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) 23731 (Phone) X 6400

CHARGE (Summary): Review PAF's reference candidates and submit comments along with non-quantified list of top 5 to the President

(please attach additional information)

MEMBERS OF DTF:

Chairperson: (Name) Bob Edler (Title) For. Member
(Office Number) 23626 (Phone) X 6724

Others

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Student, Faculty, Staff?)</th>
<th>(Campus Office or Address)</th>
<th>(Phone)</th>
</tr>
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<tbody>
<tr>
<td>Lee Anderson</td>
<td>faculty</td>
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<td>Beryl Crowe</td>
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<td>Joanne Susan</td>
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<td>Ed Reynolds</td>
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<td>Michael Ross</td>
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<td>Susan Smith</td>
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<tr>
<td>Lee Richert</td>
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<tr>
<td>Shirley L. Palmer</td>
<td>student</td>
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<tr>
<td>The Deans</td>
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</table>

(OVER)
DUE DATE FOR FINAL REPORT: Feb 14 1975

FIRST MEETING:
(Date) Jan 28 (Time) 2-4 1/2 M (Place) L 3121

DTF SELECTION METHOD:

Random? Partially

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.


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.