

M. Stilson
L 3301

THE EVERGREEN STATE COLLEGE

December 13, 1972

M E M O R A N D U M

TO: All Faculty and Unit Heads
FROM: DTF on Planning Subcontractors' and Field Supervisors' Workshops
SUBJ: Winter Quarter Workshop

The DTF on Planning for the Field Supervisors' workshops met Wednesday, December 6, at 10:30 a.m. Briefly, the DTF agreed to the following course of action:

1. Invitations to the winter quarter workshop, to be held on or about Friday, January 19, will need to go out from the Co-op office as soon as possible, hopefully before Christmas. This will mean that we shall need from all of you the names of those to whom you wish invitations sent. Please try to get those to us before you leave for Christmas break. If you cannot do so, please mail them to the Co-op office as soon as possible.
2. The Co-op office will cross reference the names of invitees against those on file in the office and then again with the faculty to insure against duplication and/or inadvertent omission.
3. The workshop session should be kept short (one afternoon) and the social hour long (two hours). A tentative agenda, suggested by the DTF, is attached.
4. A nucleus of special guests, assorted dignitaries and an outside speaker should be recruited to add interest and depth to the affair. Your suggestions of names for any or all of the above would be welcome.
5. The Co-op office will work out the nitty gritty details and logistics and will keep you informed of progress. First, however, we need the names of those invitees in order to get rolling.

Several other points to keep in mind are:

1. President McCann has graciously offered to play host to the cocktail party once again.
2. Tours, luncheon arrangements, etc. will be set up for guests who plan to arrive before the 1 p.m. starting time.

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3. We will need to plan on having 60-80 off-campus participants and should, therefore, plan on running at least six or eight small group sessions concurrently. We'll be calling on many of you to serve as workshop leaders a little later on.

Almost all of the faculty responses to the recent questionnaire were enthusiastic about our holding the workshop sessions again this year. I am certain that they will prove rewarding and fun to do.

I shall keep you informed of progress.

KAD:ed

cc: President's Council
Academic Deans
Will Humphreys
Niels Skov
Jim Gulden
Jack Webb
LeRoi Smith
Pete Sinclair
Dick Nichols
Larry Stenberg
Ken Donohue