity for renewing designated contributions applies to those who wish to continue the same designations, as well as those who wish to change them to new causes or new amounts.

During the campus AID-United Givers drive, which will continue through Friday (Nov.30), employees have the choice of directing their contributions to be distributed among all 17 local area charitable programs that are supported by AID, or to one or more of the local programs through designations. Contributors may also direct their donations to any number of eligible charities both outside San Luis Obispo County and outside the state through the AID organization.

Employees who wish to continue current designations or to make changes or additions in current designations may do so by contracting the Personnel Office, Adm-110, 546-2236. Those who have not completed arrangements for undesignated contributions contact their group captains and do so this week.

#### TAX SEMINAR SCHEDULED ON SATURDAY

An annual federal tax seminar, "Ask the IRS," will be held on Saturday (Dec. 1) at Cal Poly. The seminar, which is being sponsored by the Internal Revenue Service and the School of Business and Social Sciences is planned to give a working knowledge of specific tax areas for tax attorneys, tax accountants, business owners and managers and individuals involved in giving insurance and financial advice and service.

It will be held in the Cal Poly Theatre, beginning at 7:45 a.m. with registration in the lobby. Also scheduled during the day are workshops, question and answer periods, and a luncheon at which Owen L. Servatius (Acting Dean, School of Business and Social Sciences) will speak. Additional information can be obtained from the School of Business and Social Sciences, 546-2704.

#### ADVISING CENTER VISIT PLANNED ON FRIDAY

Members of the university faculty interested in learning more about operation of the Student Advising Center of the School of Business and Social Sciences are invited to take part in a visit at the center being planned for this Friday (Nov. 30) afternoon starting at 3:30p.m. According to Dorak Sandlin (Aeronautical Engineering), the visit is being arranged for the Student Affairs Committee of the Academic Senate, which is presently reviewing the academic student advising procedures used at Cal Poly.

Those who plan to take part in the visit, which is located in BA&E-204, are invited to notify the secretary of the Aeronautical Engineering Department, 546-2562, of their intention.

Typewritten copy intended for the next issue of Cal Poly Report must be received prior to 12 noon on Friday, in the Office of Information Services, Adm-210. Copy for Cal Poly Dateline, which replaces the "Coming Events" section of Cal Poly Report and is published separately on Thursdays, is due in the Office of Information Services by noon on the Tuesday before publication.



### CANDIDATES FOR FACULTY POSITIONS BEING SOUGHT

Candidates for positions on the faculty of the university are presently being sought, according to Donald L. Shelton (Director of Personnel Relations). Those interested in learning more about the positions are invited to contact the appropriate dean or department head. Cal Poly is an Affirmative Action Employer. Following is a description of the available positions:

Lecturer (\$900-1149/mo.), Biological Sciences Department, School of Science and Mathematics. Duties and responsibilities include teaching courses in General Zoology. Doctorate degree preferred. Three letters of recommendation, curriculum vitae, transcripts, and personal data sheet (available at Biological Sciences Department Office) must be received on or before December 5, 1973. Minorities and women are encouraged to apply. Position available for winter and spring quarters, 1974.

Assistant Instructors (\$176-194/mo.) (One-quarter time appointment for each of four positions), Biological Sciences Department, School of Science and Mathematics. Duties and responsibilities may include teaching one laboratory section in Zoology 131, Biology 128, or Zoology 132. Applicants must possess an appropriate bachelor's degree. "Application for Part-Time Assistant Instructor Position" form (to be obtained from Biological Sciences Department Office), three letters of recommendation, and transcripts must be received on or before December 5, 1973. Minorities and women are encouraged to apply. Positions for winter quarter, 1974.

Lecturer (\$7,200-9,192 for winter and spring quarters - January 2-June 15, 1974), Physics Department, School of Science and Mathematics. Duties and responsibilities include teaching undergraduate lecture and laboratory classes of introductory physics and maintaining office hours to assist students. A candidate with a specialization in geophysics and a strong background in geology is preferred. The present position is a leave of absence replacement for the remainder of the 1973-74 academic year only, but an opening in this area is anticipated for the 1974-75 academic year. Women and ethnic minority candidates are encouraged to apply.

Lecturer (\$3,600-4,596 for winter quarter - January 2-March 19, 1974), Physics Department, School of Science and Mathematics. Duties and responsibilities include teaching undergraduate lecture and/or laboratory sections of introductory physics, and maintaining office hours to assist students. Women and ethnic minority candidates are encouraged to apply.

Lecturer (four-tenths time - \$1,440-1,838 for winter quarter - January 2-March 19, 1974), Physics Department, School of Science and Mathematics. Duties and responsibilities include teaching undergraduate lecture and/or laboratory sections of introductory physics, and maintaining office hours to assist students. Women and ethnic minority candidates are encouraged to apply.

Lecturer (\$900-1149/mo.), Computer Science and Statistics Department, School of Science and Mathematics. Position available for Winter Quarter, 1974 only. A PhD in Statistics is preferred. Minority and women applicants are encouraged to reply.

### DISCOUNT CARDS AVAILABLE FOR AMUSEMENT PARKS

In view of the approaching holiday season, university employees interested in obtaining discount cards to certain amusement areas are invited to contact the Personnel Office, Adm-110, 546-2236.

Discount cards available in the Southern California area include Disneyland Park in Anaheim; Knott's Berry Farm, Movieland Wax Museum and Palace of Living Art, Japanese Village and Deer Park, Movie World "Cars of the Stars," and "Planes of Fame" in Buena Park; Hollywood Wax Museum in Hollywood; the Queen Mary in Long Beach; Busch Gardens in Van Nuys; the Universal Studio Tours in Universal City; Magic Mountain in Valencia; Los Angeles Zoo, Los Angeles; San Diego Harbor Excursion, San Diego Zoo, and Sea World in San Diego.

Those available in the Northern California area include San Francisco Bay Cruise, Red and White Fleet, Ripleys Believe It or Not in San Francisco; Frontier Village in San Jose; and Santa's Village in Santa Cruz. Discount cards are also available for Howard Johnson's Motor Lodges, Sheraton Hotels and Motor Inns, and the Hacienda Club in Las Vegas.



METRICATION WILL BE CONFERENCE TOPIC

Mettrication, the term used for the process of changing the nation's measurement systems to the metric system, will be a principal topic of discussion during the third Cal Poly Measurement Science Conference, which will take place on Friday and Saturday (Nov. 30-Dec. 1) in the Julian A. McPhee University Union.

Paul Scheffer (Industrial Engineering), who is coordinating the conference, said that registration is open to persons who are interested in a better understanding of mettrication, as well as professionals who deal in some way with measurement science in their field of work. He said the mettrication sessions should prove especially helpful for teachers and others involved in education at all levels.

A special registration fee will be in effect for those interested in attending only the mettrication sessions, which are planned on Saturday. Those interested in learning more about the conference or about registration for both days or for Saturday only, are invited to contact Scheffer.

OFF-CAMPUS POSITION VACANCIES

Information on the administrative position vacancies listed below can be obtained from the Placement Office, Adm-213, 546-2501.

California State University, Los Angeles - Administrative Director of Student Health Services (\$12,504-\$19,392 annually), master's degree required, application deadline is Dec. 15, 1973.

California State University, Los Angeles -- Accountant I, salary not listed, two years of professional accounting or auditing experience required, application deadline is Nov. 29, 1973.

TEA FOR RETIRED DEAN AND WIFE WILL BE THIS SUNDAY

C. Elgin Knott, and his wife, Pearl, will be honored on the occasion of their 50th wedding anniversary during a tea planned for this Sunday (Dec. 2) from 2 to 4 p.m. in the Wesley Building, United Methodist Church, 1515 Fredericks St., San Luis Obispo. The event was incorrectly announced for last Sunday (Nov. 25) in last week's issue of Cal Poly Report. Dr. Knott was dean of industrial education and a member of the Cal Poly faculty from 1921 until his retirement in 1959. All of the friends and associates of the Knotts are invited to attend the tea, which is being sponsored by the United Methodist Women. Dr. and Mrs. Knott now make their home in Santa Barbara.

NOVEMBER SALARY WARRANTS WILL BE AVAILABLE AT 4 P.M. ON THURSDAY

November salary warrants for faculty and staff of the university will be available at 4 p.m. on Thursday (Nov. 29). Warrants batched by department may be picked up at that time at the Cashier's Office, Adm-131-E, and those picked up on an individual basis may be picked up in the Business Affairs Division Office, Adm-114, after that time. Thursday is the last day of the November pay period.



ACCREDITATION REPORT BRINGS CONGRATULATIONS

Word of the recent accreditation actions on academic programs of Cal Poly's School of Engineering and Technology brought messages of congratulations from Chancellor of The California State University and Colleges Glenn S. Dumke and from Alex C. Sherriffs, vice chancellor for academic affairs for the CSUC system. Their comments on the action taken by the Engineers Council on Professional Development were contained in letters sent recently to President Robert E. Kennedy.

ENROLLMENT AID AVAILABLE TO FACULTY, STAFF EMPLOYEES

Faculty and staff members are reminded that if they wish to enroll for classes during the Winter Quarter, the Registrar's Office will assist with their registration. Those who will be enrolling should complete their registration books and leave them at the Registrar's Office, Adm-219, by Dec. 13. Any student (or employee) who was not enrolled during the Summer or Fall Quarters must clear through the Admissions Office before they can enroll for Winter Quarter.

CHRISTMAS CRAFT CELEBRATION WILL FEATURE CAMPUS ARTISTS, CRAFTSMEN

A Christmas Craft Celebration featuring the work of craftsmen and artists among members of the campus community has been announced for this Friday and Saturday (Nov. 30-Dec.1). The exhibit and sale, which is being sponsored by the Craft Center of the Julian A. McPhee University Union, will take place from 10 a.m. to 2 p.m. on Friday and from 9 a.m. to 5 p.m. on Saturday in the Craft Center. An announcement about the event said the emphasis would be more on the process than on the product and that the atmosphere of a fair is expected. Admission will be free.

SINGERS PERFORMANCE SCHEDULED AS SERIES FINALE

A performance of choral music by the University Singers will be the finale of the fall season of the "Arts and Humanities 1973-74" series at Cal Poly. The University Singers along with the Chamber Singers, will perform on Thursday (Nov. 29) at 11 a.m. in Room 220 of the Julian A. McPhee University Union. The performance, their second this season, will be open to the public at no charge. John Russell (Music) will conduct the 46 mixed voices of the ensembles in a variety of musical styles.

HOLIDAY FLORAL DESIGNS WILL BE O H OPEN HOUSE FEATURE

Floral designs for the holiday season will be demonstrated during a pre-Christmas open house at the Ornamental Horticulture Unit from 7 to 10 p.m. on Wednesday (Nov. 28). Christmas carolling at the greenhouse located on Campus Way, near the Horse Unit, will begin the evening and floral design demonstrations will be conducted in the nearby Beef Pavilion. The public is invited to share in the open house which has "Santa's Greenhouse" as its theme.

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*Friday, Dec. 7, will be the last day of classes for the 1973 Fall Quarter for university students and faculty.*



WHO . . . WHAT . . . WHEN . . . WHERE ? ? ?

Clyde P. Fisher (Dean of Science and Mathematics) attended the national convention of the Council of Colleges of Arts and Sciences in public universities of the United States in Scottsdale, Ariz., Nov. 8-10. About 125 members took part in the program, which included talks by U.S. Senator Clairborn Pell and Congressman Marvin Esch. Dr. Fisher was moderator of convention symposium on management information systems.

E. R. Owen (Head, Electronic and Electrical Engineering) was an invited guest for the Professors Conference on Electric Power on Nov. 18-21 at Crotonville, N.Y. The program, which was sponsored by General Electric Company, reviewed the latest engineering aspects of electric power systems and the concerns of power engineering educators. Cal Poly, Washington State University, Oregon State University, Stanford University, and University of California at Berkely were the only West Coast Universities represented at the conference, according to Dr. Owen.

Mary Lou White (Head, Women's Physical Education) attended the first delegate assembly of the Association of Intercollegiate Athletics for Women on Nov. 4-6 in Kansas City, Mo. Dr. White who attended as a representative of Region 8 of AIWA and delegate from Cal Poly, reports that the ratification of a constitution and by-laws for the newly-formed organization and establishment of policies relating to financial aid and recruiting were the main items of concern.

Jack R. Lewis (School of Architecture and Environmental Design) was a participant in the seminar conducted by Region II of the Construction Specifications Institute on Nov. 8-9 in San Diego. Lewis, who is advisor to the Cal Poly student chapter of CSI, was a speaker during the program.

Vaughan Hitchcock (Men's Physical Education and Head Wrestling Coach) attended an recent organizational meeting in Kansas City at which plans for the 1976 Olympic Games were discussed. Hitchcock was appointed to the U.S. Olympic Wrestling Committee last summer and served as coach for the U.S. Wrestling Team at the World Games, which were held in Iran in September. He is one of eight wrestling coaches representing the nation's colleges and universities on the committee.

Glenn Whaley (University Library) took part in the annual Total Interlibrary Exchange (TIE) meeting held recently in Ventura. Whaley reported that Angelina Martinez (also University Library) was elected to the board of directors of the interlibrary exchange group during the meeting.

Helmut Schleicher (School of Architecture and Environmental Design) attended an executive meeting of the Association of General Contractors, which took place in Contra Costa on Nov. 8.

Roger Bailey (Art) is being featured in a one-person show at the Art Gallery at Allan Hancock College in Santa Maria. The show began on Nov. 12 and will continue through mid-December.

Irving Babow (Social Sciences) has been advised by the Journal of Drug Issues that his paper titled "The Treatment Monopoly in Alcoholism and Drug Dependence" has been accepted for publication. The paper also appeared in the proceedings of the International Conference on Alcoholism and Drug Dependence in Amsterdam, which were published last year.



FINAL SERVICES HELD FOR JOHN RIEBEL

Private services for John Riebel, who died in a Santa Barbara hospital on Nov. 19 were held last week. Riebel, who had lived with his wife, Lucy, in Santa Barbara since his retirement in 1968, had been ill for several years, but had been feeling better and living at home for the past several months. An emeritus member of the Cal Poly faculty, he was the author of several books on practical writing. He joined the university faculty in 1947 after having taught at University of Illinois and Georgia Institute of Technology.

SUPPORT STAFF VACANCIES LISTED

Vacant support staff positions have been announced by S. Milton Piuma (Staff Personnel Officer). Descriptions of the positions and other vacancies are posted outside the Personnel Office, Adm-110, 546-2236. Contact the Personnel Office to obtain an application. Cal Poly is an Affirmative Action Employer. The positions are:

Clerical Assistant II-A (\$534-\$649), Political Science Department, School of Business and Social Sciences. Duties and responsibilities include typing exams, course outlines, curriculum, and other materials; proofreading; answering inquiries from students & faculty; assisting in other tasks, such as student payroll. Requirements: High school graduate with one year of office experience, General Clerical Test, and type 45 wpm.

Clerical Assistant II-B (\$575-\$682), School of Architecture and Environmental Design. Duties and responsibilities include taking shorthand, typing, filing, operating various office machines, and working with student records. Assisting parents, future students and visitors with general information regarding curricula and operations in the School of Architecture and Environmental Design. Requirements: High school graduate with one year of office experience, General Clerical Test, type 45 wpm, and take dictation at 90 wpm.

WHO . . . WHAT . . . (Continued from Page 9)

Irvin J. Kogan and William E. Krupp (both Engineering Technology) were participants in the Fall Conference of the California Council of Electronic Instructors. The conference which took place in San Mateo, included nine sessions which covered such topics as the electronic calculator, DC board production, stretching budgets, etc.

Robert L. Hoover (Social Sciences) has learned recently that his manuscript titled "SLO-463: A Food-Processing Site in the Los Osos Valley" has been published as Paper 43 in the Archives of California Archaeology series in San Francisco. The report is the result of Cal Poly class excavations during the 1971-72 academic year.

David Montgomery (Biological Sciences), who is secretary of the Western Society of Naturalists, represented that organization during a 10-day trip to the Orient early this month. He visited biological sciences faculty at universities in Hawaii, Guam, Okinawa, and the Philippines and made arrangements for a series of WSN meetings and conferences during the trip.

John Snetsinger (History) attended the fourth biennial convention of the American Studies Association recently in San Francisco. Dr. Snetsinger reported that panels presented during the convention were on such topics as "Hollywood as a Community of Artists and Entertainment Workers" "The American Family in Interdisciplinary Perspective," "Images of Women," and "Sexuality in American Literature."

Russell Tice and Lee C. Coombs (both Chemistry) took part in the Pacific Conference on Science and Spectroscopy which was held on Nov. 1-3, in San Diego.



# encouraging notes

November 27, 1973

CARE Proposals. This is a repeat of an earlier reminder, but with a long vacation coming up it's easy to put things aside. The next deadline for CARE proposals (Creative Activity and Research Effort) is January 4, 1974--right after the new quarter begins. The proposals are reviewed by the University Research Committee on a competitive basis and recommendations are forwarded to the Academic Vice President for approval. Application forms are available in the Research Office, Admin. 314.

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A Suggestion. If you are developing any kind of a proposal which extends into the next fiscal year, be sure to include a cost-of-living increment of  $5\frac{1}{2}\%$  on salaries and wages. Frankly, we have no assurance that such an increase will be forthcoming, but it's better to include it in your budget than to be caught short if it does come through and you haven't made provision for it.

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National Science Foundation. The following NSF materials are available in the Research Office for information and use:

- NATO Senior Fellowships in Science - closing date of January 31, 1974.
- Decision-Related Research in the Field of Local Government Management, (program solicitation bulletin) - closing date of January 24, 1974.
- Educational Program Restructuring (Guide for Preparation of Proposals) - preliminary proposals and formal proposals may be accepted at any time.
- Materials and Instruction Development (Guide for Preparation of Proposals) - no fixed dates for preliminary and formal proposals.
- Technological Innovation in Education (Guide for Preparation of Proposals) - preliminary and formal proposals accepted at any time.
- College Faculty Workshops (Guide to Preparation of Proposals) - no specified deadline for proposals, but applicants should allow at least six months' time prior to implementation of workshop.
- Alternatives in Higher Education (Guide for Preparation of Proposals) - no deadline given, but it may take up to six months before a decision on the proposal will be given; hence consider this in planning the starting date of the proposal.

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RESEARCH OFFICE

ADMINISTRATION 315

TELEPHONE 546-2982

CALIFORNIA POLYTECHNIC STATE UNIVERSITY • SAN LUIS OBISPO, CALIFORNIA 93407



National Institutes of Health. The Research Office has a pamphlet which may be of some interest to those considering proposals for the National Institutes of Health. The title is "Program Codes, Organizational Codes and Definitions Used in Extramural Programs" and includes coded identifications of various programs, initial review groups, and applications types. This is strictly a reference document, but it might be of use if you're interested in NIH programs.

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January and February Deadlines. These are some post-holiday deadlines of programs which may carry some interest. The sources of information are given so that you can secure the necessary proposal forms, eligibility requirements, and specific proposal interests of the agency or organization. In some cases our office already has some of the information you may need.

December 31 - Grants for Postdoctoral Research. Mrs. Helen Goldsmith, Office of Fellowships and Grants, American Council of Learned Societies, 345 East 46th Street, New York, New York, 10017.

January 15 - Approaches to Competency-Based Learning; New Incentive Structures: Creating Conditions which Encourage More Effective Faculty Participation in the Learning Process. Dr. Virginia Smith, Director, Fund for the Improvement of Postsecondary Education, Room 3139, 400 Maryland Avenue, S.W., Washington, D.C., 20202.

February 15 - Grants in Aid for Humanities Research; Grants in Support of Conferences. Mrs. Helen Goldsmith, Office of Fellowships and Grants, American Council of Learned Societies, 345 East 46th Street, New York, New York, 10017.

February 1 - Career-Teacher Training Centers; Alcohol Abuse and Alcoholism Training Grants; Academic Career-Teacher Awards in Alcohol Abuse. Dr. Leonard Mitnick, Chief, Extramural Training Grants, National Institute of Alcohol Abuse and Alcoholism, Room 16-C-26, Parklawn Building, 5600 Fishers Lane, Rockville, Maryland, 20852.

February 1 - Postdoctoral and Senior Postdoctoral Fellowships in Atmospheric Sciences. Dr. Peter A. Gillman, Chairman, Advance Study Program, National Center for Atmospheric Research, P. O. Box 1470, Boulder, Colorado, 80302.

February 1 - Agricultural Research Grants. Mr. R. R. Rhodes, Director, General Service Division, Agriculture Research Service, Room 523, Federal Center Building, Hyattsville, Maryland, 20782, Attention Mr. Wayne Thrush.

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Skylab Experiments. This publication of the National Aeronautics and Space Administration is Vol. 4 - Life Sciences. The volume is largely devoted to describing the experiments being conducted on the astronauts to determine the ability of man to live and work efficiently during extended flights in space. The information may have close relevance to specific areas of university instruction. You're welcome to look it over in the Research Office.