

May 31, 1963

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Memorandum to: President Rhodes

Subject: Report of International Language Center, 1962-63

I. Financial Report, June 1, 1962 through May 31, 1963.  
 A. Expenditures and receipts.

Summer, 1962

Expenditures

Supervision \$705.00  
 Labor, Parts 70.52  
 Telephone 22.50  
 Tapes, Reels 19.28  
 Assistants 15.10  
 Misc. 92.74

Receipts

Lab fees \$155.00  
 Other 6.07

TOTAL: \$925.11

TOTAL: 461.0  
 DEFICIT: 464.0

Academic Year, 1962-63

Expenditures

	<u>1st Sem.</u>	<u>2nd Sem.</u>	
Supervision	1,284.00	960.00	2,244.00
Monitors	145.00	101.00	846.00
Maintenance			
Labor	39.40	2.70	42.10
Parts	43.60	32.40	76.00
Materials/Supplies			118.10
Telephone	43.20	30.00	73.20
Tapes, Reels	153.24	29.70	182.94
Assistants	169.15	174.30	343.45
Misc.	98.58	82.72	181.30
Replacement	538.00	-0-	780.89
			<u>538.00</u>

Receipts

Lab fees	2,055.00	1,790.00	3,845.00
Other	5.68	71.85	<u>77.53</u>

TOTAL: \$4,526.99

TOTAL: 3,922.53  
 DEFICIT: 604.46

B. Comparison: Estimated Budget with Actual Expenditures

Expenditures

Supervision (Mrs. Stoner)	\$2,880.00
Instruction (Monitors)	900.00
Maintenance (Labor, Parts)	250.00
Materials and Supplies	600.00
Replacement of Equipment	<u>650.00</u>

Expenditures

\$2,949.00
846.00
188.62
930.51
<u>538.00</u>

5,280.00

5,452.13

Receipts

Lab Fees	4,500.00
Other	<u>200.00</u>

4,300.00
<u>83.60</u>

DEFICIT: 4,700.00  
 580.00

1,383.60  
1,068.53

II. Estimated Budget, June 1, 1963 through May 31, 1964.

Expenditures

1. Supervision	\$3200.00
2. Monitors	900.00
3. Maintenance	250.00
4. Materials, Supplies (telephone, tapes and reels, assistants, misc.)	750.00
5. Replacement of equipment	825.00
	<u>5,925.00</u>

Receipts

Lab. fees	4,300.00
Other	100.00
	<u>4,400.00</u>

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Expenditures during the past year have been held to the lowest level possible to maintain adequate operation. Personnel has been reduced over the last two years. Mrs. Stoner has been helped by two students during the academic year, who have worked a total of 15 hours a week.

The estimated budget for 1963-64 represents an increase of \$645 over the budget for 1962-63, with the following increases in expenditures:

1. Supervision. Mrs. Stoner's salary has been increased from \$2880 to \$3200.
2. Item 4, Materials and Supplies, has been increased from \$600 to the more realistic figure of \$750.
3. Item 5, Replacement of Equipment, has been increased from \$650 to \$825. Two new units were installed during the current year. The \$825 item provides for the replacement of three units purchased in March 1958.

III. Operation and Program of the Language Center.

Student use of the laboratory increased over last year with increased student enrollment. In 1961-62 the figures were as follows: 1st semester, 31 sections, 391 students; 2nd semester, 29 sections, 321 students. The statistics for 196-63 follow:

First Semester			Second Semester		
French 103	5 sec.	60 students	French 204	5 sec.	53 students
French 203	6	75	French 204	6	67
German 103	7	97	German 104	7	77
German 203	5	55	German 204	5	53
Span. 103	4	51	Span. 104	4	44
Span. 203	6	67	Span. 204	6	63
	<u>33</u>	<u>405</u>		<u>33</u>	<u>358</u>

A number of students--41 during the second semester--spent from two to more than 10 hours above the minimum requirement of one hour a week.

In addition to the use of the laboratory by students meeting degree requirements in French, German and Spanish, 16 Southwestern students and three faculty members have used tapes in Portuguese, Chinese, Modern Hebrew, Japanese, Modern Greek, Russian and Turkish.

The laboratory was used by eleven non-Southwestern persons, including five enrolled in night classes.

The following courses were offered by Southwestern professors in cooperation with the Memphis Extension Division of the University of Tennessee:

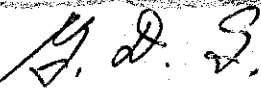
Elementary French - Dr. Anderson  
Elementary German - Dr. Bicknese  
Elementary Spanish - Drs. Storn and Southard  
Intermediate Spanish - Dr. Storn  
English for Foreigners - Prof. Hinkle

Despite adequate publicity for these evening courses, enrollment has been small. This is due principally to competition from other sources that can offer less academically substantial and less expensive courses-- Memphis State, Y.W.C.A., women's clubs, church groups, etc. Unless initial enrollments show a considerable increase over those of past years, it is not economically feasible to continue to offer these courses. Salaries are not well below an acceptable level.

Through a library allotment for the purpose, additional dictionaries and grammars, mostly of African and Asiatic languages, were added by Dr. Wenger to the Southwestern collection.

The records and text of "English for Spanish-Speaking People" were purchased and have been used by Cubans and other Latin Americans wishing to improve their command of American English.

With only a small increase in enrollment anticipated for 1963-64, the laboratory facilities for next year will be adequate. As noted in last year's report, plans should be made for relocating the laboratory closer to Palmer Hall for the 1964-65 session. This laboratory should be planned to serve a student body of 1000.



Gordon D. Southard,  
Director

Copies to: Dean Jones  
Mr. Springfield  
Mrs. Stoner