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International Language Center memorandum

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December 1,

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Mr. Springfield:

In re: International Language Center

I assume that you received a copy of the mimeographed sheet and showing the teaching endeavors at the International Language Center this semester. We developed a formula last year for faculty stipends. My notes show that last year we paid instructors \$300 for a course that met twice a week for an hour and a half period each evening. If we follow the same signals, then Professors Anderson and Southard for teaching French 111 and Spanish 111 would receive \$300 each per quarter. You will note that French 341 taught by Miss Handschin meets only once a week for an hour and a half, and I would suggest that a stipend of \$150 per paid to her. This would mean a total in salaries for the quarter of \$750. According to the mimeographed sheet, student registrations should bring in fees as follows:

French 111 - \$570.00
French 341 - 120.00
Spanish 111 - 450.00

This would be a total of \$1140.00 brought in by these three courses.

I should think that the simplest procedure for the private courses would be to allow the professor to have as a stipend either the whole of the tuition fees or the whole less 10 percent for overhead.

Dr. Wenger in an oral conversation mentioned to me that some time is lost in the language labs because of malfunction of machines. His diagnosis is that as machines are used and get older, frequency of breakdowns increases. He suggests that we buy several more tape recorders, which, he maintains, can simply be slipped into one of the booths if there is a breakdown. It is my understanding that both a student assistant, John Streete, and also a servicing company here in town look after our machines, but Professor Wenger's point is that listening booths may be out of commission for a considerable period, and since our class demands assume that all the listening stations are working, we are getting some inefficiency. I am not recommending any immediate action on this, but we might consider whether it would be well to go on now and invest in a half dozen or so tape recorders with the idea that when we expand our facilities, we will use these in increasing the number of listening stations.

Jameson M. Jones, Dean

JMJ:scf
cc: President Rhodes