

Faculty Information Bulletin Fall 1977 Supplement

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TWIN CITIES CAMPUS

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PERSONNEL RECORDS • ADMINISTRATION
ADMINISTRATIVE OFFICERS • ADMISSION TO UNIVERSITY
AND RECORDS • ADVISERS, FACULTY • ANNUITY
APPOINTMENTS, FACULTY • APPOINTMENTS, GRADUATE
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INSURANCE • UNIVERSITY, TWIN CITIES UNIVERSITY RELATIONS • VACATIONS • ACADEMIC
COSTS • ACADEMIC FREEDOM AND RESPONSIBILITY • ACADEMIC ORGANIZATION • ACADEMIC
COUNCIL OF • ACADEMIC ORGANIZATION • ACADEMIC SERVICES • ADMINISTRATION, UNIVERSITY
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GRADUATE SCHOOL • ARTS, CONTINUING EDUCATION IN • AUDIOVISUAL SERVICES • AWARDS
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EQUAL OPPORTUNITY

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, or national origin. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972 and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Lillian H. Williams, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church St. S.E., University of Minnesota, Minneapolis, Minnesota 55455, (612) 373-7969, or, for Title IX compliance, to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20201.

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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 elected faculty and student representatives of the various schools and colleges and the President. 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 is chairman of the Assembly. A vice chairman is elected by the Assembly from among its members at its first meeting in the spring of the academic year. The chairman 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 chairman 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 chairman 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 ten faculty members, two University alumni, thirteen 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

The grading policy below was adopted by the Twin Cities Campus Assembly on April 27, 1972, and 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 shall be two grading systems: A-B-C-D-N and S-N. Each college (meaning also each separate school or institute) shall determine 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 the two grading systems are available to a student, he or she should declare 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 sessions).
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 sessions). The official transcript is released by the University, at the student's request, with the official recorder's seal imprinted.
 - 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 continuation course in which a grade cannot be determined until the full sequence of quarters is completed. The instructor shall submit 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 shall go into effect for the fall quarter 1977, thereby replacing all previous University systems, but its definitions and provisions may not be applied retroactively to any grades or symbols recorded before that time.

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

9. The Assembly Committee on Academic Standing shall have 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 shall be reported for information to the Twin Cities Campus Assembly as soon as permitted and, after the specified period, shall 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 will 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 by calling the Scheduling Office. However, if space is desired in Coffman Memorial Union or the St. Paul Student Center, contact the reservation office in Coffman or 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 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/or 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 course/instructor evaluation services are rendered without charge.

For the evaluation of programs and curricula, MSC (with the active involvement of program/curriculum personnel) designs and carries 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 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 to teaching, research, or project assistantships or administrative fellowships 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 appointments. 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.

During the academic year, graduate assistants are appointed on a part-time basis denoted as percentage of time. Typical appointments are for 25-percent, 33-percent, 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, up to and including 100 percent, without the special permission of the dean. Graduate students may not hold appointments for which there is no monetary com-

pensation, nor are they allowed to hold appointments for which they receive only course credit or in-state tuition rates. Stipends for graduate assistants are based on level of appointment 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 in the schools and colleges of registration in 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

On the Twin Cities campus/Minneapolis are the O. Meredith Wilson Library, housing humanities and social science resources, and the Walter Library, housing the basic science and technology collection. Specialized subject libraries include architecture, art, biomedical, chemistry, education-psychology-library science, engineering, geology, journalism, law, mathematics, mines-metallurgy-chemical engineering, music, natural history, pharmacy, physics, public administration, and Marshall-University High School. Serving the Twin Cities campus/St. Paul are a central library for agriculture, biological sciences, and home economics and departmental libraries for biochemistry, entomology, forestry, plant pathology, and veterinary medicine.

In Minneapolis, unusually strong collections in 17th century English history and in Scandinavian materials are of special interest. The James Ford Bell Collection in the Wilson Library is primarily concerned with the history of exploration and trade before 1800. An extensive collection of foreign and U.S. newspapers, both in newsprint and on microfilm, is maintained in the Wilson Library newspaper division. Other notable special collections include the Ames Library of South Asia, the East Asian Library, the Hess Collection of dime novels, the Immigrant Archives, the Kerlan Collection of children's literature and book illustration, the Middle East Library, the Social Welfare History Archives, and the University Archives, in which materials pertaining to the history of the University are collected and preserved.

The general card catalog listing the holdings of all Twin Cities campus libraries is in the Wilson Library, with microfilm copies of the catalog in Walter, Biomedical, and central St. Paul campus libraries. Publications not in the University's own collection may be requested from other cooperating libraries by inquiring at the Wilson Library reference desk, the Biomedical Library, or the St. Paul campus central library. A copying service, to provide single copies of journal articles or pages from books at nominal cost, is maintained in various libraries on the campus. Members of the academic staff are invited to recommend books for library purchase by submitting suggested titles to the resources department.

The Wilson Library has a limited number of faculty study rooms for research and writing, for which application may be made at the director's office. Reserve book rooms are maintained in both Wilson and Walter Libraries to provide maximum circulation of titles used for course assignments. All faculty members receive forms for listing books to be placed on reserve. These should be submitted to the reserve librarian in Wilson Library one month before the start of the quarter during which they will be needed. Books should be listed on the forms exactly as they appear on

bibliographies assigned to students. Faculty members wishing to place books on reserve in any other library should contact the librarian of that library.

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 and craftsmen experienced in handling the wide range of printed materials required by faculty and staff members. Every job is reviewed for the most economical and expeditious manner of handling. Those jobs requiring specialized equipment because of the nature of the work or length of the run are purchased from local suppliers.

Graphic Design. The Graphic Design Department provides an experienced staff of professional designers who prepare publications that are camera-ready for printing. Each assignment is carefully considered to achieve maximum effectiveness within time and budget requirements. 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 Central Duplicating at several locations on the Twin Cities campus. Walk-in services are available for both copying and offset duplicating. These facilities also have a complete complement of bindery equipment.

Addressing and Mailing. Modern equipment and trained personnel provide rapid service in addressing, inserting, sealing, sorting, and delivery of mail to the post office. Mailing lists are set up and maintained on metal plates or on a master computer mail 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 on a custom-crafted basis.

Microfilm Services. The microfilm section of Photographic Services, a division of University Media Resources, offers 16mm and 35mm microfilm, aperture cards, Micro Jackets, Microfiche, and cartridge loading and indexing. These services can be used for filming business records, department documents, books, engineering drawings, and computer printouts.

Motion and Still Photography. The Motion and Still Photography Divisions of University Media Resources provide professional personnel, equipment, and facilities to departments and members of the campus community. The divisions assist with all types of film projects, location photography, and classroom visuals.

Nonprint Materials Publication Sales. The Audio-Visual Library Service provides audiovisual library services for assistance in the use of nonprint and print media as a learning resource. A film library housing over 8,500 titles (16,000 prints), an audiotape library of 3,500 subjects, and a library of other nonprint subjects are among the services offered as an educational resource for patrons. Extensive bibliographic data and reference service are provided for patrons on request. Limited preview facilities and equipment are available on the campuses of the University. The library service is on a fee basis.

Film Catalog, *Filmstrip Catalog*, and *Prerecorded Tape Catalog* are bulletins listing titles held in the Audio-Visual Library Service. An alphabetical description of titles is also included. Specific guides to a wide variety of subjects are available on request to the service.

Processing. Highly specialized service, equipment, and personnel in all fields of photographic processing are provided by Photographic Services, 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 blue-line or blackline printing by the Agricultural Engineering Department. Instructions are given in the *Manual of Business Procedures*.

Biomedical Graphic Communications. The Biomedical Graphic Communications Department 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, lecture 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. Photomicrography, photomacrography, and specimen, patient, and surgical photography and motion pictures are some of the typical photographic services offered.

CAMPUS PUBLICATIONS

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

Twin Cities Campus Calendar is published each quarter by University Relations. It provides a graphic summary of upcoming campus events. Copies are available from the University Relations department.

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

Official Daily Bulletin. The Official Daily Bulletin, prepared by the Department of University Relations and published in the *Minnesota Daily*, carries official administrative and faculty announcements. Faculty members are responsible for knowledge of the information published in the Bulletin. Between quarters, a separate Bulletin is published on Thursdays as needed.

A faculty member wishing 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 interquarter Bulletin, notices should be submitted by noon the Tuesday before publication. Except for certain notices of unusual campus-wide importance, notices will be 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. The handbook 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 Assistant 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 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.

The Health Service program is divided into two parts: prevention and care of illness in the individual students, and public health supervision of environmental factors on the campus that might be detrimental to the health and safety of students and staff. The first part includes health examinations and complete medical care, including consultations in all of the medical specialties. The second part includes communicable disease control and a comprehensive environmental health and safety program carried out by a large staff of engineers, health physicists, 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. These programs are designed to inform new students of the special assistance available for their use, to help them clarify and understand their own and the University's expectations, and to provide them an opportunity to meet and interact informally with fellow classmates, faculty, and staff members. These objectives are accomplished by 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 specialized 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 scores of entrance tests a student has taken. Machine scoring of midterm and final examinations is arranged through the technical division of the bureau.

STUDENT CONDUCT

Complaints of violation by students 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 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 activation of formal hearings. Should a formal hearing be requested by the student or should the complaints be of such a serious nature as 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 in accordance with 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 Activities Center staff, who promote and consult with more than 400 registered student organizations, frequently enlist faculty members to act as advisers for student groups or activities. A roster of these organizations, information about their purposes, and a directory of officers may be obtained from the Student Activities Center. Faculty members also are invited to speak to groups of students, campus leaders, and new students at special camps and retreats.

FOREIGN 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. Functions of the office include liaison with agencies of the United States and foreign governments; administration of the University's exchange visitor program; counseling on educational, personal, social, and career problems; 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; special orientation for newcomers; cooperation with the Office of International Programs and the International Study and Travel Center in providing services to U.S. students traveling or studying abroad; development of community relations; and other services.

The office 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 educations can receive advice and help from the Office of Student Financial Aid. Through this office, students may be aided in planning their budgets, in obtaining short- or long-term loans, and in 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.

RELIGIOUS ACTIVITIES

Questions regarding student religious organizations should be referred to the Student Activities Center. The center can also advise faculty regarding any inquiries they may have about the religious community.

MINNESOTA WOMEN'S CENTER

The center is a resource facility to collect and provide information on and about women, with special reference to 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 containing books, pamphlets, and research studies about women. Seminars on women can also be arranged.

PARENTS ASSOCIATION

The Parents Association is an organization of University parents 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. Other special events, such as summer coffee hours and Parents Day, are sponsored by the association for parents of incoming freshmen.

STUDENT LIFE STUDIES AND PLANNING

The staff of Student Life Studies and Planning conduct research on student characteristics (attitudes, opinions, and lifestyles) and provide information to aid in designing and delivering educational services for students. Research is often done in consultation with 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. Certain colleges and divisions 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 Directory of Services, listing many University and community service resources that specialize in dealing with the problems of students, (e.g., 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 wishing to tour the Twin Cities campus, individually or with a group, should contact the center, which provides guided tours by 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, staff members are asked to contribute to the fund drive for the United Fund, the Minnesota Division of the American Cancer Society, the Minnesota Heart Association, and the University of Minnesota Student Aid Fund. The drive is organized by the Office of the Director of Development. Staff members may authorize payroll deductions over a six-month period.

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 its faculty members as its representatives. Those selected 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 and graduate degrees are awarded at individual collegiate 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. Personal 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. Pillsbury Court, a University apartment development of 48 townhouses near the Minneapolis campus, is available for occupancy by full-time faculty members of the rank of instructor and above. Priority will be given to new faculty members whenever possible; early application is a must.

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

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 nursery school for children two to five years of age. Information may be obtained from the institute office.

Child Care Center. The center, sponsored by the Institute of Child Development, is primarily a facility to enhance University training and research in the field of 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. The Marshall-University High School is located in the Dinkytown area of southeast Minneapolis near the Twin Cities campus/Minneapolis. Marshall-University High is a public school, grades 6-12, 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 of the University. Tuition and fees are paid by students not residing in Minneapolis. Further information may be obtained from the principal of Marshall-University High School.

FOOD SERVICE FACILITIES

Minneapolis, East Bank. Coffman Memorial Union offers a wide variety of food facilities, the major cluster being on the ground floor. One

facility is a large scatter-system food service offering a complete selection. Another is the In, featuring hamburgers and shakes to "eat and run." The Souper provides a variety of foods from soup to spaghetti to ice cream in a walk-through service. In the basement games area is the Barrel with sandwiches and pizza. The Grocery on the main floor has deli and snack refreshments. Vending facilities are located on the ground floor.

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

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

Blegen Hall contains Metropol and Rug-On-The-Wall, which provide complete snack and entree facilities. 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 services.

Campus Club. The Campus Club is a private faculty social club and also has dining facilities. See Clubs and Organizations for more information.

PARKING

There are parking facilities for staff members and students on or near the Twin Cities campus/Minneapolis (see maps at end of this book). Facilities include outdoor parking lots, parking ramps, and several parking areas that are regulated by meters. There are also underground parking garages located in Mayo Memorial Building, Coffman Memorial Union, Nolte Center for Continuing Education, and Northrop Auditorium.

Because of long waiting lists already held by Parking Services, contract parking space is not available in Twin Cities campus garages and ramps. However, contract parking space is available in some of the outdoor lots; inquiries should be made to Parking Services. If space is not available at the time of application, the applicant's name may be placed on a waiting list at his or her request. Copies of the parking map and lists of rates are available from 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 fire trucks, ambulances, and other emergency vehicles, parking on Minneapo-

lis campus streets is forbidden. This regulation is strictly enforced 24 hours a day, including Sundays and holidays.

Northrop and Nolte Center garages are open to the public for special evening events that do not require reservations. The Coffman Memorial Union garage and the River Road ramp behind the union are open to the public every evening without reservation.

Faculty members wishing to return to the campus during evening hours may use the parking lots, except those that are reserved on evenings when special events are scheduled.

In St. Paul, parking lots are close to most buildings. In addition, 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 the Minneapolis and St. Paul campuses. On Saturdays, the buses operate on a 20-minute schedule between 7:25 a.m. and 1:25 p.m. and a 40-minute schedule 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 the bus between campuses must pay a 30¢ cash bus fare or use a reduced-fare card, which permits 19 rides for \$5, obtainable at the Bursar's Office in Minneapolis (east and west banks) or the Cashier's Office in St. Paul. Departments may request special 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 remote parking lot at 29th and Como Avenues. Parking at the lot is free, and bus fare is 20¢ each way.

A free bus transportation system between the east and west banks of the Twin Cities campus/Minneapolis operates at 5- and 10-minute intervals between 7:05 a.m. and 6:25 p.m.

Route maps showing the various bus stops are 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* and each quarter's *Class Schedule*. Small handout schedules are also available at each of the information centers, and schedules are posted at each stop along the routes.

Several morning and afternoon express bus routes link suburban areas directly to the east and west banks of the Twin Cities campus/Minneapolis. 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, the St. Paul Student Center, and the Transit Services Office.

The University owns a number of automobiles that are available for

rental to departments for University business. Aircraft operated by the University are also available. Call Vehicle Rental or University Flight Facilities for rates and schedules.

IDENTIFICATION CARDS

Faculty identification cards are available to faculty members on the Twin Cities campus; the cards are required for use of the libraries. Faculty members should obtain authorization cards from their department offices. (Department heads should order the authorization cards from the Bulletin and Service Bureau.) After completing the card as specified (instructions are on the reverse side of the authorization card), it should be mailed or brought to the Identification Card Office. If a picture is desired on the card, bring the authorization or identification card to the ID card office between 8 a.m. and noon or 1 and 4 p.m., Monday through Friday. If a card is lost, stolen, or due for renewal, follow the procedure described above.

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 quarter 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 the member with outpatient benefits, including general outpatient and specialist services and an annual physical examination. The plan covers all services rendered except 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. The plan does not provide for medical care during hospitalization or for home calls. Only the staff member is eligible for medical care under this plan; family members are excluded.

The membership period runs from September 16 to the following September 15. Applications will be accepted any time before September 16 for services beginning September 16. Applications for annual memberships also will be 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 for storage and reclamation. All 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 bookstores on the campus. 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, the 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 Post Offices for outgoing mail only are located in Coffman Memorial Union and Coffey Hall. Most regular postal services are offered, except issuance of foreign money orders or 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.

The Campus Mail Department in Minneapolis will pick up large quantities of second, third, fourth, and permit class mail to be mailed at the U.S. Post Office; arrangements should be made by the department office with the Campus Mail Department. The Receiving Department of the General Storehouse will pick up items to go to the express office or the freight office. Arrangements for this service also should be made by the department office.

Campus mail service to department main offices on and between the Minneapolis and St. Paul portions of the campus is handled by the University. No postage is required on items sent through campus mail. There are collection boxes for campus mail in all major buildings. Deliveries are made twice daily. Campus mail should be addressed with name, department, room number, and building designation as listed in the *Student-Staff Directory*. Return address should be included to ensure return of mail that is not deliverable. All bulk mailings (over 50 letters) must be sorted and bundled by building and department within building. The Campus Mail Department or the Mail Division should be called to arrange for pickup of bulk mailings. Campus Mail does not handle books.

Campus Mail is to be used for University-related business only.

Further information may be obtained from the *Manual of Business Procedures*.

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, thereby allowing callers to reach their parties immediately 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 listed Centrex number.

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

To report any campus emergency, always 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 all long distance calls made from its telephones.

To order new installations or changes in existing phones, call Telephone Services, 373-3293. For repair of existing telephone equipment, call Northwestern Bell Repair (410-2234) and report the problem to the repair clerk.

University information operators are on duty 7:30 a.m. to 6:30 p.m., Monday through Friday, except for regularly scheduled 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, available 24 hours a day, is reached by dialing 373-8484.

A faculty member whose telephone number is changed during the year should fill out a new staff directory card with the correct information and mail it through campus mail to the address on the back of the card. This is the only way to insure that all callers trying to contact a faculty member through University Information will be directed to the proper telephone number and building location.

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

SECRETARIAL SERVICES FOR ORGANIZATIONS

Faculty members who are officers of state or national organizations and who need secretarial services that can be charged to those organizations will find it convenient to use the State Organization Service, a unit of Continuing Education and Extension. Clerical services such as typing, duplicating, mailing, membership and mailing list maintenance, bookkeeping, and other office work can be purchased when needed on a piecework basis.

PROGRAM SERVICES FOR VOLUNTARY 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. Call or write the dean, the World Affairs

Center, Continuing Education for Women, Continuing Education in the Arts, or Audio-Visual Library Service.

Groups and individuals interested in engaging a University Regent, administrator, or faculty or staff member as a speaker may receive 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.

RECREATIONAL AND CULTURAL OPPORTUNITIES

The University offers much in the way of music, theater, and the arts, as well as recreational and social opportunities for the leisure time of faculty members and students.

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 ticket office six weeks before the opera performances, and the box office sale of single tickets opens approximately 10 days before the first performance.

The Department of Concerts and Lectures presents a World Dance Series of eight to ten performances by ballet, folk, and contemporary dance companies. They are selected each year from the best available American and foreign performing groups. Tickets may be purchased for the entire series, for a miniseries in one of the three dance styles, or for a sampling of each style. Season tickets may be ordered at the Northrop ticket office. Tickets for individual concerts go on sale approximately three weeks preceding the concert at both the Northrop ticket office and Dayton's stores.

In addition the Department of Concerts and Lectures 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, various programs are presented on the Twin Cities campus. These attractions include lectures, musical and dance programs, art exhibits, theatrical productions, and films. No admission is charged and the general public and University faculty, staff, and students are invited.

The Department of Concerts and Lectures, in cooperation with interested departments, also sponsors special lectures and scientific conferences for smaller and selected audiences.

During the summer, Summer Session and the Department of Concerts and Lectures 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; no admission is charged.

University Theatre. University Theatre schedules productions throughout the year in Rarig Center. Plays are featured each quarter of the academic year in the Whiting Proscenium Theatre, the Stoll Thrust Theatre, and the Arena Theatre. Special productions by University Theatre include the Young People's University Theatre, Theatre of the Word, and workshop productions.

During the summer, the Theatre operates the Minnesota Centennial Showboat on the Mississippi River and stages Peppermint Tent and summer session productions in Rarig Center. University Theatre also sends touring companies to elementary and secondary schools throughout the Upper Midwest. Theatre coupon books or individual tickets may be purchased at the Rarig Center ticket office.

University Radio and Television. KUOM, 770 on the AM dial, 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 throughout the year.

Also during the academic year, Media Resources of Continuing Education and Extension presents "University Television" 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. Six series during the year are offered as courses for credit. For more information, contact the coordinator of broadcast television.

Music Department Programs. The department sponsors student, faculty, and guest recitals throughout the year. The Opera Workshop annually presents a complete opera or scenes from operas. The Collegium Musicum, the Contemporary Music Ensemble, the University Chorus, the University Symphony Orchestra, and the University Bands maintain an active concert schedule. Admission to most of these events is free.

Faculty members are invited to participate in all of the above activities. Information may be obtained from the Music Department.

Films. Audio-Visual Library Service can provide or obtain films on a variety of subjects for special showing. Each week during the summer session, a series of educational and informational films is shown to acquaint faculty members with the new titles available for classroom and group showing.

The University Film Society, founded in 1962 under the auspices of the Student Activities Center, has offered hundreds of different films ranging from silent classics to previews of new features. Its programming includes festivals of new and classic films from abroad, thematic series on a period, 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 the selection of films that will benefit the student, and promote a better understanding of cinema.

Art. The University Gallery on the third and fourth floors of Northrop Memorial Auditorium organizes and presents major exhibitions drawn from national and local sources, including presentations from the permanent collection of the gallery. The collection contains paintings, sculptures, prints, drawings, photographs, and ceramics, as well as some examples of period furniture and *objets d'art*. Of particular importance are the collection of earlier twentieth-century American paintings, including perhaps the largest holding of works by Marsden Hartley and Alfred Maurer in the world, and a bequest of seventeenth- and eighteenth-century European paintings, drawings, and decorative arts. Regular viewing hours are held Monday through Friday and Sunday afternoons. The gallery is also open to persons attending concerts and other evening events in Northrop Auditorium. Original works of art are lent to faculty and staff members for their offices through the rental loan program.

Other galleries are located in Coffman Memorial Union, West Bank Union, and the Wilson Library.

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

James Ford Bell Museum of Natural History. The museum features major diorama exhibits of the wildlife and habitats of Minnesota, as well as 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 such related materials as records of animal sounds. Films are shown on some Sunday afternoons. Phone or write for schedules and brochures.

Unions/Student Centers. Faculty members, staff, and students share in the governance of the Minnesota Union and its constituent units, establishing the extracurricular program of activities, services, and facilities. Program participation is an integral part of the educational activity at the University of Minnesota.

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, guest 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 interest areas throughout the year.

Dining facilities include a catering service, vending machines, fast-food menus, a delicatessen, and cafeteria-style dining. Lounges are located on every floor and a music listening lounge offers a wide selection of recorded music. Space may be reserved in the third floor meeting/dining rooms, the Great Hall, the Theatre/Lecture Hall, the Mississippi Room, and the River Terrace.

Bowling, table tennis, billiards, and table games are located in the Recreation/Outing Center, where outdoor equipment and supplies are also available for rental. The Artcraft Studio has facilities and equipment for woodworking, photography, ceramics, pottery, duplicating, lamination, handicrafts, and metalworking. The International Study and Travel Center, MSA student stores, post office, hairstyling center, and newsstand are also located in Coffman.

The Campus Club occupies the fourth, fifth, and sixth floors and affords dining, meeting, lounge, and activity areas to faculty and staff members (see Clubs and Organizations).

St. Paul Student Center. The St. Paul Student Center Board of Governors has a voting membership of student, faculty, and alumni representatives. It determines policies for operation of the student center and conducts a planned program of activities, most of which are open to faculty members.

The board invites faculty members to use the facilities of the center, which include eight modern bowling lanes, six billiard tables, table tennis equipment, and facilities for card playing. Magazines, newspapers, television, radio, stereophonic phonograph equipment, art galleries, and an outings equipment rental service are available. Faculty members may reserve conference rooms for meetings. The North Star Ballroom may be reserved for banquets, conferences, meetings, and parties.

Planned 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. Necessary fees are kept minimal.

The Rouser Room offers continuous snack bar service.

West Bank Union. The union is composed of students, faculty, and staff who determine policies and direction, allocate resources, and organize and evaluate programs, services, and facilities designed to enhance the extracurricular educational program.

Services include assistance to campus organizations, lost and found, locker rentals, check cashing, and information. Programs include public affairs speakers and discussions, films (West Bank Union Bijou), music, the West Bank Union Gallery, the Minnesota Union Debates, and the Minnesota Forum.

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 on season athletic tickets that admit holders to all regular home University football and baseball games, swim-

ming and gymnastic meets, wrestling matches, and track and field meets. The season ticket does not cover exhibitions or other special events or contests such as championship tournaments.

Reduced prices on season basketball and season hockey tickets are also available. The tickets are sold in the fall approximately one month prior to the opening of the basketball and hockey seasons. A mailing of applications is made to staff members in the fall.

Each University staff member (regardless of marital status) who is eligible for staff-employee season athletic tickets may purchase two tickets. In addition, those staff members with children under 18 years may purchase up to two additional tickets for their use. The only restrictions are that one ticket must be for the personal use of the staff member and that those purchased for children under 18 (which will be over-stamped "CHILD") be used only by the staff member's children.

Single game admissions may be purchased at regular prices. Staff football tickets are sold during the spring and at that time ticket information and applications are mailed to University employees. Season tickets may be purchased with cash or by a payroll-deduction plan during the spring sale. Staff-employee tickets are also sold during the fall. For current information, call the athletic ticket office.

The Department of Women's Intercollegiate Athletics provides competitive opportunities in ten varsity sports. For schedules and information, contact the department.

The Recreational Sports Office provides men and women faculty members with the opportunity to participate in a variety of sports with the purchase of an activity permit for \$20 per year or \$5 per quarter. Archery, badminton, basketball, bowling, cricket, fencing, golf, handball, horse-shoes, judo, karate, paddleball, skating, soccer, softball, squash, swimming, tennis, touch football, volleyball, and weight-lifting are offered.

The permit may be purchased at the Recreational Sports Offices in Minneapolis and St. Paul.

For faculty members, the *Faculty-Staff Sports Club Newsletter* gives information on physical recreation opportunities. A variety of club activities are available, with special emphasis on conditioning exercises, jogging, handball, softball, volleyball, basketball, paddleball, swimming, and squash.

A family recreation program is conducted on Sunday afternoons in Minneapolis and St. Paul. Information about this program, open to faculty members and their families who purchase activity cards, may be obtained from the Recreational Sports Office. Faculty members may rent lockers on a daily, quarterly, or yearly basis.

Norris Hall is available to men and women faculty members during the "open recreation" hours during the day. Information about times when facilities are available for such activities as archery, badminton, conditioning exercises, golf, swimming, tennis, and volleyball may be obtained from the Norris intramural office. Equipment for a variety of activities may be obtained at the equipment dispensary room. A locker-towel-swimming suit charge of 35¢ daily, \$6 per quarter, \$13 per three quarters, or \$18 per year is required for use of swimming pools. Instruction in selected sports is offered

in extension classes in Norris Hall. Information on classes may be found in the Continuing Education and Extension bulletin.

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—are located on Larpenteur Avenue and Fulham, near the St. Paul campus, and are open to all University staff members. Greens fees may be paid on a daily or seasonal basis. Reservations may be made for weekend play. Club rentals, locker and towel service, and golf supplies are available. The courses are located on the intercampus bus line. Guests are permitted with staff members.

Twenty hard-surface tennis courts—located at 19th Avenue and 4th Street S.E., Minneapolis—and additional courts on the St. Paul campus are open to staff members for a nominal fee. Reservations are not necessary. Guests are permitted.

The indoor ice skating rink in Williams Arena is available to staff members and their families during scheduled hours, with staff-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. All full- or part-time faculty members with the rank of instructor or above and civil service staff members with comparable positions are eligible to join the University of Minnesota Campus Club, a private faculty social club. Its quarters on the top three floors of Coffman Memorial Union offer a fine view of the campus and downtown Minneapolis.

The Campus Club provides members with an opportunity to meet socially with faculty members from all departments. Its facilities include a number of dining areas, lounge and reading rooms, and recreation rooms. Lunch is served daily, Monday through Saturday, and membership dinners are served on Thursday evenings. Members' First Tuesday luncheons, with a special guest speaker, are open to members, their spouses, and guests. The club also arranges special dinners, parties, receptions, teas, and holiday buffets for its members and their guests. A sixth-floor service line accommodates several private committee meeting rooms. The club is maintained through annual membership dues, initiation fees, and charges for services rendered to members. Information may be obtained from the club office.

Faculty Women's Club. The Faculty Women's Club includes women members of the faculty and wives of faculty men with the rank of instructor or above. One of the purposes of the club is to welcome and orient new faculty women and wives. At a fall reception, the activities of each interest group are displayed and members and newcomers can get together in area groups to plan future activities and car pooling.

The club program includes a holiday tea at the University President's home, a dance, and a luncheon and style show. Monthly interest groups include art, community concern, crafts, culinary arts, drama, home and

garden, international affairs, modern literature, music, needle arts, pot-pourri, St. Paul campus, social service, student, and University hospital auxiliary. Many bridge and recreational groups meet more frequently.

The club also finances scholarships for University students.

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 quarterly, concentrating on concerns of civil service employees. Information on current officers may be obtained by calling the Minnesota Women's Center.

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

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. Its 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.

Collective Bargaining Units. Each of the following groups has petitioned to serve as a bargaining agent on the Twin Cities campus, if the faculty should choose to agree upon terms and conditions of employment and related matters through collective bargaining: American Association of University Professors, University of Minnesota Twin Cities chapter; University of Minnesota Federation of Teachers; Committee of the Faculty of the Health Sciences; and Law 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 purpose is to unite alumnae of colleges and universities on the AAUW list of qualified institutions for practical educational work, to concentrate and increase their effectiveness in the community for the solution of social and civic problems, to participate in the development and promotion of the policies and programs of the American Association of University Women, and to contribute to its growth and advancement.

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, Minnesota Mining and Manufacturing Co., and Honeywell Inc. are among the nationally known firms with headquarters here. The area is a food-producing center as well. Minneapolis is the hub of the nation's milling industry and the home of General Mills, Pillsbury, International Multifoods, Cargill, and Peavey Co.

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 new 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 jade, and provides programs in the performing arts (dance, music, and theater), films, and lectures; tours are available. The Minneapolis Institute of Arts has collections of American and European paintings and sculpture, decorative arts and period rooms, Oriental art, pre-Columbian art, and prints and drawings. The museum presents special exhibitions, and features an active program of film, music, classes, and special events for adults and young people. The museum contains an art library of 20,000 volumes, a museum 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 and the science museum with research facilities. Several musical organizations perform at the center. The renovated Old Federal Courts Building will become the new home of the Arts and Science Council. 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, nationally acclaimed for the depth and brilliance of its repertory performances, is in Minneapolis. The University Theatre and the Old Log Theatre

give performances year-round, and the Theatre Guild brings major Broadway shows to St. Paul; the Chimera Theatre is also located in St. Paul. The University Showboat on the Mississippi 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 Bell Museum of Natural History on the University of Minnesota's Twin Cities campus/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. University of Minnesota sports events attract crowds to the campus.

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 excellent 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. A favorite spot for family outings is the Como Park Zoo in St. Paul.

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

UNIVERSITY OF MINNESOTA

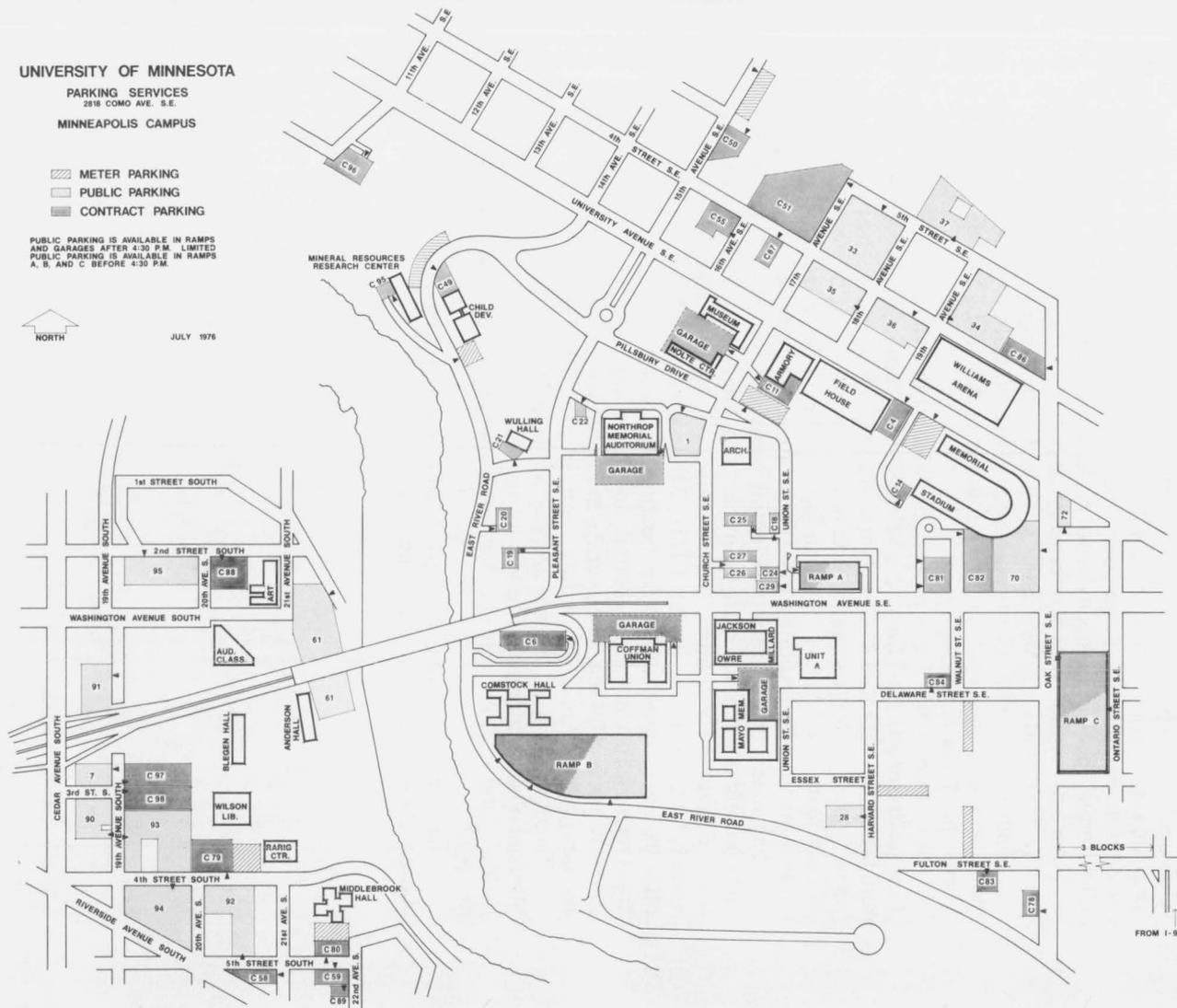
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