

Foreign Language, Dept of
Language Center

SOUTHWESTERN AT MEMPHIS

A College of Liberal Arts and Sciences

FOUNDED IN 1848

MEMPHIS 12, TENNESSEE

DEPARTMENT OF SPANISH

May 29, 1964

Memorandum to: President Rhodes

Subject: Report of International Language Center, 1963-64

The attached summary, prepared by Mrs. Stoner, covers expenditures and receipts from June 1, 1963 through May 31, 1964.

Estimated Budget, June 1, 1964-May 31, 1965)

Expenses

1. Supervision	\$3300.00
2. Monitors	900.00
3. Maintenance	150.00
4. Materials, Supplies (telephone, tapes and reels, assistants, instructional materi- als, postage, etc.)	1000.00
5. Replacement of equipment	450.00
	<u>5800.00</u>

Receipts

1. Laboratory fees	4100.00
2. Other	100.00
	<u>4200.00</u>

Notes on proposed budget:

1. Supervision. Mrs. Stoner's salary has been increased from \$3200 to \$3300.

2. Monitors. Same amount as last year.

3. Maintenance. Decrease of \$100 over last year's estimate.

We are very fortunate to be able to keep our maintenance figures as low as they have been. A student, Charles Brandon, who is reliable and a highly skilled technician, has done our repair work the past two years. Most language laboratories have service contracts that are expensive: Memphis State and Davidson, for example, have service contracts for 40 position laboratories that run between \$1400-1800 a year.

The electronic equipment has been kept in good working order. All machines are going to be checked, cleaned and demagnetized early in the summer.

4. Item 4, Materials and Supplies, has been increased \$250 over last year's figure. The principal item in the increase is the purchase of tapes for use in our language courses in French, German and Spanish.

5. Replacement of equipment. This item has been reduced \$375. All 15 units are Viking units; three were purchased this year to replace units bought in March 1958.

The proposed \$450.00 expenditure will be used for the purchase of 15 combination earphone-microphone sets.

Student use of the laboratory was slightly less than that of last year. The 1962-63 figures were: 1st semester, 33 sections, 405 students; 2nd semester, 33 sections, 358 students. The statistics for 1963-64:

First Semester				Second Semester			
French	103	5 sec.	60 students	French	104	5 sec.	45 students
French	203	5	74	French	204	5	63
German	103	6	78	German	104	6	66
German	203	6	72	German	204	6	63
Span.	103	3	43	Span.	104	3	38
Span.	203	6	75	Span.	204	6	63
		<u>31</u>	<u>402</u>			<u>31</u>	<u>338</u>

During the first semester, 36 students spent 67 hours in the laboratory above the regular laboratory meetings. During the second semester, 14 students spent a total of 18 hours above required time.

In addition, 8 other students and three faculty and staff members used the laboratory for a total of 16 hours, for audio-lingual training in Spanish, French, German, Russian, English and Japanese.

The laboratory was used 61 hours by 8 non-Southwestern students, 4 of whom were enrolled in the courses sponsored jointly by Southwestern and the University of Tennessee, Memphis Branch.

The following courses were offered by Southwestern professors for the University of Tennessee:

- Elementary French - Dr. Anderson
- Elementary Spanish - Dr. Southard (1st quarter only)
- Elementary Spanish - Dr. Storn (2nd and 3rd quarters)
- Intermediate Spanish - Dr. Storn

For several years there have not been enough enrollments to warrant offering these evening classes. This matter has been discussed with Mr. Weber and it was agreed that Southwestern would no longer offer the classroom facilities or provide instruction for these courses.

Facilities should be adequate in our present quarters for next year. We are looking forward to the construction of the Student Union building with provision for new and more adequate language laboratory. Suggestions for layouts and for equipment have been sent to the president for consideration.

Gordon D. Southard
Gordon D. Southard, Director

cc: Mr. Springfield

LANGUAGE CENTER
SUMMARY OF OPERATING EXPENSSES/RECEIPTS

Summer 1963

Expenses:	1 - Supervision	\$773.32		
	3 - Labor	-0-		
	Parts	.20		
	4 - Phone	22.50		
	Tapes/Reels	174.50		
	Assistants	-0-		
	Misc.	69.68		
		<u> </u>		
Receipts:	Lab fees	\$300.00	TOTAL:	\$1,040.20
	Other	7.10	TOTAL:	307.10
		<u> </u>	BALANCE:	- \$ 733.10

School Year 1963-64		First Semester	Second Semester	
Expenses:	1- Supervision	\$1,333.30	1,066.64	\$2,399.94
	2- Monitors	407.75	378.00	785.75
	3- Maintenance:			
	Labor	6.29	3.17	9.46
	Parts	28.34	29.53	57.87
	4- Materials/Supplies			67.33
	Phone	37.50	30.00	67.50
	Tape/Reels	56.50	-0-	56.50
	Assistants	165.45	162.20	327.65
	Misc.	39.11	48.28	87.39
	5- Replacement	750.00	-0-	539.04
				750.00
			TOTAL:	\$4,542.06
Receipts :	Lab fees	2,030.00	1,701.00	3,731.00
	Other	92.08	3.50	95.08
			TOTAL:	3,826.08
			BALANCE:	- \$ 715.98

COMPARISON OF ESTIMATED BUDGET WITH ACTUAL BUDGET
INCLUDING SUMMER 1963 and SCHOOL YEAR 1963-64

Expenses	Estimated	Actual	
1- Supervision (Mrs. Stoner)	\$3,200.00	\$3,173.26	
2- Instruction (Monitors)	900.00	785.75	
3- Maintenance (Labor and parts)	250.00	67.53	
4- Materials and Supplies (Phone, tapes/reels, assistants, misc.)	750.00	805.72	
5- Replacement of Equipment	825.00	750.00	
	<u>5,925.00</u>	<u>5,582.26</u>	
Receipts:			
Lab fees	4,300.00	4,031.00	
Other	100.00	102.08	
	<u>4,400.00</u>	<u>4,133.08</u>	
DEFICIT:	\$1,525.00	\$1,448.18	