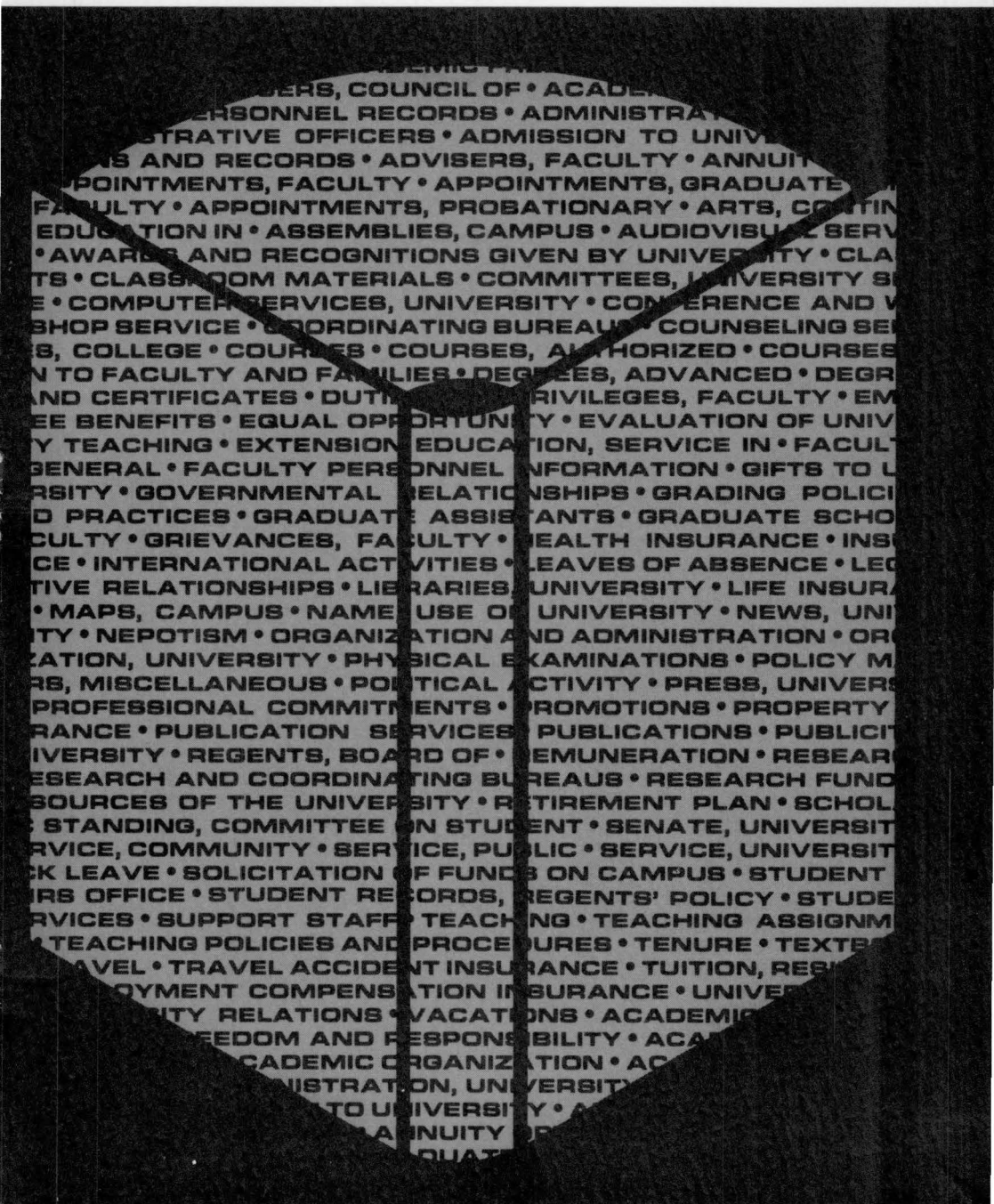


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# TWIN CITIES CAMPUS SUPPLEMENT



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# I. Campus Organization and Administration

## ADMINISTRATION

The organization and administrative officers for the Twin Cities campus are the same as those for the entire University. Please refer to the *All-University Faculty Information Bulletin* for detailed information.

## TWIN CITIES CAMPUS ASSEMBLY

The Twin Cities Campus Assembly is the elected governing body of the Twin Cities campus. The assembly has legislative authority over the Twin Cities campus as a whole, but not over the internal affairs of a single institute, college, or school of collegiate rank, except where these materially affect the interests of other institutes, colleges, or schools of the Twin Cities campus. The assembly has the power to enact regulations governing faculty members and students in those relations with the University that affect the Twin Cities campus.

The assembly is composed of the president and elected faculty and student representatives of the various schools and colleges. Twin Cities campus members of the Senate Consultative Committee are ex officio voting members of the assembly. The elected faculty representatives make up the Twin Cities Faculty Assembly, and the elected student representatives constitute the Twin Cities Student Assembly. The terms of office of representatives coincide with their terms as University Senate representatives.

The president of the University chairs the assembly. A vice chairperson is elected by the assembly from among its members at its first meeting in the spring of the academic year. The vice chairperson serves a one-year term and is eligible for reelection. The assembly meets at least once each quarter and the agenda and minutes are sent to all faculty and student members. Copies of the assembly constitution are available on request from the clerk of the University Senate.

Standing committees of the assembly are:

**Steering Committee**, consists of seven faculty members and five students (elected, need not be members of the assembly) and the ex officio vice chairperson of the assembly. It serves as coordinator between administrative offices and the assembly and as liaison among the several standing committees of the assembly. The steering committee is responsible for arranging the order of business for the assembly.

**Committee on Committees**, composed of six faculty members and three students (elected, need not be members of the assembly). The committee reviews the number, scope, and functions of all standing, campus, and special committees of the assembly and assists the chairperson of the assembly with committee appointments.

**Committee on Educational Policy**, includes eight members of the faculty, three students, and such ex officio representatives as may be specified in the rules of the assembly. It seeks ways to improve the total educational work of the Twin Cities campus.

**Committee on Intercollegiate Athletics**, composed of eight faculty members, three students, two alumni of the University, and others as specified in assembly rules. The committee exercises faculty control over intercollegiate athletics, and formulates certain policy matters and supervises their implementation.

**Committee on Student Affairs**, includes 10 faculty members, 2 University alumni, 13 students, and such ex officio representatives as may be specified in the rules of the assembly. The committee is responsible for formulating policies relating to student affairs not elsewhere assigned and for supervising the financial affairs of all Twin Cities campus student organizations over which the University has control.



## II. Teaching Policies and Procedures

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

### GRADING POLICIES AND PRACTICES

This grading policy was adopted by the Twin Cities Campus Assembly on April 27, 1972, amended on April 28, 1977, and is applicable in its entirety to the Twin Cities campus. The coordinate campuses have their own grading policies. The policy is as follows:

1. There are two grading systems: A-B-C-D-N and S-N. Each college (meaning also each separate school or institute) determines to what extent and under what conditions each system may be available to its students and its faculty. Any college may specify what courses or what proportion of courses taken by its students or its prospective students must be on a particular grading system.
2. The S-N system represents a self-contained alternative to the A-B-C-D-N system, and the two may not be combined for a particular student in a particular course. Students may receive only symbols from the grading system under which they are registered.
3. When both grading systems are available to a student, he or she declares a choice of systems as part of the initial registration. The choice may not be changed after the end of the second week of classes (first week in summer terms).
4. The following symbols, as defined, may be used on the University's official transcript, the chronological quarterly record of the student's registrations after the end of the second week of classes (end of the first five days of classes for summer terms). The official transcript is released by the University, at the student's request, with an imprint of the official recorder's seal.
  - 4.1. Grade of A—Represents achievement that is outstanding relative to the level necessary to meet course requirements.
  - 4.2. Grade of B—Represents achievement that is significantly above the level necessary to meet course requirements.
  - 4.3. Grade of C—Represents achievement that meets the basic course requirements in every respect.
  - 4.4. Grade of D—Represents achievement that is worthy of credit even though it does not fully meet the basic course requirements in every respect.

- 4.5. Grade of S—Represents achievement that is satisfactory to the instructor for the program in which the student is registered. This definition is intended to imply that the standards for S may vary from one program to another.
- 4.6. In connection with all achievement symbols, but especially in connection with S, the instructor is obligated to define to a class in its early meetings, as explicitly as possible, the performance that will be necessary to earn each.
- 4.7. Symbol of V—Indicates registration as an auditor or visitor, a noncredit, nongrade registration.
- 4.8. Symbol of T—Posted as a preceding supplement to the original grade to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.
- 4.9. In the doctor of medicine and doctor of veterinary medicine programs, O (outstanding) may be used with S-N.
- 4.10. Symbol of W—Entered by the records office when a student officially withdraws from a course in accordance with procedures established by the student's college.
- 4.11. Symbol of I—Assigned by an instructor to indicate incomplete, in accordance with provisions announced in class at the beginning of the quarter, when in the instructor's opinion there is a reasonable expectation that the student can complete successfully the work of the course. An I that is not made up by the end of the next quarter of residence becomes an N; instructors may set dates within the quarter for makeup examinations. (In the Graduate School, in master's degree programs in undergraduate colleges, and in the doctor of medicine programs, an I remains until changed by the instructor.) When an I is changed to another symbol, the I is removed from the record.
- 4.12. Symbol of N—Assigned when the student does not earn an S or a D or higher and is not assigned an I. It stands for no credit.
- 4.13. Symbol of X—Indicates that a student may continue in a sequence of courses in which a grade cannot be determined until the full sequence is completed. The instructor submits a grade for each X when the student has completed the sequence.
5. If a student is permitted by the college to repeat a course, all grades are reported on the official transcript.
6. Any college may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, etc.

7. This grading system went into effect in fall quarter 1977, thereby replacing all previous University systems; its definitions and provisions may not be applied retroactively to any grades or symbols recorded before that time.

8. Each transcript is clearly identified as to the procedures under which it was produced and is maintained and released under policies in effect during the time of registration.

9. The Assembly Committee on Academic Standing has authority to grant to individual colleges permission to use experimental grading methods outside the provisions of this official University system, for a specified period, provided that the proposals do not interfere significantly with the registration options of students from other colleges and programs. Such experimental systems must be reported for information to the Twin Cities Campus Assembly as soon as they are approved and, after the specified period, must be reevaluated, either to be extended, discontinued, or, with assembly approval, made a regular system for the unit concerned.

10. The Assembly Committee on Academic Standing is charged with resolving disputes between and among colleges should procedures developed under this grading system result in unacceptable complications for students registering across college lines. The committee may bring to the assembly issues it is unable to resolve informally through negotiation, with recommendations for resolution.

## ROOM SCHEDULING

**Office Space.** Office space is assigned to a faculty member by his or her department head at the time of appointment. Classroom buildings, unless used for evening classes, are open from 7 a.m. to 6 p.m. Buildings used for evening classes are locked at 10 p.m. Faculty members entering a locked building are expected to relock the building from the inside when they enter and to close windows, turn off lights, and lock doors when they leave. The police department checks on all buildings periodically.

To obtain office and building keys, faculty members should apply to their departments.

**Classroom Space.** Classrooms are assigned by the University's Scheduling Office. Room assignments are listed in the quarterly *Class Schedule*. Requests for classrooms for examinations are handled in the same way as classroom requests.

Any special classroom requirements should be made known to the department office, which will inform the Scheduling Office. Faculty members considering teaching a course that would require a specially equipped room may find out what is available by calling the Scheduling Office.

Courses taught on closed-circuit television are coordinated through University Media Resources and the Scheduling Office.

**Rooms for Special Lectures and Events.** Classrooms or auditoriums for special lectures or events may be reserved through the Scheduling Office. Space in Coffman Memorial Union and the St. Paul Student Center is allocated by the reservation office in Coffman and the information desk in the Student Center. The director of the Department of Conferences and the director of the Department of Concerts and Lectures may authorize use of space in Nolte Center and Northrop Memorial Auditorium, respectively.

Some departments prefer to have these requests channeled through the department office.

## **EXAMINATIONS**

A schedule of hours for final examinations is published in the *Class Schedule* each quarter. If the regular classroom is inadequate for final examinations, a special room may be requested through the Scheduling Office. Changes in scheduled hours may be made only upon the written recommendation of the dean or assistant dean. Students with conflicts in examination hours may appeal to the Committee on Student Scholastic Standing in their college for adjustment.

The Student Counseling Bureau furnishes a test scoring and analysis service to colleges and departments using answer sheets suitable for machine scoring. Information on this service, including costs and types of answer sheets available, may be obtained from the bureau or from the staff member's department office.

Teaching faculty members are encouraged to contact the Measurement Services Center for assistance in the planning, construction, and evaluation of classroom examinations. This assistance ranges from occasional consultation on testing problems to intensive research on particular examinations (often in conjunction with the examination scoring service of the Student Counseling Bureau). There is no charge for consultation services, but out-of-pocket research costs are borne by the sponsoring unit.

## **EVALUATION AND TESTING**

The Measurement Services Center (MSC) conducts basic and applied research on various aspects of educational evaluation and testing, and provides—upon request and usually without charge—a wide range of services relevant to instructional evaluation.

To assist in course and instructor evaluation, MSC furnishes standard student evaluation forms, assists individual faculty members and departments in the development of rating forms and other devices tailored to specific instructional settings, and provides computer tabulation of most kinds of rating forms. Virtually all evaluation services are rendered without charge.

For the evaluation of programs and curricula, MSC personnel design and carry out research projects directed at finding detailed answers to questions raised by participating faculty, administrators, and students. There is no charge for regular personnel, but out-of-pocket research expenses must be borne by the client unit.

MSC staff members are available for consultation for conferences, workshops, seminars, and symposia on topics related to course/instructor evaluation and curriculum/program evaluation, as well as on the design and use of questionnaires and of classroom and standardized tests. Individual consultations are free of charge; workshops may involve a charge for materials. Research reports and bibliographies are available, and research suggestions are solicited.

## **FIELD TRIPS**

Field trips may be arranged by faculty members in consultation with their department heads. These may be short trips that are considered laboratory projects in connection with regular class work or they may be more extensive, lasting a week or more between quarters or during the summer.

If University equipment is needed for a field trip or other job-related purpose, a memo containing all pertinent information should be sent to the faculty member's department head for approval. When approved, a copy of the memo should be sent to the Property Accounting Department *prior to* the anticipated departure date. Equipment is insured under the University's "self-insurance" plan, and there is no charge to the department.

## **GRADUATE ASSISTANTSHIPS**

Instructors are informed by the heads of their departments about the availability of teaching assistants for their classes.

Appointments as teaching, research, and project assistants, teaching associates, and administrative fellows are offered through various departments. During the regular academic year appointees must be registered in the Graduate School in each quarter within the term of the appointment. Summer session appointees must be enrolled in or approved for admission to the Graduate School.

Applications for graduate assistantships in most departments should be made by February 15 for the ensuing academic year. They should be submitted to the head of the department making the appointment. Some assistantships become available at various times during the academic year and prospective appointees should check with the various units about such possibilities and application procedures. In addition, the Graduate Assistants Office lists assistantship opportunities outside a student's major field.

During the academic year, graduate assistants are appointed on a part-time basis denoted by percentage of time. Typical appointments are for 25, 33, and 50 percent time. Assistants may not be employed for more than 75 percent time in any one appointment or in any combination of appointments. In very exceptional cases, the dean of the Graduate School may authorize employment beyond the 75 percent limit. During the summer, graduate assistants may work any percentage of time, including 100 percent, without special permission. Graduate students may not hold appointments for which there is no monetary compensation, nor are they allowed to hold appointments for which they receive only course credit or

in-state tuition rates. Stipends are based on level and percentage of time of the appointment. A schedule of current stipends for these assistantships is published in the *Handbook for Graduate Assistants*. Appointees are urged to elect the payroll deduction plan for fee payment.

Graduate students holding appointments as teaching assistants, research assistants, project assistants, teaching associates, and administrative fellows at 25 percent time or more pay in-state tuition rates. This same privilege applies to members of their immediate families registered in the schools and colleges of the University. This privilege has been extended beyond the term of the qualifying appointment, subject to the rules printed in the *Graduate School Bulletin*.

The Graduate Assistants Information and Assistance Office has been established to provide ombudsman services for graduate assistants and handles problems and informational requests of individuals serving a dual function as students and University employees. The office, located in the Graduate School, is an administrative arm of the Office of the Vice President for Academic Affairs.

For additional information see *The Grapevine* and the *Handbook for Graduate Assistants*, or contact the Graduate Assistants Office in 411 Johnston Hall.



### III. Academic Resources

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

#### LIBRARIES

The University Libraries collection ranks 13th in size among American university collections. Areas of particular strength include Asian studies, children's literature, exploration and travel, history of medicine, immigration, European history, Latin American studies, American and western European literature, science journals, and social welfare.

There are a number of library facilities on the Twin Cities campus. Chief among them is Wilson Library, which houses the main card catalog (a union catalog) along with the major humanities-social sciences collection, the Ames Library of South Asia, the James Ford Bell Library, the Business Reference Service, the East Asian Library, the Middle East Library, government publications, maps, newspapers and periodicals, special collections, and rare books.

Also in Minneapolis are Walter Library and the Biomedical Library in Diehl Hall. Walter Library houses the College Library (a general collection), the Learning Resources Center (audio and visual materials for all disciplines, including music and languages), and collections in art, children's literature, education, psychology, library science, and music. It administers archives in architecture, performing arts, immigration history research, and social welfare history in separate facilities.

The Biomedical Library also includes natural history and pharmacy collections.

The Technology Libraries division is responsible for collections related to architecture, chemistry, engineering, geology, mathematics, physics, and mines, metallurgy, and chemical engineering. The locations of these collections are listed in the *Student-Staff Directory*.

The St. Paul Campus Central Library houses materials for units based in St. Paul, including biochemistry, entomology, forestry, plant pathology, and veterinary medicine.

Because of space limitations in many of these units, some materials are in storage in Walter Library. Information about the main card catalog and about materials in storage is available at the Wilson Library catalog information desk and reference desk.

The library faculty includes bibliographers who specialize in many of the University's academic program areas. Faculty members are encouraged to contact the bibliographer in their discipline for advice and assistance in using and developing library collections and services.

Among specialized library services available to faculty members are interlibrary loans, reference services, student orientation and bibliographic instruction, access to machine-readable data bases, and study rooms for groups and individuals.

## PRINTING AND GRAPHIC ARTS SERVICES

**Publications Planning Office.** The Publications Planning Office functions as an information center, helping departments plan and produce publications efficiently and economically. Working in cooperation with the design and printing departments, the office provides three basic services: assisting departments with copy preparation, obtaining cost estimates, and coordinating the editorial, design, and production steps required to get a publication printed. Editorial assistance is aimed at improved readability, organization of material, consistency of editorial style, and copy editing for proper punctuation, grammar, and spelling. There is no charge for these services.

**Printing.** The Printing Department operates a modern, well-equipped plant staffed with technicians experienced in handling the wide range of printed materials required by faculty and staff members. Each job is reviewed to determine the most economical and expeditious way to handle it. Special services required for particular jobs are purchased from local firms.

**Graphic Design.** The Graphic Design Department provides an experienced staff of professional designers who prepare publications that are ready for printing. Each assignment is carefully considered to achieve maximum effectiveness within time and budget restrictions. Graphic Design will provide the creative design and layout ideas that lend visual impact to University publications. The department also offers advice concerning design alternatives and costs.

**Duplicating.** Short-run offset duplicating and copying services are offered by Duplicating Services at several locations on the Twin Cities campus. Walk-in services are available for both copying and offset duplicating. These facilities also have bindery equipment.

**Addressing and Mailing.** Modern equipment and trained personnel provide rapid service in addressing, inserting, sealing, sorting, and delivering mail to the post office. Mailing lists are set up and maintained on metal plates or on a master computer file for repeat mailings. The shop also has the capability to attach computer-generated labels. Mailing procedures should be worked out and postal regulations understood before a mailer is printed. Information is available on request from Addressing and Mailing.

## PHOTOGRAPHIC SERVICES

**Art and Instructional Materials.** A variety of classroom visuals—overhead transparencies, 2×2 slide art, illustrations, posters, charts, and TV visuals—are produced in the art and instructional materials division of University Media Resources. Displays, exhibits, nameplates, and other graphic presentations are available to University departments and related organizations.

**Motion and Still Photography.** The motion and still photography divisions of University Media Resources provide professional personnel, equipment, and facilities to help plan, write, and produce all types of film projects.

**Film Rental Library.** The Audiovisual Library Service (AVLS) is a 16mm film rental library designed to support the training, cultural, and entertainment needs of its customers, on and off campus. The library collection consists of more than 10,000 films in all subject areas. Rental fees vary, but are reasonable.

Copies of the *16mm Film Rental Catalog* and supplements are available in each University department and in University libraries. Films can be previewed in AVLS facilities free of charge by appointment. Film reference service and interlibrary film rental service are also provided.

**Processing.** Highly specialized service, equipment, and personnel in all fields of photographic processing are provided by the Photographic Laboratories of University Media Resources. The division processes black and white and color film, motion picture film, and microfilm. It also does printing and enlarging from any of these sources as well as copy work and production of slides. Related services include photographic supply sales, consultation services, and a photographic archive containing thousands of negatives and transparencies.

**Whiteprint Service.** Sketches, plans, charts, and graphs can be reproduced by the Whiteprint process. Copies can be made in either blueline or blackline printing by the Department of Agricultural Engineering. Instructions are given in the *Manual of Business Procedures*.

**Biomedical Graphic Communications.** Biomedical Graphic Communications provides a visual communication service for the health sciences as well as other interested units of the campus. The department is staffed and equipped to produce a wide range of drawings and photographs of scientific material for use in textbooks, journals, movies, videotape productions, slides, and exhibits. Experienced medical illustrators and artists produce drawings, diagrams, and graphs in pen and ink, halftone, and color and also design exhibits, brochures, and multimedia presentations. Studio and remote  $\frac{3}{4}$ " videotape production and editing services are available, as well as photomicrography, photomacography, and specimen, patient, and surgical photography and motion pictures.

## CAMPUS PUBLICATIONS

**Class schedules** are distributed by the Office of Admissions and Records to the college offices each quarter.

*Minnesota Daily*, the student newspaper on the Twin Cities campus, is published daily during the academic year and three times weekly during the summer session.

*Official Daily Bulletin*, prepared by the Department of University Relations and published in the *Minnesota Daily*, carries official administrative and faculty announcements. The bulletin is also posted on bulletin boards around campus. Faculty members are responsible for knowledge of the information published in the bulletin. Between quarters, an interim bulletin is published on Thursdays as needed.

A faculty member who wishes to make an announcement in the bulletin should type the information in brief form, have it signed by the department head, dean, or the staff member whose signature is authorized for this purpose, and send it to the editor in the Department of University Relations. Notices must be received by 10 a.m. two working days before the desired publication date. For the interim bulletin, notices should be submitted by noon the Tuesday before publication. Except for certain notices of unusual campus-wide importance, notices are printed only once.

*Instructional Resources*, available from the Center for Educational Development, is a guide for faculty members to instructional services and facilities on the Twin Cities campus.

*Handbook for Graduate Assistants* contains current information on University policies and procedures concerning graduate assistantships. It discusses only graduate assistantships that require service. The handbook may be obtained from the Graduate Assistants Information and Assistance Office.

## **IV. Student Services**

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

### **BOYNTON HEALTH SERVICE**

The functions of the Boynton Health Service are to assure students and faculty members a healthy environment in which to live and work, to protect the health of University students, and to teach students the value of preventive and curative medicine through individual and formal health counseling. There are health service facilities in Minneapolis and St. Paul.

The health service program is divided into two parts: prevention and care of student illness and supervision of environmental factors on the campus that might be detrimental to the health and safety of students and staff. Health examinations and complete medical care, including consultations in all of the medical specialties, are available to students. Communicable disease control and a comprehensive environmental health and safety program is carried out by a large staff of engineers, health physicians, environmental health specialists, and technicians.

### **ORIENTATION OF NEW STUDENTS**

Student-faculty committees work with the director of orientation in the Office of the Vice President for Student Affairs to plan orientation programs. Events include the spring University community program, the summer orientation-registration program, and, immediately preceding fall quarter, freshman camp and Welcome Week. Special sessions are offered for handicapped, minority, returning women, senior citizen, and transfer students. Programs are designed to inform new students of the special assistance available to them, to help them clarify and understand their own and the University's expectations, and to give them an opportunity to meet informally with classmates and faculty and staff members. Programs include retreats, lectures, book discussions, one-to-one counseling, small group meetings, tours, and shared living and dining experiences.

### **STUDENT COUNSELING BUREAU**

Students with special needs may be referred to the Student Counseling Bureau, which provides a reading and study skills clinic, aid to handicapped students, and help with vocational, personal, and social problems. Faculty advisers and counselors in college offices may consult the bureau about a student's problems and may obtain information about student scores on entrance tests.

### **STUDENT CONDUCT**

Complaints regarding student violations of University standards of conduct are registered with the conduct code coordinator. Consultations

on matters relating to student misconduct may be initiated with the coordinator or with the director of the Special Counseling Office. The latter serves as the secretary of the Committee on Student Behavior and is authorized to handle personally cases that do not require formal hearings. If a formal hearing is requested by the student or if the complaint is serious enough to require committee action, the secretary convenes the committee and makes arrangements for a hearing.

Complaints of student misconduct in residence halls are handled by the residence hall staff and judiciary boards. Instances of scholastic dishonesty within a single college that do not involve persons from other colleges are handled according to that college's procedures. Instances of scholastic dishonesty of an intercollegiate nature are reported to the Special Counseling Office. If the complaint of scholastic dishonesty cannot be resolved to the satisfaction of all parties concerned, the secretary may refer it to the Committee on Student Behavior.

## **STUDENT ACTIVITIES**

The Student Organization Development Center (formerly Student Activities Center) encourages participation in, and provides opportunities for, educational experiences outside the classroom. There are more than 480 registered student organizations (religious, political/social action, governing, professional/departmental). The professional staff members serve as consultants to the organizations, helping them identify and improve skills needed for effective group functioning. Students learn to assess their leadership and interpersonal and organizational skills, to set goals, and to outline strategies for accomplishment of these goals. Faculty members are often invited to speak to student groups, to campus leaders, and to new students at conferences, retreats, and seminars planned through the center. A roster of organizations and their purposes and officers, and information on how faculty members might act as resources for the groups, are available from the center.

## **INTERNATIONAL STUDENTS**

The International Student Advisers Office reports to the vice president for student affairs and is closely linked to the Campus Assembly committee on international students and the University Senate council on international education. Some of the functions of the office include consultation with faculty members working with students where learning and language barriers are creating difficulties; assistance to departments in processing visas for foreign scholars; liaison with agencies of the United States and foreign governments; administration of the University's exchange visitor program; counseling; cooperation with the Office of Student Financial Aid in the administration of foreign student tuition scholarships; liaison with sponsors of educational programs; arrival and return assistance; services to U.S. students traveling or studying abroad; and development of community relations.

The staff is familiar with national and international developments affecting the flow of persons across national boundaries and remains



aware of legislation and regulations regarding currency exchange, visas, travel, health, and employment. The staff is also involved in teaching and research related to the problems and educational potential of international student and staff exchanges.

## **STUDENT FINANCIAL AID**

Students who need assistance in financing their education can receive advice and help from the Office of Student Financial Aid. Through this office, students may be aided in planning their budgets, obtaining short- or long-term loans, and learning of available scholarships and grants.

## **HOUSING OFFICE**

The Housing Office assists students, staff, and faculty in making suitable living arrangements on and off campus. It provides information on the rates and availability of rental units, mediates housing complaints, administers the regents' policy against discrimination in private housing, and trains residence advisers for residence halls, sororities, and fraternities. The counseling program is planned to help students benefit from their University living environment. Eight residence halls housing 4,500 students are managed by the Housing Office.

## **RELIGIOUS ACTIVITIES**

Questions regarding student religious organizations should be referred to the Student Organization Development Center. The center can also answer faculty inquiries about the religious community.

## **MINNESOTA WOMEN'S CENTER**

The center is a resource facility that collects and provides information about women, especially women students. It provides educational, personal, and career development counseling and referrals for women students, staff, and faculty and women in the community. It maintains a resource library of books, pamphlets, and research studies. Seminars can also be arranged.

## **PARENTS' ASSOCIATION**

The Parents' Association is an organization of parents of University students that serves as a channel of communication between parents and the University. It provides information to parents on all facets of the University. Regular monthly programs are scheduled on the Twin Cities campus or in outstate areas. Special events for parents of incoming freshmen are sponsored by the association.

## STUDENT LIFE STUDIES AND PLANNING

The staff of Student Life Studies and Planning conducts research on student characteristics (attitudes, opinions, and lifestyles) and provides information to aid in designing and delivering educational services. Research is often done in consultation with colleges and other offices.

## SPEECH AND HEARING CLINIC

Students with speech and hearing difficulties should be referred to the Speech and Hearing Clinic for consultation, evaluation, and remedial help.

## PLACEMENT

**General.** A Placement Inquiries Clearance Office is located in the Education Career Development Office of the College of Education. This clearance office does not register or recommend candidates for jobs, but directs prospective employers to the proper colleges or departments. Staff members may advise employers to call or write the clearance office for help in placement procedures. Most colleges and some other units have their own placement offices.

**Teachers.** The Education Career Development Office in the College of Education includes a placement center for teachers, counselors, educational research workers, psychologists, and school supervisors and administrators. Its services are available to M.A. and Ph.D. graduates of the University seeking careers in college teaching, research, and administration, as well as to College of Education graduates who are prepared to teach in elementary, secondary, and postsecondary schools.

## OTHER STUDENT SERVICES

A list of University and community service resources that specialize in dealing with the problems of students (counseling, emergency, employment, legal, medical, and general services) is published in the front section of the *Student-Staff Directory*. Faculty members may wish to refer to it when counseling students.

## **V. Miscellaneous Policy Matters**

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

### **INFORMATION AND TOUR SERVICES**

The Department of University Relations maintains a Visitor Information Center and tour service on the Twin Cities campus. Anyone who would like to tour the Twin Cities campus, individually or with a group, should contact the center for an appointment.

### **VISITORS ON CAMPUS**

Faculty members who have distinguished guests, or who know of important visitors in the Twin Cities community, are urged to inform the vice president for academic affairs and the director of University Relations. Sometimes arrangements can be made to present such visitors at special meetings and lectures on campus. A news conference may be appropriate, with the approval of the visitor. Mail and telephone calls can be expedited if a visitor's whereabouts are known. The Department of University Relations, through its Visitor Information Center, will show visitors the points of interest on the Twin Cities campus.

### **SOLICITATION OF FUNDS ON CAMPUS**

Soliciting funds or contributions on any campus is forbidden unless specifically approved by the Administrative Development Committee.

On the Twin Cities campus, the Consolidated Fund Drive has received such approval. Each fall, faculty and staff members are asked to contribute to the fund drive for the United Fund, the Minnesota Division of the American Cancer Society, Minnesota Heart Association, and the University of Minnesota Student Aid Fund. The drive is organized by the Office of the Associate Vice President for Development and Alumni Relations. Contributions may be made by payroll deduction.

### **ATTENDANCE AT ACADEMIC FUNCTIONS**

All faculty members are welcome to attend University functions. For occasions when academic processions are held, each college selects a number of faculty representatives. Those who do not own caps, hoods, and gowns may borrow them without charge from the University Bookstores. Contact University Relations for rental procedures.

All faculty and staff members may participate in special events and commencement ceremonies. Campus-wide commencements for graduate-degree candidates are held in June and December on the Twin Cities campus, and faculty members who wish to serve as marshals should contact the Department of University Relations early in the quarter in

which a commencement will take place. Bachelor's and graduate degrees are awarded at individual college events.

Special events include building dedications, groundbreakings, and other events of all-University importance. Inquiries about such events should be directed to the commencements and special events coordinator in the Department of University Relations.

## VI. Services for Faculty

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

### HOUSING

The Housing Office lists privately owned apartments and homes for rent, sublease, or sale. In addition, temporary accommodations in residence halls and in motels and hotels can be secured through the office. Townhouses at Pillsbury Court, a University development near the campus in Minneapolis, may be rented by full-time faculty members of the rank of instructor and above. Priority is given to new faculty members whenever possible; early application is a must.

A very limited number of faculty homes are periodically for sale to tenured faculty members in University Grove, an all-University community in Falcon Heights, a St. Paul suburb.

### CAMPUS SCHOOLS

The University maintains several special schools for children. Although it is not the purpose of the schools to serve the children of faculty members, applications from faculty families are welcome and are given equal consideration with others.

**The Institute of Child Development.** The institute, which studies the behavior of normal children, conducts a laboratory nursery school for children two to five years of age.

**Child Care Center.** The center, sponsored by the Institute of Child Development, enhances University training and research in child care by providing day care services for children of University students, faculty, and civil service employees. The center accepts children three months to five years of age. More information is available from the Child Care Center.

**Marshall-University High School.** Marshall-University High School is located in the Dinkytown area of southeast Minneapolis near the campus. Marshall-University is a public school, grades 6 through 12, with a student population drawn from throughout the city of Minneapolis. It also serves as a research and teacher education center for the College of Education. Tuition and fees are paid by students who do not live in Minneapolis. Further information may be obtained from the principal.

### FOOD SERVICE FACILITIES

**Minneapolis, East Bank.** Coffman Memorial Union offers a wide variety of food facilities; the major cluster is on the ground floor. The air-conditioned Little Brown Jug cafeteria offers a wide selection of food. The In features hamburgers and shakes. The Souper provides a variety of foods

from soup to spaghetti to ice cream in a walk-through service. Buy the Weigh offers build-it-yourself salads and sandwiches in the Gopher Court. In the basement games area is the Barrel with sandwiches and pizza. The Grocery on the main floor has deli and snack food. Vending facilities are located on the ground floor.

Spectrum in Health Sciences Unit A offers a complete menu, as does the cafeteria in Shevlin Hall.

**Minneapolis, West Bank.** Riverbend in Willey Hall provides a complete menu in a walk-through food service; it also offers a view of the river, bridge, and east bank. Vending facilities and the Dinghy, a snack bar, are on the concourse.

Blegen Hall houses Metropol and Rug-on-the-Wall, which provide snacks and entrees. Anderson Hall has a large vending area with adjacent lunch and study areas.

**St. Paul.** Full food service is offered in the Grainery and the Birchwood Room in the Dining Center, and snacks and refreshments are available in the Student Center Rouser Room.

**Party, Banquet, and Private Dining.** Facilities are available at Coffman Memorial Union, Spectrum, Riverbend, and the St. Paul Student Center. Take-out and delivered foods are also available. Arrangements may be made with the Minneapolis or St. Paul food service.

**Campus Club.** The Campus Club is a private social club that includes dining facilities. See Clubs and Organizations for more information.

## **PARKING**

Minneapolis and St. Paul parking facilities—lots, ramps, underground garages, and metered areas—are shown on maps at the back of this book. Parking in some of these facilities is limited to those who hold contracts for space in them. There are waiting lists for contract parking in the garages and ramps, but space is available in some of the lots. For copies of the maps and information on space availability and rates contact Parking Services.

Parking reservations for visitors to the campus are made through Parking Services. Arrangements may be made through department offices to charge parking fees for guests of the University to a department budget.

To ensure the safety of pedestrians and to facilitate movement of emergency vehicles, parking on Minneapolis campus streets is forbidden. This regulation is strictly enforced 24 hours a day, including Sundays and holidays.

The Northrop and Nolte garages are open to the public for some evening events. The Coffman garage and ramp are open to the public every evening.

Faculty members who return to campus in the evening will find that parking lots are accessible, except those reserved on evenings when special events are scheduled.

In St. Paul, parking lots are close to most buildings, and parking is available on the adjacent State Fairgrounds.



## TRANSPORTATION

Intercampus buses (line 13) running at 5-minute intervals between 7:05 and 10:15 a.m., at 10-minute intervals between 10:15 a.m. and 6:25 p.m., and at 20- and 40-minute intervals in the evening, furnish transportation between Minneapolis and St. Paul. On Saturdays, the buses operate every 20 minutes between 7:25 a.m. and 1:25 p.m. and every 40 minutes from 1:25 to 11:05 p.m. There is no bus service on Sundays and University holidays.

Anyone riding from campus to campus rides free. Anyone boarding or exiting between campuses must pay a 40¢ fare or use a reduced-fare card, which permits 20 rides for \$7 and is available at the Bursar's Office in Minneapolis (east and west banks) or the Cashier's Office in St. Paul. Departments may request passes for use by staff members on University business at stops between the campuses. Requests for such passes should be made by department heads or administrative officers to the University Transit Services Office. Campus buses also provide frequent service between the campuses and the parking lot at 29th and Como Avenues. Parking at the lot is free, and bus fare is 20¢ each way.

A free bus system between the east and west banks in Minneapolis operates at 5- and 10-minute intervals between 7:05 a.m. and 6:25 p.m. and at 15-minute intervals between 6:30 and 10:05 p.m.

Route maps showing bus stops are available at the information centers in Coffman Memorial Union, the West Bank Union, Williamson Hall, the St. Paul Student Center, and the Transit Services Office, and in the *Student-Staff Directory*. Schedules are available at each of the information centers and are posted at each stop.

Express buses travel between the campus in Minneapolis and residential areas in Minneapolis, St. Paul, and their suburbs on weekday mornings and afternoons. For schedules and route information, call the Transit Services Office or the Metropolitan Transit Commission.

The University also offers a free computer-matched car pool service. Applications are available at the information centers in Coffman Union, the West Bank Union, Williamson Hall, and the St. Paul Student Center and at the Transit Services Office, 2818 Como Avenue S.E., Minneapolis.

The University owns a number of automobiles that are available for rental to departments for University business through Vehicle Rental. Aircraft are operated by University Flight Facilities; call for rates and schedules.

## IDENTIFICATION CARDS

Identification cards, required for use of the libraries and other University facilities, are issued to faculty and academic staff members on the Twin Cities campus. Authorization cards are available from department offices. (Department offices order authorizations from the Bulletin and Service Bureau.) A picture on the card is optional. For a picture, bring the authorization or identification card to the ID card office, 248 Williamson Hall. The office is open from 8 a.m. to noon and 1 to 4 p.m. weekdays. To replace a lost, stolen, or expired card, follow the same procedure.

## **CHECK CASHING**

University payroll checks may be cashed at the Bursar's Office on the east and west banks in Minneapolis and at the Cashier's Office in St. Paul. Personal checks up to \$25 may be cashed. Students must have a student identification card and a current paid fee statement. Staff members must have a current staff identification card.

## **BOYNTON HEALTH SERVICE**

Faculty members may join the Health Service Plan by paying the membership fee. This plan provides outpatient benefits, including general outpatient and specialist services, and an annual physical examination. It does not cover such items and services as physical and X-ray therapy in excess of \$250 per quarter, glasses, drugs, and dental care for which charges are made, nor does it provide for medical care during hospitalization or for home calls. Only the staff member is eligible for medical care under this prepaid plan. Spouses of Health Service Plan members may use the Health Service on a fee-for-service basis.

Coverage runs from September 16 to the following September 15. Applications are accepted any time before September 16 for services beginning September 16. Applications for annual memberships also are accepted at the beginning of each academic quarter. Faculty members may apply for membership at the cashier's office at the Boynton Health Service in Minneapolis.

The Health Service also performs preemployment medical examinations for faculty and certain civil service staff members and executive physical examinations.

## **LOST AND FOUND**

Each campus building has a lost and found office. Building directory boards usually list the office, or department secretaries should know its location. After one week, unclaimed items are forwarded to the Coffman Memorial Union Lost and Found Office on the basement level. Unclaimed items are sold during a three-day period at the end of each quarter. Dates and times are announced in the *Minnesota Daily*.

## **UNIVERSITY BOOKSTORES**

The University operates several campus bookstores. In Minneapolis, the Minnesota Book Center in Williamson Hall serves the textbook and supply needs of the Institute of Technology, the College of Biological Sciences, the College of Liberal Arts, the College of Education, General College, and Continuing Education and Extension. The Health Sciences Bookstore in Health Sciences Unit A serves medicine, dentistry, pharmacy, and nursing. The Smith Bookstore on the west bank serves the College of Liberal Arts and the College of Business Administration. The Coffey Hall Bookstore in St. Paul sells books and materials used in the Colleges of Agriculture, Forestry, Home Economics, and Biological Sciences.

## MAIL FACILITIES

**United States Mail.** Post offices for outgoing U.S. mail are located in Coffman Memorial Union and Coffey Hall. Most postal services are offered, except issuance of foreign money orders and acceptance of foreign parcels other than printed matter. Collection boxes are located at various points on the campus. United States mail is delivered regularly to all campus buildings by the Mail Division in St. Paul and by the U.S. Postal Service in Minneapolis.

Campus Mail will pick up large quantities of second, third, and fourth class and permit mail to be mailed at a U.S. post office; arrangements should be made by the department office with Campus Mail. The receiving department of the General Storehouse will pick up items to go to a freight office. Arrangements for this service also should be made by the department office.

**Campus Mail.** Campus Mail is for University-related business only. No postage is required on items sent through campus mail, which is delivered twice daily to department offices. There are collection boxes in all major buildings. Campus mail should be addressed with name, department, room number, and building designation as listed in the *Student-Staff Directory*. A return address should be included to ensure return of mail that is not deliverable. Bulk mailings (more than 50 letters) must be sorted and bundled by building and by department within building. Campus Mail or the Mail Division should be called to arrange for pickup of bulk mailings. Campus Mail does not handle books.

Further information may be found in the *Manual of Business Procedures* and in *Communication Cycle* (available from Human Resources Development).

## TELEPHONE SERVICE

The Twin Cities campus has a centrex telephone system that electronically routes off-campus calls directly to individual phones or to departmental answering points, allowing callers to reach their parties without going through a central operator.

To reach any University telephone on the Twin Cities campus from another campus phone (373 and 376 prefixes), dial the last five digits of the number.

To reach an off-campus telephone number from a University telephone, dial 9 and then the off-campus number.

To report a campus emergency, dial 0.

Long distance calls placed from University telephones are automatically charged to the department in which the phone is located, unless a credit card number is given to the operator. Each department is responsible for controlling long distance calls made from its telephones.

To order or change phone service, call Telephone Services, 373-3293. For repair of telephone equipment, call Northwestern Bell Repair, 611.

University information operators are on duty from 7:30 a.m. to 6 p.m. Monday through Friday, except on University holidays. To contact the University information operator from an off-campus phone, dial 373-2851; from a campus phone, dial 3-2002. Hospitals information is available 24 hours a day at 373-8484.

A faculty member whose telephone number is changed during the year should fill out a new staff directory card. This is the only way to ensure that callers trying to contact a faculty member through University information will be directed to the proper telephone number and building location.

Located strategically around the Twin Cities campus are phones for free campus-only calls. These phones are especially useful to students and campus visitors. Dialing procedures and information and emergency numbers are the same as for other campus phones. Numbers outside the University system cannot be reached from these phones, but there are pay phones in almost every University building.

For more information on the telephone system and telephone procedures, see the *Student-Staff Directory*.

## **SERVICES FOR ORGANIZATIONS**

Faculty members who are officers of state or national organizations and who need administrative, secretarial, editorial, or graphic design services that can be charged to those organizations may use the State Organization Service, a unit of Continuing Education and Extension. Services such as typing, duplicating, mailing, membership and mailing list maintenance, bookkeeping, editing, and copy writing can be purchased on a piecework basis.

## **PROGRAMS FOR NON-UNIVERSITY GROUPS**

Faculty members and their families seeking programs for organizations outside of the University are welcome to use the services of Continuing Education and Extension.

Groups and individuals interested in engaging a University regent, administrator, or faculty or staff member as a speaker may request help from the Speakers Bureau. The bureau can help locate a speaker on a specific topic and provide biographical data on speakers, information regarding fees, and a Speakers Guide, which lists speakers from all University campuses and their topics. Faculty members who wish to be listed in the guide should contact the manager of the Speakers Bureau in the Department of University Relations.

## **RECREATIONAL AND CULTURAL OPPORTUNITIES**

The University offers many music, theater, and arts programs as well as recreational and social opportunities.

**The Department of Concerts and Lectures.** Each spring the University, through the Department of Concerts and Lectures, joins the Minnesota Orchestral Association and a regional committee of sponsors and guarantors in presenting in Northrop Memorial Auditorium seven performances

by the Metropolitan Opera Company of New York. Mail orders for tickets are accepted at the Northrop ticket office six weeks before the opera performances, and the box office sale of single tickets opens approximately three weeks before the first performance.

Concerts and Lectures also presents an annual series of performances by ballet, folk, and contemporary American and foreign dance companies. Season tickets may be ordered at the Northrop ticket office for the entire series, for a miniseries in one of the three dance styles, or for a sampling of each style. Tickets for individual performances go on sale approximately three weeks in advance at the Northrop ticket office and at Dayton's stores.

In addition, the department sponsors several special concerts each year featuring outstanding dance troupes, musical groups, and popular artists and attractions.

During the academic year, under the auspices of the Campus Committee on Convocations and the Arts, Concerts and Lectures sponsors free lectures, musical and dance programs, art exhibits, theatrical productions, and films.

Concerts and Lectures also cooperates with interested departments to sponsor lectures and scientific conferences for smaller and selected audiences.

During the summer, the department and Summer Session cooperate in sponsoring a series of outdoor concerts by folk, jazz, blues, contemporary, and orchestral music groups. Also included are dance programs and a film series. Most events are free; for some, a small admission fee is charged.

**University Theatre.** University Theatre productions are presented in the three theaters in Rarig Center on the west bank. Special productions include the Young People's University Theatre, Theatre of the Word, and workshop productions.

During the summer, the University Theatre produces plays aboard the Minnesota Centennial Showboat, docked on the Mississippi River, and stages Peppermint Tent productions for children in Rarig Center. Faculty and staff are eligible for discounts on tickets and coupon books. Tickets may be purchased at the Rarig Center ticket office.

**University Radio and Television.** KUOM, 770 AM, is the Twin Cities campus public radio station and is a network affiliate of National Public Radio. Programming includes news, public affairs, classical music, literature, drama, interviews, discussions, and lectures. KUOM also provides news and background information about the University. Classroom lectures, offered for credit through Continuing Education and Extension, are broadcast each quarter.

Also during the academic year, University Media Resources produces programs for broadcast on KTCA-TV, channel 2. Check local listings for program descriptions and dates. A wide range of programs is offered, reflecting the University's educational and cultural resources. Faculty involvement in these programs is encouraged. Courses for credit are offered during the academic year. For more information, contact the coordinator of broadcast television.



**Music Department Programs.** The department sponsors student, faculty, and guest recitals, master classes, and lectures. The Opera Workshop annually presents two or three productions of traditional and contemporary operas. The University Symphony Orchestra, University Chorus, University Bands, Contemporary Music Ensemble, Collegium Musicum, Chamber Singers and Orchestra, Brass Choir, Men's Chorus, and St. Paul Campus Chorus maintain an active concert schedule. A calendar of performances, most of them free, is available from the department. Students, staff, and faculty may audition to join the ensembles.

**Films.** The Audiovisual Library Service can provide films for use by faculty members with church and community groups, in entertainment settings, or as training aids in consulting assignments. See Photographic Services for more information.

The University Film Society, founded in 1962, has offered hundreds of films ranging from silent classics to previews of new features. Its programming includes festivals of new and classic films from abroad, thematic series, illustrated lectures, and discussions with filmmakers and visiting critics. The society's goals are to serve as a showcase for the best of world cinema, to enlarge and educate the film-going audience, and to provide a testing ground for innovative programming concepts. The society will assist departments and individual instructors in selecting films that will benefit students and promote a better understanding of cinema.

**Art.** The University Gallery organizes and presents exhibitions drawn from national and local sources, including presentations from the gallery's own collection of paintings, sculptures, prints, drawings, photographs, ceramics, and period furniture. Of particular importance are the collection of early 20th-century American paintings, including perhaps the largest holding of works by Marsden Hartley and Alfred Maurer in the world, and a bequest of 17th- and 18th-century European paintings, drawings, and decorative arts. The galleries, on the third and fourth floors of Northrop Auditorium, are open Monday through Friday, on Sunday afternoon, and during events in the auditorium. Faculty and staff members may borrow original works of art for their offices through the rental loan program.

Coffman Union has three galleries: Gallery 1 for three-dimensional and large-scale art, Gallery 2 for small-scale art, and the Related Art Gallery for educational and cultural displays.

Other galleries are located in the West Bank Union (Katherine E. Nash Art Gallery) and Wilson Library.

In the St. Paul Student Center, three galleries exhibit paintings and other art forms during regular building hours.

**James Ford Bell Museum of Natural History.** The museum features diorama exhibits of the wildlife and habitats of Minnesota and temporary exhibits on natural history. Objects in the Touch and See Room can be examined from all angles, touched, and—in some cases—carried about. The Jaques Gallery displays part of the museum's collection of art by Francis Lee Jaques and works by other natural history artists. The bookshop has an excellent selection of field guides and other natural history books for adults and children and related materials such as records of animal



sounds. Films are shown on some Sunday afternoons. Phone or write for schedules and brochures.

**Unions/Student Centers.** Cocurricular activity is an important part of the educational program. Faculty, staff, and students share in the governance of the Minnesota Union and its constituent units and are encouraged to participate in union programs.

*Coffman Memorial Union, Minneapolis.* Coffman Union, supported by student fees, meets a variety of educational, recreational, organizational, and consumer needs of the University community. It offers faculty members an opportunity for informal activity with colleagues, students, University alumni, and guests.

The Coffman Union Program Council, a partnership of staff advisers and student volunteers, schedules ethnic and current event forums, gallery exhibitions, lectures, foreign and domestic films, weekend outings, and performances in dance, theater, mime, and music. The minicourse program offers low-cost introductory courses for self-development in a variety of areas.

Lounges are located on each floor and a music listening lounge offers a wide selection of recorded music. Space may be reserved in the meeting, conference, and banquet rooms, the Great Hall, the Theater-Lecture Hall, the Mississippi Room, and the River Terrace. For information on dining facilities, see Food Service Facilities.

Bowling, table tennis, billiards, and table games are located in the Recreation/Outings Center, where outdoor equipment and supplies are available for rental. The Artcraft Studio has facilities and equipment for woodworking, photography, ceramics, pottery, duplicating, lamination, handicrafts, and metalworking. The Whole coffeehouse, a barber and beauty shop, International Study and Travel Center, MSA student stores, post office, and newsstand are located in Coffman, as well as offices for the Student Organization Development Center, University YWCA, and Twin Cities Student Assembly.

Campus Club dining, meeting, lounge, and activity areas for faculty and staff members are on the fourth, fifth, and sixth floors (see Clubs and Organizations).

*St. Paul Student Center.* The St. Paul Student Center Board of Governors determines policies and plans programs for the Student Center. Most activities are open to faculty members. Facilities of the center include bowling, billiard, and table tennis equipment and areas for card playing. Magazines, newspapers, television, radio, stereo equipment, art galleries, and an outings equipment rental service are also available. Faculty members may reserve conference rooms for meetings. The North Star Ballroom may be reserved for banquets, conferences, meetings, and parties.

Union activities include coffee hours, discussion sessions, convocation programs, dances, art exhibits, and concerts. For most of these events there is no charge to staff members. The Rouser Room offers weekday snack bar service.

*West Bank Union.* Services include assistance to campus organizations, lost and found, locker rentals, check cashing, sale of bus passes, and information. Programs include public affairs and Minnesota Forum speakers, poetry and prose readings, films, music, art exhibits, and the lower-level Experimental Theatre. Board and staff members of the West Bank Union are available to discuss interests or suggestions.

**Sports Activities.** The Department of Intercollegiate Athletics for Men offers faculty members a reduced-price season ticket for regular home football and baseball games, swimming and gymnastic meets, wrestling matches, and track and field meets. Reduced-price season tickets for basketball and hockey are also available. None of the three season tickets covers exhibition or championship games or other special events.

Season tickets for football are sold in the spring and fall; those for basketball and hockey are sold in the fall. Applications are mailed to faculty and staff members and are available from the athletic ticket office. Payroll deduction payment can be arranged for season tickets purchased in the spring.

Each eligible faculty member (regardless of marital status) may purchase a maximum of two of any of the season tickets. In addition, faculty members who have children under 18 may purchase up to two additional tickets. The only restrictions are that one ticket be used by the faculty member and that those purchased for children (stamped "child") be used only by the faculty member's children.

There is no faculty-staff discount for single-game admissions.

The Department of Women's Intercollegiate Athletics sells single-game admissions for basketball and volleyball games and swimming, track, and gymnastic meets. A season ticket for basketball, volleyball, and gymnastics is available, and with a purchase of one season ticket at the regular price, staff members may buy additional season tickets at a discount. Season tickets do not include exhibition or championship games or other special events. Ticket and schedule information is available from the department.

The Office of Recreational Sports offers men and women faculty members an opportunity to participate in a variety of sports for \$32 a year or \$8 a quarter. Archery, badminton, basketball, bowling, fencing, golf, handball, horseshoes, judo, karate, racquetball, skating, soccer, softball, squash, swimming, tennis, touch football, volleyball, and weight-lifting are offered. An activity permit may be purchased at the recreational sports offices in Minneapolis and St. Paul.

The *Faculty-Staff Sports Club Newsletter* gives information on recreational sports. A Sunday-afternoon family recreation program in Minneapolis and St. Paul is open to faculty members who purchase activity cards and their families. Faculty members may also rent lockers on a daily, quarterly, or yearly basis.

Norris Hall is available to men and women faculty members during open recreation hours for such activities as archery, badminton, conditioning exercises, golf, swimming, tennis, and volleyball. For information contact the Norris intramural office. Equipment for a variety of activities may be obtained at the equipment dispensary room.

The University golf courses—an 18-hole, par 71 course of 6,123 yards and a 9-hole, par 27 course of 1,386 yards—located in St. Paul at Larpenteur Avenue and Fulham Street, near the campus, are open to University faculty and staff members and their guests. Greens fees may be paid on a daily or seasonal basis. Reservations may be made for weekday or weekend play. Club rentals, locker and towel service, and golf supplies are available. The courses are on the intercampus bus line.

Twenty hard-surface tennis courts at 19th Avenue and 4th Street S.E., Minneapolis, and additional courts in St. Paul are open to faculty and staff members and their guests for a nominal fee.

The indoor ice skating rink in Williams Arena is available to faculty and staff members and their families during scheduled hours, with family recreational skating exclusively on Sunday mornings. A nominal fee is charged, and rental skates and skate sharpening are available. The rink is open from mid-October to mid-March.

## CLUBS AND ORGANIZATIONS

**Campus Club.** Faculty and staff members whose salaries meet specified levels are eligible to join the University of Minnesota Campus Club, a private social club on the top three floors of Coffman Memorial Union. Facilities include dining areas, a fifth-floor library, and lounge and recreation rooms.

The club provides an opportunity to meet socially with members from all departments. Main dining facilities are located on the fourth floor and a sixth-floor food service accommodates several private committee meeting rooms. Lunch is served daily, Monday through Saturday, and membership dinners are served on Thursday evenings. First Tuesday luncheons, with guest speakers, are open to members, their spouses, and guests. The club also arranges dinners, parties, receptions, teas, and holiday buffets for its members and their guests. The club is maintained through annual membership dues, initiation fees, and charges for services.

**Faculty Women's Club.** The Faculty Women's Club is open to faculty women and wives of faculty with the rank of instructor or above. One of the purposes of the club is to welcome and orient new faculty women and wives. Members and newcomers get acquainted at a fall reception, and in November the club co-hosts a reception for newcomers and their spouses at Eastcliff, the home of the University president.

Other activities include a holiday tea at Eastcliff, monthly meetings of special-interest groups, and financing of scholarships for University students. The club has a room on the fifth floor of the Campus Club in Coffman Union, where some meetings are held. The room can also be reserved for social occasions. For more information call the club president, who is listed in the *Student-Staff Directory*.

**Council for University Women's Progress.** The council is concerned with the status of women at the University and is open to faculty, staff, students, and others with University ties. The group meets to study various women's issues at the University. A civil service division meets monthly,

concentrating on concerns of civil service employees. Information on current officers is available from the Minnesota Women's Center.

**University Association of Black Employees.** The association seeks to give visibility to black employees at the University and surrounding communities, to put black people in closer touch with each other socially, and to give support to black employees who want to maximize employment potential with the University. There are regular monthly meetings as well as periodic social events. The board of directors and officers are elected by the members.

**Council of Graduate Students.** The council represents all University graduate students. Its voting membership includes an elected representative from each graduate program, a representative from each policy and review council in the Graduate School, and all graduate student members of the University Senate. Functions include facilitating graduate student participation in the governance of the Graduate School and the University, channeling communications and information to and from graduate students, and promoting the academic, economic, and social aims of graduate students.

**Faculty Employee Organizations.** Faculty employee organizations with concern for the terms and conditions of employment and related matters as they may be affected through collective bargaining on the Twin Cities campus are: American Association of University Professors, University of Minnesota Twin Cities Chapter; University of Minnesota Education Association, Twin Cities Chapter; University of Minnesota Federation of Teachers; Faculty Committee of the Health Sciences; and the Law School Faculty Association.

**American Association of University Women, Minneapolis Branch.** The Minneapolis branch, one of the largest in the country, meets every Monday, October through May, and alternate Tuesday evenings for programs and seminars. Its purposes are to unite members for practical educational work, to increase effectiveness in the community for the solution of social and civic problems, and to participate in the development and promotion of the policies and programs of the American Association of University Women.

**Others.** Most of the national and international professional societies in scholarly fields have local chapters at the University or within the state. Information about these groups may be obtained from department heads.

## VII. The Twin Cities

With more than two million people, the metropolitan area of the Twin Cities—Minneapolis, St. Paul, and suburbs—is the largest population center between Chicago and the Pacific Northwest. Located in the rolling lake country of eastern Minnesota, the cities have spacious residential areas graced with trees, parks, lakes, and rivers. Commercial activity is brisk, and employment normally is high. Fine shops and department stores, famous restaurants, impressive new buildings, and excellent educational facilities reflect the general prosperity.

The metropolitan area is a major production center for machinery, graphic arts products, and electrical and scientific instruments. Control Data, 3M, and Honeywell are among the nationally known firms with headquarters here. The area is a food-producing center as well. Minneapolis is the home of General Mills, Pillsbury, International Multifoods, Cargill, and Peavey Company.

The Twin Cities provide cultural and recreational activity in great variety. The Minnesota Orchestra is one of the nation's oldest and most respected; its music hall in downtown Minneapolis has been judged acoustically perfect. Each spring the Metropolitan Opera Company of New York presents a series of performances in Northrop Memorial Auditorium. (The St. Paul Civic Orchestra, the Schubert Club, the Bach Society, the New Friends of Chamber Music Society, the St. Paul Civic Symphony, the St. Paul Chamber Orchestra, and many other musical organizations provide a wealth of activity for enjoyment or participation.

Two major art galleries are located in Minneapolis. Walker Art Center houses one of the world's finest collections of contemporary art and presents lectures and performing arts programs; tours are available. The Minneapolis Institute of Arts has collections of American and European paintings and sculpture, decorative arts, period rooms, Oriental art, pre-Columbian art, and prints and drawings. The museum presents films, music, classes, and special events for adults and young people. The museum has a 20,000-volume library, a gift shop, and a sales and rental gallery devoted to the work of area artists. Also noteworthy are the collections and exhibits of the University Gallery in Northrop Auditorium.

St. Paul's Arts and Science Center is one of the few facilities in the country to combine the visual arts, the performing arts, and the sciences in one building. It houses the city's major art gallery, the science museum with research facilities, and the omnitheater, the most technically advanced audiovisual facility in the nation. Several musical organizations perform at the center. The new Landmark Center (the renovated Old Federal Courts Building) is the home of the Arts and Science Council and sponsors a variety of cultural and civic activities. The Permanent Collection Gallery of the Minnesota Museum of Art is in St. Paul.

Theater is well represented in the Twin Cities. The Guthrie Theater in Minneapolis is nationally acclaimed for its repertory performances. There are also productions by the University Theatre, the Old Log Theatre, and in St. Paul, the Chimera Theatre. Touring productions of major Broadway shows often visit the Twin Cities. The University Showboat on the Missis-

sippi River and the Peppermint Tent provide summertime entertainment. Semiprofessional groups such as Theatre-in-the-Round, the Stagecoach, the Theatre of Involvement, and the Children's Theatre Company also perform regularly.

An outstanding point of interest is the University of Minnesota's Bell Museum of Natural History in Minneapolis.

Four commercial television stations, two educational television stations, four daily newspapers, and a number of AM and FM radio stations serve the Twin Cities.

Spectator sports are popular. The Minnesota Twins of the American League (baseball), the Minnesota Vikings of the National Football League, and the Minnesota Kicks of the North American Soccer League play their home games in Metropolitan Stadium. There is also a professional ice hockey team, the Minnesota North Stars of the National Hockey League.

The many lakes in the residential areas and hundreds more in the surrounding countryside offer swimming, boating, and fishing in summer and ice skating, ice boating, snowmobiling, ski touring, and ice fishing in winter. Close at hand, the St. Croix, Mississippi, and Minnesota Rivers offer excellent opportunities for boating. There are several ski areas nearby, fish and game abound, and the rolling countryside is suitable for bicycling and hiking. The average monthly temperature is 12 degrees in January, 45 in April, 73 in July, and 48 in October.

Two unique local events are the St. Paul Winter Carnival and the Minneapolis Aquatennial. The Minnesota State Fair in St. Paul is one of the nation's largest. Como Park Zoo is in St. Paul and the new Minnesota Zoological Garden, designed so that animals live in their natural habitats, is in Apple Valley.


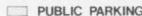
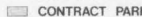
The Department of University Relations will provide additional information about the Twin Cities upon request.



# UNIVERSITY OF MINNESOTA

PARKING SERVICES  
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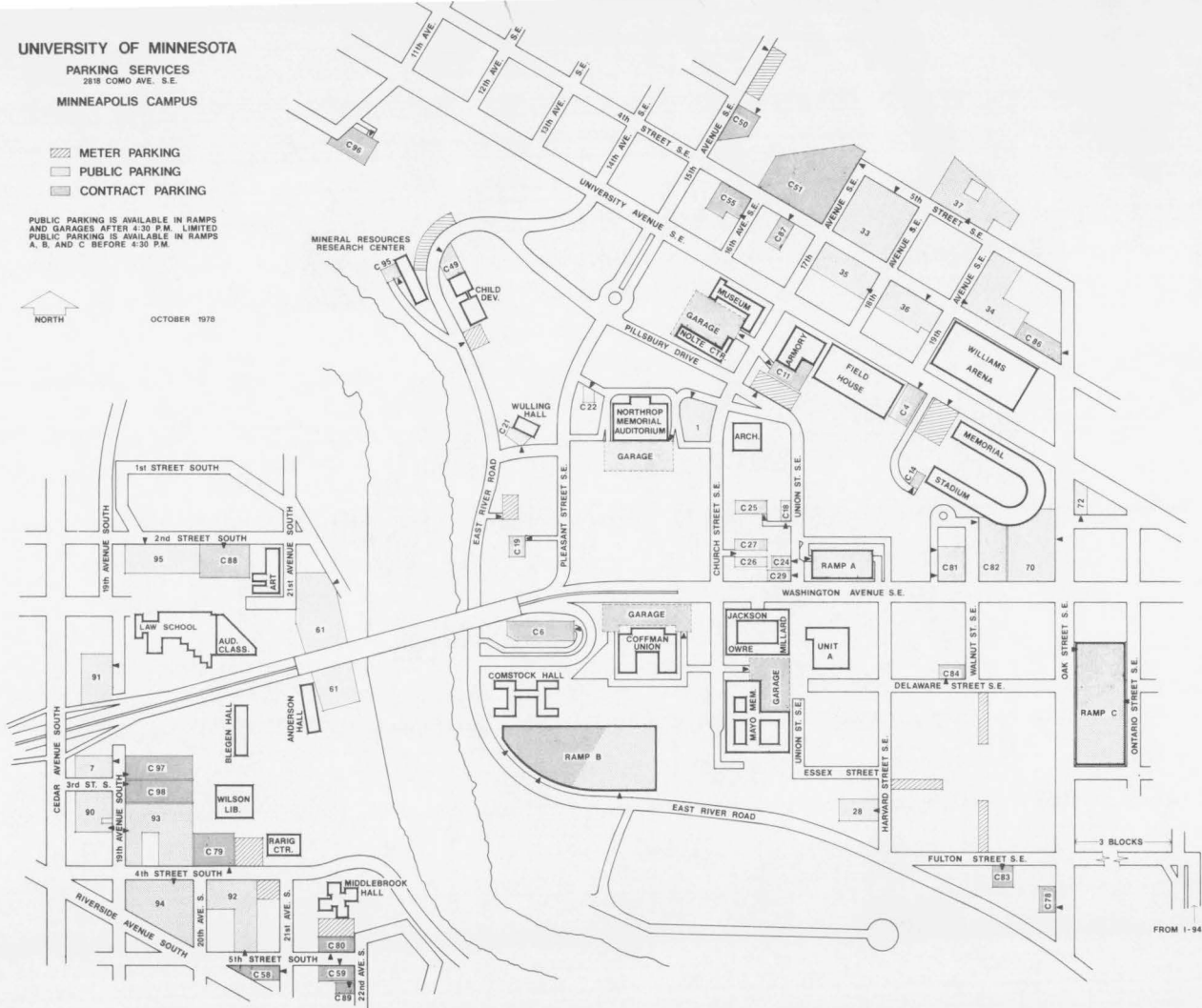
MINNEAPOLIS CAMPUS

-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING

PUBLIC PARKING IS AVAILABLE IN RAMPS AND GARAGES AFTER 4:30 P.M. LIMITED PUBLIC PARKING IS AVAILABLE IN RAMPS A, B, AND C BEFORE 4:30 P.M.



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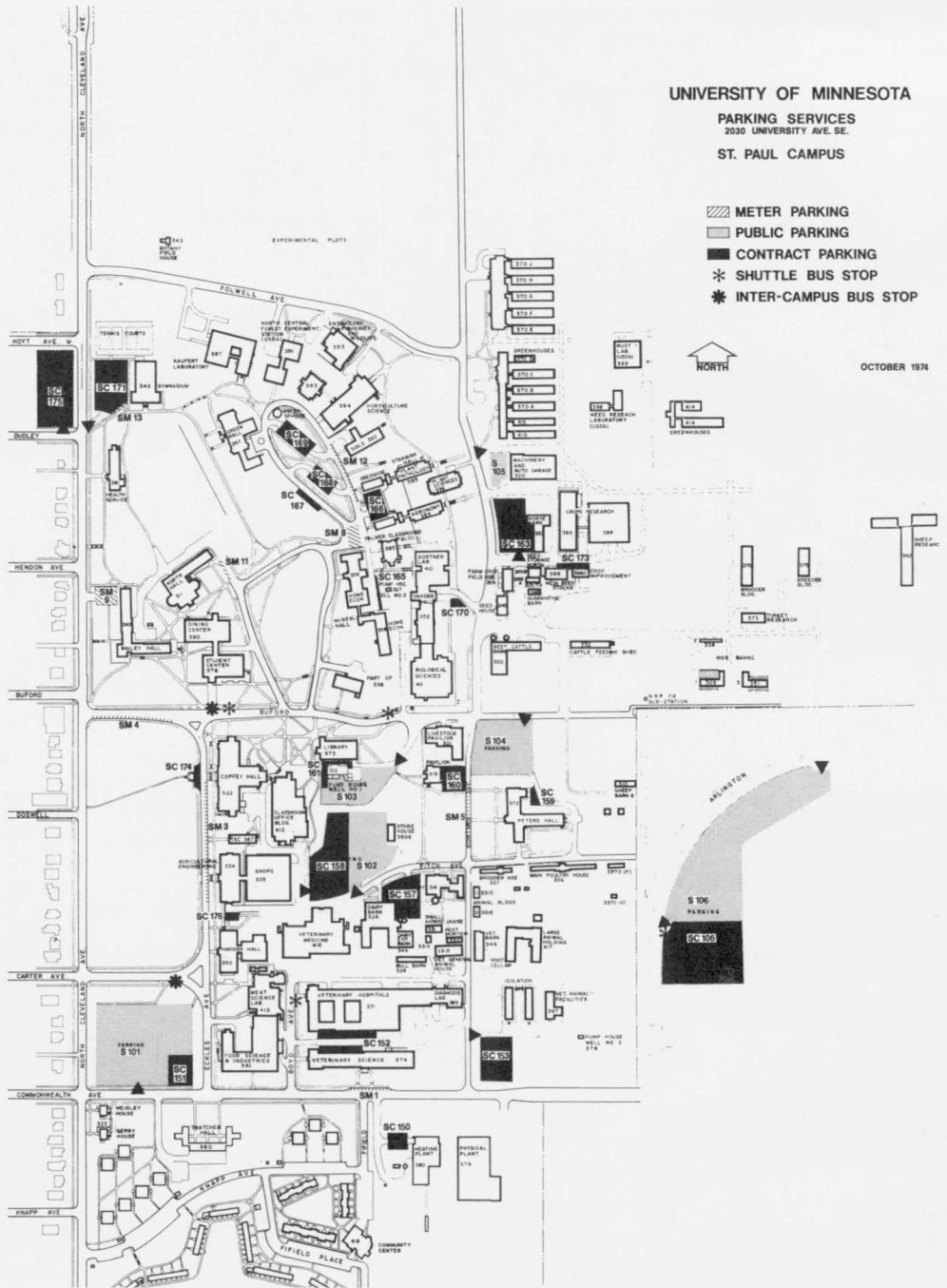
PARKING SERVICES

2030 UNIVERSITY AVE. SE.

ST. PAUL CAMPUS

-  METER PARKING
-  PUBLIC PARKING
-  CONTRACT PARKING
-  SHUTTLE BUS STOP
-  INTER-CAMPUS BUS STOP

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