

INTERNATIONAL LANGUAGE CENTER

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MEMORANDUM April 9, 1959

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File

To: President Rhodes, Dean Jones, Mr. Springfield, Dr. Pritchard

Attached is a report on the operation of the language center for the first semester.

If you don't have time to read it now, please check the note on operation of center at night. If I have no objections from any of you within a few days, we shall reduce the night schedule as suggested.

On the operation for the summer I suggest that Miss Handschin work through the summer sessions on a full time basis, acting as acting director of the center, monitor for students doing required work and assistant in charge of the center, with no student employees except Jack Streete as technician for a few hours each week for maintenance and repairs and perhaps some male student to keep the center open one or two nights during the week if this is considered desirable. I have discussed this with other members of the language staff and they agree. Miss Handschin will also teach one section of conversational French or German. Probably the best time to keep the center open would be 1:30 - 5:30 P.M.

I hope that there is ample time to see to it that the \$5 fee for use of the center is collected from the students during this summer's sessions.

Sam OK

yours,
JOE
JOE