

THE EVERGREEN STATE COLLEGE

DTF COMMUNICATIONS REPORT

NOTE TO THOSE CHARGING A DISAPPEARING TASK FORCE:

1. Please fill out this form completely and legibly when you first form the DTF.
2. Send completed form to the Information Center.
3. Make a copy and send to Sounding Board through the Information Center.

NAME OF DTF

PERSON CHARGING DTF: (Name) Ed Kormendy (Date) Dec 2, 1974
 (Office Number) L 3931 (Phone) X 6400

CHARGE (Summary): Review PGF's, interview candidates
and forward comments along with non-prioritized
list of top 3 to the Provost.
 (please attach additional information) _____

MEMBERS OF DTF:

Chairperson: (Name) Bob Filmer (Title) Fac. Member
 (Office Number) L 3026 (Phone) X 6724

Others

<u>(Name)</u>	<u>(Student, Faculty, Staff?)</u>	<u>(Campus Office or Address)</u>	<u>(Phone)</u>
<u>Lee Anderson</u>	<u>fac</u>	_____	_____
<u>Beryl Crowe</u>	<u>fac</u>	_____	_____
<u>Tamara Simon</u>	<u>fac</u>	_____	_____
<u>Ed Reynolds</u>	<u>fac</u>	_____	_____
<u>Michael Ross</u>	<u>staff</u>	_____	_____
<u>Susan Smith</u>	<u>staff</u>	_____	_____
<u>Lee Riback</u>	<u>student</u>	_____	_____
<u>Sherry L. Palmer</u>	<u>student</u>	_____	_____
<u>The Deans</u>	<u>Deans</u>	_____	_____
_____	_____	_____	_____

DUE DATE FOR FINAL REPORT:

Feb 14 1975

FIRST MEETING:

(Date) Jan 28 (Time) 2-4 PM (Place) L 3121

DTF SELECTION METHOD:

Random? partly

Members chosen because of expertise or job category? Deans

Both of the above _____

Procedure For Selection:

Volunteer Service List _____

Community Service List ✓ _____

Other (specify) _____

GENERAL INFORMATION

As you charge a DTF and as it functions, please refer to the following:

1. COG II procedures for communicating about DTF's.
2. President's directive in memorandum dated May, 1974.

IT IS IMPORTANT THAT.....

1. Each DTF appoint a communicator to report progress to Information Center and Sounding Board. (Communicator urged to attend Sounding Board meetings.)
2. All minutes of DTF meetings be sent to Information Center.
3. Advance notice of meetings be sent to Information Center.
4. Final report of DTF be forwarded to Information Center.
5. Person (the charger) receiving the final report communicate his/her response to (a) the DTF members, (b) Information Center, (c) Sounding Board.

QUESTIONS?

Call Information Center (6300)

NOTE: All details pertaining to this DTF received by the Information Center have been placed in a Code Book at the Center and are referenced behind a colored tab bearing the DTF number assigned.