

To: Keystone Council Members
From: Barb Bills
Date: Tuesday, March 4, 1997
Re: Responsibility shirked / Help needed

First, please accept my apology for neither publishing an agenda nor showing up for the 7 a.m. meeting yesterday. I understand that 5 die-hards did show. "Uncle"

Now -- we need to take some responsibility regarding Thursday's faculty meeting. Please contact the members of departments as listed on the reverse side of this memo and ask them to bring their completed surveys to the faculty meeting. You will be meeting with them during the meeting for about 30 minutes to clarify their responses and help compile a department response.

Please meet with me on Thursday at 7:45 in the Library to go over the above.

To: Scheduling Task Force Members
From: Barb Bills
Date: Tuesday, March 4, 1997
Re: Work to do

Maria and I have established the following deadlines, hoping to stay "on target" with our May presentation to the faculty:

- March 6 Faculty complete surveys at faculty meeting with help of Keystone and Task Force members
- March 24 Mary Witherow and Mike Sondgeroth report on results of surveys
3 groups are assigned to devise schedules which reflect those results
- April 1 Rough drafts presented to Task Force
- April 10-15 Final drafts presented to Task Force
Presentation to faculty prepared
- May 1 or 8 3 Proposed schedules presented at Faculty Meeting

Please contact the members of departments as listed on the reverse side of this memo and ask them to bring their completed surveys to the faculty meeting. You will be meeting with them during the meeting for about 30 minutes to clarify their responses and help compile a department response.

Please meet with me on Thursday at 7:45 in the Library to go over the above.

Department

Keystone/Task Force member

Business

Lynda Frankeberger

English

Diane Walker

Science

Tom Holbrook and Rodger Baldwin

Social Science

Marc Feaster and Kathy Oberhardt

Fine Arts

Amy Johnson

Foreign Language

Mary Witherow and Karen Sams-Davis

Mathematics

Dirk Smid and Mike Sondgeroth

Wellness

Cal Hubbard

Project FIRST members will meet with their curricular departments

At-large

Barb Bills, Maria Coolican and J.D. Hawkins