

Faculty Meeting

There will be a faculty meeting on Thursday, May 8, 4:00 p.m., Room 307 Main Building.

Superintendents' Conference

The annual spring Superintendents' Conference of northeastern Minnesota, sponsored jointly by UMD and the Duluth Chamber of Commerce, will be held on Friday, May 9. The conference will get under way at 10:00 a.m., in Tweed Hall with registration, followed at 10:30 by a morning session which will feature an address by Professor Edward Krug of the School of Education of the University of Wisconsin. The Duluth Chamber of Commerce will be host at a luncheon in the Tally-Ho Room of the Holland Hotel at 12:15 p.m.. A special invitation is extended to all faculty members to be present at this Conference. For luncheon reservations, faculty may contact Clarence B. Lindquist, Chairman of the University Relations Committee.

Theater

"Androcles and the Lion", a Christian comedy by George Bernard Shaw, will be presented Wednesday through Saturday, May 7 - 10, by the University Theater. This production is under the direction of Harold L. Hayes, and will be staged at 8:20 p.m., daily in Main Auditorium. Tickets will be on sale beginning Monday, May 5 in the front hall of Main Building.

Spring Ensemble Concert

The Music Department will present its final chamber music event of the year on Tuesday, May 6, 8:00 p.m., in Tweed Hall. The concert will feature a large number of students from the ensemble classes of James E. Smith and Robert E. Beverley who have charge of the program and appear as faculty performers. Robert Nelson, pianist and recent graduate of UMD will be the assisting artist.

Talks with Parents

Beginning on Wednesday evening, May 7, the Department of Elementary Education is sponsoring three Wednesday evening sessions devoted to the discussion of problems in child development. These meetings will be held in the Kindergarten Room in the Laboratory School. At the first meeting, Robert F. Pierce will discuss "What is the Role of Language Experience in your Child's Development." Faculty and friends are invited.

Faculty Front

Jeanette L. Bruce, Flora Staple, and John E. Verrill will represent the Division of Education and Psychology at the Fifth Annual Meeting of the Minnesota-Dakota Regional Association for Student Teaching at Moorhead on May 2 and 3. Mr. Verrill will lead a discussion group on the topic "Needed Research in Student Teaching and Teacher Education."

Howard Hanson, Elton E. Kohnke and Charles A. Turcotte attended a meeting of the American Association of Physics Teachers (Wisconsin section) at Milwaukee, Wisconsin, April 24-27.

John A. Dettmann participated in a Business Teacher Training Institute on the Minneapolis campus on April 21 and 22.

On Thursday, May 1, Earl H. Hobe introduced Sigurd F. Olson, Consultant to the Wilderness Society and the Quetico-Superior Committee, when he presented the film "Wilderness Canoe Country" in the Science Building Auditorium.

Attached to the News Letter

Attached is a Notice to Deans, Directors and Department Heads from the Office of L. R. Lunden - Comptroller.

Regional Conference at UMD

On Tuesday, April 29, the University Branch acted as host to the first regional Conference on High School-University Transition Problems, sponsored by the University Senate Committee on Relations of the University with Other Institutions in co-operation with the Minnesota Association of Secondary School Principals and the University of Minnesota, Duluth Branch. While similar meetings have been held for the past three years on the Minneapolis campus, this conference was the first one centering on the larger high schools in Region 7. Representatives from 16 area high school attended, as did representatives of the Duluth Board of Education, the Twin Cities campuses, and a large number of the Duluth staff members. Morning sessions of the conference were devoted to interviews between high school representatives and some of their former students, now enrolled at UMD. The afternoon work session, with Edwin B. Wenzel and Raymond W. Darland as co-chairmen, dealt with discussions of transition problems, such as study methods, instructional methods, interpretation of university catalogues, military training questions etc. Chairman of the conference was Gerhard von Glahn. It is expected that a similar conference will be held on this campus next spring, for the benefit of the smaller high schools in Region 7.

Representatives of Area High Schools are as follows: Cathedral High School, Duluth--Sister Ruth, O.S.B., Asst. Principal; Central High School, Duluth--George A. Beck, Principal; Audrey M. Nethercott, Counselor; John T. Thompson, Counselor; Chisholm Sr. High School, Chisholm--H. S. Hedman, Principal; Cloquet High School, Cloquet--Robert S. Van Kleeck, Principal; Frederick E. Wolner, Asst. Principal; Deer River High School, Deer River--George J. Sedlacek, Principal; Denfeld High School, Duluth--Joan Schlup, HS Senior; Richard D. Wilson, HS Senior; East High School, Duluth--Tom W. Mitchell, Principal; J. Howard Alaspa, Counselor; Karl Goerz, Asst. Principal; Dorothy A. Paul, Girls' Counselor; Memorial High School, Ely--W. V. Langen, Principal; Grand Rapids Senior High School, Grand Rapids--C. F. Mickelson, Principal; Esther Buechner, Counselor; Jacqueline Meyer, HS Senior; Robert Anderson, HS Senior; Hermantown High School, Hermantown--B. Townsend, Superintendent; Hibbing High School, Hibbing--G. A. Thorson, Dir. of Guidance; International Falls High School, Int. Falls--John O. Kalstad, Principal; Joseph Taschuk, Vocational Coordinator; Proctor High School, Proctor--E. E. Spencer, Principal; Stanbrook Hall, Duluth--Sister Mary, O.S.B., Principal; Two Harbors High School, Two Harbors--O. R. Hill, Principal; Virginia Senior High School, Virginia--John F. Lind, Principal.

From Duluth Board of Education: Sherman E. Iverson, Director of Guidance.

From University of Minnesota, Twin Cities Campuses: Robert J. Keller, Chairman, Senate Committee on Relations of the University with Other Institutions of Learning; Director, Bureau of Institutional Research; Roger B. Page, Asst. Dean, College of Science, Literature and the Arts; E. M. Gerritz, Supervisor of Admissions, Office of Admissions and Records; Mary U. Kelly, Disciplinary Counselor, Office of the Dean of Students; Keith McFarland, Assistant to the Dean, College of Agriculture, Forestry, Home Economics, and Veterinary Medicine.

From University of Minnesota, Duluth Branch: OSPS--Maxine Ammer, Helen B. Anderson; Gordon E. Eddolls; Harriet J. Harrison; Mona Johnson; Armas Tamminen; Edwin B. Wenzel; ROTC--Major Donald F. Rhodes; Education and Psychology--Harry C. Johnson; Ruth Palmer; Valworth R. Plumb; Gordon O. Voss; Leonard B. Wheat; Humanities--Henry J. Ehlers; Ellen A. Frogner; Ivan Nylander; William Rosenthal; Lily Salz; Science and Mathematics--John C. Cothran; Raymond W. Darland; Howard G. Hanson; William R. McEwen; Social Studies--Lyda C. Belthuis; Cecil H. Meyers; Gerhard von Glahn; Office of the Provost--John B. King; Others from UMD--Lois Hansen; Barbara Jensen; UMD Students participating, through interviews in morning--Roger Buchholz; Donald Lachowski; Georgia Begovich; James Indihar; Lois Fessola; Edith Oman; Joseph Sullivan; Robert Bromme; Janet Halverson; Richard Johnson; Diane Stevens; Ruth Walker; Gerald Christiansen; Sheldon Sorenson; Joyce Wiski; Lucas Chimzar; Clinton Coombe; Ann Paun; Ray Pecheck; David Echoltz; Richard Ojakangas; Marilyn Imbertson; Sally Magie; Michael Domish; Richard Gay; Robert Murray; Patricia Monroe; Evelyn Soderberg; Patricia Toor; Lorne R. Waxlax; Thirza Weddel; Richard Anderson; Nancy Bellamy.

Notice to Deans, Directors and Department Heads

From the Office of L. R. Lunden - Comptroller

Destruction of Records

With storage and filing problems becoming more acute, it seems well to review University policy concerning the retention or disposal of financial records.

General Operating Accounts

1. In general, any record a copy of which is in the business office files need not be kept for more than six years.
2. Payrolls---Basic payroll records shall be kept permanently. This would apply primarily to original time sheets and not to certified payrolls (copies of which are in the comptroller's office.)
3. Cash receipts records---All cash detail must be kept between periods of audit by the public examiner. Basic cash record should be kept up to ten years and at least long enough thereafter to cover the period of any receivable outstanding.
4. Cash payment records---Cancelled contingent fund checks shall be kept permanently. Supporting cash payment records shall be kept at least to six years.
5. Departmental purchasing and bookkeeping records---Invoices, requisitions, storehouse bills, journal vouchers, budget statements, etc., should be kept for at least the current year and one previous year. (Copies are available in the comptroller's office.)
6. Tickets---Unused tickets must be retained between audits of the public examiner. Ticket stubs taken in at performances must be retained six months to meet regulations of the Internal Revenue department, and then disposed of only on agreement with the field auditor.

Government Contracts

Inasmuch as the University records of operation on any contract with either the state or federal governments are subject to audit over a period of years by various agencies of the government, it is suggested that all documents be kept together until final disposal is internally agreed upon by the departmental offices and the office of the comptroller.

It is recognized that this list is not all-inclusive nor will the indicated time of storage in each case apply to every department. It is hoped that it will serve as a guide to departments in weighing the importance of material now occupying valuable storage space. Any questions concerning specific problems should be referred to the field auditor, station 6513.