Monitor Newsletter January 28, 1980

Bowling Green State University

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A personal approach to student recruitment and a conscious effort to bring prospective students to the campus are what college recruiting personnel are depending upon to maintain a "full house" and boost the overall academic tone of the University.

While the methods of contact and invitation vary, representatives from each of the University's six undergraduate colleges acknowledge that personal communication is a good way to attract applications and personal visits are the best way to bolster enrollments. Even in the College of Business Administration, which has had a full enrollment in recent years, the concept of marketing Bowling Green is considered important.

"We have not gone out of our way to recruit at this time," Marie Hodge, assistant dean in the College, said. "But we cannot be sure that our popularity is going to continue and we do have a high rate of attrition. We are looking for quality students who can stick with our programs."

Hodge added that the College, the largest on campus, has an obligation to reflect the overall high quality of the University.

Recruiting is not new to faculty in the College of Musical Arts, according to Jon Pierso, associate dean. "Recruiting in music, as in athletics, has been a fact of life for many years," Dr. Pierso said. "Music is a very competitive field. We are out to get the very best musicians just as the athletic department is out to get the very best athletes."

James Hildbrand, who is the College's recruiter, sends personal letters to numerous competition award winners inviting them to the University, and he visits approximately 100 high schools each year in search of talented musicians.

Dr. Pierso said the College has an advantage in bringing students to the campus because every prospective student must audition at Bowling Green. In addition, the College sponsors numerous high school student programs on campus including a band day, music reading clinic and orchestra and string clinics.

The College of Arts and Sciences, which began a pilot recruiting effort last year, is concerned with disseminating information about the varied programs within the College.

Lee Miesle, speech communication, coordinates arts and sciences recruiting. "The diversity of programs in the College is a definite selling point," she said. "But we have to do a better job of letting prospective students know what is available to them."

Because the college is so diverse, Dr. Miesle said individual programs and departments also conduct their own recruiting, including a number of on-campus programs for outstanding high school students.

The College of Health and Community Services also has recognized the benefits of bringing outstanding high school students to the campus through programs which give them experience in a particular field. The medical technology program has conducted one laboratory session for students, and another similar session is planned.

Judy Price, director of program advisement in the College, noted a special effort also is being made to draw parents to the campus, because many of them influence where their children will attend college.

In the College of Education, which is writing personal letters to select students along with the other colleges, an attempt is being made to inform those students that the teaching field no longer is overcrowded.

"We also want to emphasize our redesigned curriculum and excellent clinical facilities," said Sally Craycraft, who coordinates the College's recruiting efforts.

At the Firelands College, recruiting efforts at recruiting are not only being directed toward quality high school students, but also to their parents.

Dale DeRuy, director of admissions at the College, said representatives from Firelands make two or three visits a year to 49 high schools in a five-county area surrounding the campus, but specific programs also have been designed to reach non-traditional students through business, industry, service clubs and organizations.

In addition, the College sponsors a summer scholars program which brings high school students to the campus between their junior and senior years.

No one is certain yet how the University will benefit from its recruiting efforts.

John Martin, director of admissions, reported that the first 1,000 students admitted to the freshman class this year are realizing a higher ACT average than the final freshman class a year ago, but said those figures can be misleading because better students tend to apply for admission at an earlier date.

Martin said, "We should be receiving a large number of our efforts, but at this time we cannot tell to what degree."

Recruitment efforts intensify as student visit increase

Winter and spring quarters will be crucial times for University recruiting.

According to John Martin, director of admissions, prospective students who are looking for specific programs will visit Bowling Green during the next few months.

Michael Marsden, coordinator of undergraduate recruiting, said the University is ready for the influx of students.

"We are making significant inroads at raising the recruitment consciousness of the entire campus," he said. "Faculty and staff are realizing that we must move out of the decade of complacency."

Approximately 300 faculty and staff have volunteered to serve on welcoming committees which will host visiting prospective students.

Alumni also are involved in recruitment, Dr. Marsden said. Both Ohio and out-of-state alumni chapters, with the aid of Larry Weiss, director of alumni affairs, and Tom Gliek, associate director of admissions, will assist the University's recruiting efforts.

Five out-of-state alumni groups are working with the admissions office to locate promising out-of-state students, and seven area groups will host receptions for high school students who have applied to Bowling Green. The University Relations Committee of the Alumni Association also has launched a pilot program to make telephone contact with prospective students.

An understanding of the reasons behind recruiting and the University's ability to coordinate all endeavors are critical to the success of the total effort, Dr. Marsden said.

Comparing recruitment of students to recruitment of athletes, Dr. Marsden said, "If you are able to attract a few outstanding athletes to the team, you increase the overall tone and performance of every member on that team."

"The addition of more bright students to the classroom in effect raises the performance of the entire student body. Those bright students, who may be few in number, set the tone for the entire University."

Dr. Marsden said that adding a few of those students to each classroom also will be a challenge for the faculty. "Faculty need that kind of challenge, and they welcome it," he said.

Although recruitment of outstanding students was actually begun several years ago in many areas of the University, Dr. Marsden said the current thrust is to recruit University-wide without wasting dollars and human resources through duplication of efforts.
Task force urges energy stewardship, conservation

A campus-wide task force has been convened at Bowling Green to deal with the problems of energy conservation and stewardship.

Acknowledging that conservation of energy is essential from both an economic and ethical standpoint, the committee has been charged to emphasize another aspect of energy use—energy stewardship.

Thomas B. Cobb, vice provost for research and graduate studies and chair of the committee, said the group hopes to instill in the University community an awareness of the consequences and the situations concerning the use of energy.

Deanna Radeloff, home economics, said the program is not only an opportunity for Bachelor of Science degrees, but also a graduate degree in early childhood education.

Academic Council

In action which crosses colleges, schools, and departments, Academic Council has approved a graduate degree program and undergraduate curriculum modifications.

The graduate program, which must be approved by the Board of Trustees and Ohio Board of Regents, would allow the University to award a master's degree in early childhood education.

Ronald Russell, chair of the home economics department, noted the program is "a real step forward for the entire state, not just for Bowling Green."

Although new courses are entailed in the proposal, new faculty would be needed to teach those courses, Dr. Russell said.

It is anticipated that the program would attract preschool, kindergarten, and primary teachers as well as persons in allied fields such as pathology, psychology, sociology, nursing and the social sciences.

Council also approved extensive curriculum revision in the design specializations areas within the School of Art, School of Technology, and home economics department.

According to Carl Hall, who heads the division of design studies in the School of Art, the revisions were designed to create a series of degree programs which will meet the needs of students.

With the revisions, students will be able to earn a bachelor of fine arts, bachelor of arts or bachelor of science degree in design specialization areas under one unified design program.

The modified design program will include opportunities for specialization in graphic design, product design, environmental design, computer science, computer technology, industrial design, and interior design. All specialization areas are interrelated and discipline.

In a business, Academic Council has begun a study of program review and evaluation, based upon a report by a Council task force on that issue, and has begun discussion of academic priorities for the 1980-81 year.

Provost Ferrari, who recently attended a national conference on program review and evaluation, told Council that the chief objectives of other institutions which have practiced program review appear to be self-improvement and determination of a systematic system for resource reallocation.

Dr. Mott, applied statistics and operations research, who chaired a Council Task Force on Academic Priorities and Objectives, submitted to Council a report which listed the Library, high quality students, faculty salaries and other benefits, operating budgets, communications skills, faculty development, and increasing faculty's expectations of students as chief concerns for the coming year.

In noting an increase in the University's utility costs from $2.5 million in fiscal year 1978 to a projected $3.7 million in fiscal year 1980, Dr. Cobb said cost controls should be sufficient motivation to conserve. The money for skyrocketing utility bills is coming from other budgets, he said, and everyone is suffering because of it.

Dr. Cobb also said that while numerous objections have been voiced to President Unterweiser's mandate building temperature restrictions, "there is a law on the books, the task is to rekindle the energy effort that we are going along with the guidelines."

"There is no way we can accommodate those energy regulations without total University cooperation," he said, adding that there are more than 3,000 thermostats on the campus, two people working full-time to monitor them and more than 15,000 people who can change them once they have been set.

"We are asking people to think twice before they knowingly waste energy," Dr. Cobb said. "Energy is a valuable commodity." He also stressed that the University would be acting irresponsibly if it did not assume a conservation and stewardship policy.

"We are supposed to be the leaders of society," he said. "If we do not act responsibly on the energy issue, then we cannot expect others to do so." He added that the University has an obligation to teach its students energy stewardship.

The task force, which meets the first and third Thursdays of each month, welcomes positive ideas for energy conservation on campus.

Other members of the group are Charles Coddington, director of the physical plant; Robert J. McGeels, director of academic facilities planning; Cary Brewer, registrar; Barry James, director of academic conferences and arrangements; and William B. Jackson, director of environmental studies; Anthony J. Paulino, School of Technology; John Church, Dennis Brown, Carl Unterweiser and Ron Wutchiett, students.

Ex-officio members of the group are George Postich, vice president for operations; Norman Bedell, director of Technical Support Services; and Ralph Sharp, energy management supervisor.

Development Grant

Deadline is Feb. 4

The deadline for submission of applications for Faculty Development Grants of up to $250 is Monday, Feb. 4.

Further information about the program can be obtained from the provost's office.

Helping network aids counseling center

Professional counselors and graduate assistants work together to assist students with a variety of concerns in Bowling Green's Counseling and Career Development Center.

Faculty, staff and students play a major role in the Center's helping network, and according to Roman Cerek, director, there is a great need for involvement by interested people in the University community.

Although a number of faculty already refer students to the Center for help, Dr. Cerek said his staff plans to sponsor several joint meetings with University professors this quarter to gain input from a broad base of individuals on how to best serve the University.

The professional counselors at the Center deal with issues as varied as individual counseling on homesickness, general academic advising and career planning and decision-making.

The Center houses the Career Education Library, administers college admission and language placement tests, conducts workshops on topics ranging from successful time management and stress management to careers of the 80s, and offers a credit course through the University Division to help students sort out their career-related concerns.

According to Dr. Cerek, the purpose of the Center is to help students identify, assess, cope with and/or ameliorate concerns which may interfere with successful college life, career and emotional growth and development.

"Every year we see 1,200-1,500 students in individual counseling," Dr. Cerek said. "A counseling center cannot win a number game. But if you are dealing with one person with a problem, what you do with him also affects a lot of other people with whom he associates."

Noting that an estimated 1,000-1,500 students on the Bowling Green campus and dealing to some degree of "upsetfulness," Dr. Cerek said faculty and staff can assist the Center by being alert to student behaviors which might signal a need for counseling.

Residence hall directors, house parents and resident advisers need be most attuned to over-stressed, over-worked students, he said, because they are in the "front lines." Faculty, he said, should also be alert to changes in students' behavior, such as a normally gregarious student suddenly becoming withdrawn.

Other signs that an emotional problem might be developing are increased absenteeism, a decline in grades or other classroom activity and changes in eating and sleeping habits.

Dr. Cerek said the Center offers training sessions for people who want to become a part of the "helping network" and he added that members of the Center staff are available to assist hall directors, RAs and house parents with problems which arise.

"Everyone who serves as a clinic," Dr. Cerek said. "Most of the problems we work with are problems that arise in the privacy of the room where every individual has come to grips with at some time or another."
Research paves way for effective sewage treatment

Karl Schurr, biological sciences, is on a crusade. His goal is to eliminate water pollution and the diseases which such pollution breeds.

After four years of research, Dr. Schurr, a former Iowa State University student, Gary L. Martin, now assistant chief, division ofsurveillance and water quality standards, with the Ohio Environmental Protection Agency, has published a manual which is a milestone in their research against pollution and disease.

The publication, titled "Effect of A Properly Loaded Sewage Lagoon on the Regional Population," was funded by the United States Environmental Protection Agency. It documents the effectiveness of sewage lagoons as waste treatment facilities and provides commonly-held arguments against their construction.

As Karl Schurr, the research will enable thousands of small towns and villages not effectively treating sewage at the present time to construct adequate treatment facilities.

The improvement, utilizing a lagoon system, will be achieved at about one-tenth the construction costs of alternative sewage treatment methods, Dr. Schurr said. Furthermore, the differential costs of a lagoon system are about one-fourth that of alternative systems, while the energy costs of operating a lagoon are about one-tenth that of other systems.

The manual includes three major methods of sewage treatment: the activated sludge method, developed for Bowling Green; the trickling filter system which Bowling Green currently uses with its lagoons. Although limited to use by small towns, mobile homes parks and small agricultural lots, Schurr said the lagoons could be used to meet approximately one-third of the total sewage treatment needs in the United States.

Karl M. Schurr

Faculty

Grants

William B. Jackson, environmental studies, $1,000 from the Bell Laboratories to conduct rodenticide studies.

Reginald Noble, biological sciences, $2,700 from the United States Dept. of Agriculture to fund the exploration of a species of plant which can ultimately be used to measure the effect of sulfur dioxide on plant photosynthesis. The project is related to research being pursued for the Northeastern Forest Experiment Station.

William Sowell, chemistry, $1,500 from the Kline and Ingersoll Laboratories to continue his research on the interactions of metal compounds and boron.

Kirk Smith, psychology, $21,820 from the National Institute of Mental Health, Dept. of Health, Education and Welfare, to continue research designed to develop a better understanding of the process by which human beings build up and modify mental structures.

The focus of the study is on the kinds of memory structures that underlie mastery of a substantive body of knowledge such as the history of a nation and the operation of a legal system, an irrigation network or a watch.

Dana W. Tucker, WBSU-TV, $190,219 from the Northeast Ohio Educational Television Foundation to support instructional television broadcasting.

Richard Wright, Center for Archival Collections, $18,337 from the Landmarks' Committee of the Maumee Valley, to continue operation of the regional preservation office which is surveying historical and architectural sites, buildings and districts for inclusion in an "Ohio Historical Inventory." The preservation office is located in the Center for Archival Collections in the Library.

Dr. Wright also has received $3,000 from the Ohio Historical Society to complete an Ohio Labor History Project which will make the early records of labor movements in Ohio accessible to scholars.

Jan received $7,752 from the Wood County Commissioners to underwrite the cost of a photo laboratory assistant in the Center for Archival Collections.

Presentations

Kathleen M. Campbell and Sooja Kim, home economics, spoke on the Relationship of Dietary Status and Psychological Function in Eldery Nursing Home Residents at the annual scientific meeting of the Gerontological Society Nov. 25-29 in Washington, D.C.

At the same meeting, Drs. Kim and Campbell also spoke on "The Contribution of Educational and Environmental Factors to the Dietary Status of the Elderly."

Joe Williford, home economics, Linda Griffith and Carol Shanklin, Texas Technical College, presented a paper on "A Comparison of Taste Acuity and Trace Element Content of Saliva in a Tri-Ethnic Elderly Population."

Fujiko Kawashima, history, spoke on "The Role and the Structure of the Local Gentry Association in Yi Dynasty Korea" at the international Conference on Korean Studies Dec. 16-20 in Korea.

She also presented a paper on the local administration in traditional Korea, at the University of Washington, Seattle, Dec. 13 and 14.

Sally Kilmer, home economics, spoke about "Young Perceptions of Mothers, Teachers and Day Care" at the annual meeting of the National Association for the Education of Young Children Nov. 8-11 in Atlanta.

James R. Ostas, Peter M. Hutchinson and J. David Reed, economics, presented a paper on "FHA Lending Patterns in Nine Midwest SMSA's" at the AREUEA section of the Allied Social Sciences Associations meeting Dec. 30 in Atlanta.

Janis L. Pallister, romance languages, delivered two papers at the Modern Language Association Convention in San Francisco Dec. 27-30. One of the papers was on Leopold Sedar Senghor, the African poet. The other paper, given by invitation, dealt with Renelle de Verville and the medical profession of the Renaissance.

William O. Rechters, political science, was one of two featured speakers at a Colloquium on American Internationalism sponsored by the Institute for Humane Studies at the New York University Club on Dec. 27. Dr. Rechters spoke on "Lyander Spooner's Legal and Political Philosophy."


William R. Rock, history, spoke on "Neville Chamberlain and Franklin Roosevelt, 1937-1940: The Stand-Off That Nearly Lost the West" at the annual meeting of the American Historical Association Dec. 29 in New York City.

Ruth Schneider, library and educational media, presented a roundtable discussion on "Reference Books for Elementary and Middle School Collections" at the annual convention of the Ohio Educational Library Media Association Nov. 1-3 in Columbus. She also spoke on "Professional Education and Certification Requirements of Media Specialists" at the 1979 Ohio Catholic Education Association Convention Oct. 4-5.

Edgar Singleton, physics, spoke on "Infrared Optical Constants of Mica Thin Films" at the meeting of the American Physical Society at Battelle Institute, Columbus, Nov. 2-3.

At the same meeting, Donald Connolley, physics, spoke on "X-ray Diffraction Experiments on Solidified Liquid and Solid Nitrogen Mix." Patricia Solisvetel, home economics, chaired a day-long meeting of District A of the Ohio Home Economics Association Nov. 3 in Findlay. She is chair-elect of the district, one of four in the state association.

Elizabeth Stimson, education curriculum consultant, spoke on "Come Walk With Me," an explanation of the new Ohio environmental education curriculum, at the national conference of the National Association for the Education of Young Children.

Janet Sullivan, coordinator of the education clinical laboratory, spoke on "Bilingual Instruction: Design and" discussed the process of implementing it at the annual convention of the Ohio Educational Library Media Association in Columbus.

Larry Weiss, alumni and development, and James Hof, vice president for alumni and development, attended the Circle, District V Conference Dec. 10-12 in Minneapolis.

Wess spoke on "Student Alumni Groups--Are They Worth the Time and Cost?" and Hof gave a presentation on "Volunteer Boards of Directors--Pros and Cons."

Publications


Audrey K. sheet, "The Push to Publish," was included in the summer issue of "Community College Journalist."

This was a reprint of Byler's report on "Teaching Article Marketing" in the May issue of "Magazine Marketer," newsletter of the magazine division of the Association for Education in Journalism.


Dr. Mabry also wrote "Work Behavior in a Buddhist Culture: The Thai Experience," funded in part in the December, 1979 issue of the "Journal of Cultural Economics."

Lee A. Merveze, biological sciences, is co-author of two recently published papers: "Protein malnutrition and thyroid influences on maturation of the hypo-hypophysial-adrenal axis" in the book "Hormones and Development," published in Bratislava, Czechoslovakia, and "Influence of pre- and postnatal thioracil administration on postnatal growth and development" in the May 1978 issue of the "Ohio Journal of Science."

Janis L. Pallister, romance languages, translations of 21 poems from the Chinese and Spanish, in the December, 1979 issue of "Poetry News," and a translation of a few of the Italian poems were published in "Volunteer Boards of Directors--Pros and Cons."

James S. Treger, athletic communications, published an article on Billboard advertising for the first-ever NCAA Promotional Manual. The manual included 10 articles by personnel in the field of sports administration.
Exhibits
The works of Kathryn Jenkins, James Myford and Gary Schumacher, paintings, drawings, prints and sculpture, through Feb. 3, Fine Arts Gallery, School of Art. Gallery hours are 9 a.m. to 5 p.m., through Friday and 2-5 p.m. Saturday and Sunday.
The works of Adrian and Valerie Tio, sculptor and painter, through Feb. 1, Alumnae Center, 2nd Floor. Gallery hours are 8 a.m. to 5 p.m. weekdays.
University Prints, never before displayed as a collection, 2-5 p.m., through Feb. 22, McCall Center Gallery.

Music
University Symphony Orchestra with solicit Gary Rager, bass, 3 p.m., Sunday, Feb. 10, Kokabaker Hall, Musical Arts Center. Tickets $2 for adults, $1 for students.
Faculty Composers Concerts 8 p.m., Monday, Feb. 11, Bryan Recital Hall, Musical Arts Center.
Artist Series: The Leder Quartet, 8 p.m., Wednesday, Feb. 6, Bryan Recital Hall, Musical Arts Center. Bryan Recital Hall Dedication 8 p.m., Friday, Jan. 30, Bryan Recital Hall, Musical Arts Center.
University Chamber Orchestra, 8 p.m., Monday, Feb. 11, Gish Film Theater, Hanna Medical School.

Art
Creative Arts Recital, 11 a.m. and 2 p.m., Saturday, Feb. 2, Choral Rehearsal Room, Musical Arts Center.
Bowling Green Woodwind Quintet, 1 p.m., Monday, Feb. 4, Bryan Recital Hall, Musical Arts Center.
Fred Hamilton, guitarist, 8 p.m., Tuesday, Feb. 5, Bryan Recital Hall, Musical Arts Center.
Virginia Schiller, soprano, 8 p.m., Sunday Feb. 3, Bryan Recital Hall, Musical Arts Center.

Bowling Green faculty, staff and students are invited to discuss the advantage of on-campus financial services at the University's newly-relocated Administration Building.
Ruth Troxel, treasurer, said the credit union has been growing steadily the past five years, bringing this year's total membership to 550. She said the credit union was organized in 1973 because a group of University people could not get money or loans elsewhere.
Troxel said the credit union is similar to a bank because it offers savings accounts and loan programs, but she added, "We try to work with our members to arrange to pay back the loans that won't hurt their pocketbooks too much,"
Troxel explained that members deposit money in savings accounts in two ways: by cash deposits or through regular payroll deductions.

Campus credit union offers personal financial service

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John Ketzler, health service administrator, said this fall marked the first time through campus the medical information gathering system, known as DASH, was in pilot testing stages last year.
The program is operated through the health center and a computerized medical information center established in conjunction with researchers who work at Harvard University Medical School.
The Health Risk Index is an assessment tool to identify chronic habits and other factors that influence life expectancy.
Ketzler said that since completing his doctoral studies in preventive medicine at Ohio State University, since he believes a lack of exercise is the number one problem for more than half of Bowling Green's student body.
Questionnaires are sent to prospective freshmen during the summer and the confidential results are discussed with students individually or sent to them through campus mail. Upperclass students may also participate in the program for a $4 charge.
Ketzler said that of the more than 6,000 students who have participated in the medical information center so far, 88 percent of those who responded said they considered the program to be worthwhile.
"We feel confident the program has something to offer everyone of our students," Ketzler said. "We want to make students aware that there are things they can be responsible for their own health to ensure long and full lives."
Ketzler said that, although questionnaire results may show that a student is adding considerable risks to his chances for a long life, this same student may actually add years to his normal life expectancy by changing his habits, getting back into physical shape and taking proper health precautions.
Included in the Health Risk Index program are various activities, such as smoking and weight loss clinics and exercise opportunities, designed to help the student take better control of his or her health.
Ketzler is worrying about the effects of alcohol, cigarettes and lack of exercise now because a group of University faculty managers designed to help them improve the performance of their work habits, to be offered Monday-Thursday, 9-11 a.m. and 1-3 p.m., at Bryan Recital Hall.

"8:30 p.m., Saturday, Feb. 9, 115 Education Building."

The contest, announced to the Bowling Green Post on Jan. 30, was designed to help students solve problems and manage conflict, to be offered March 4-5 and again on May 12-13;

Students lose $100 prize for efforts, The contest, announced to the Bowling Green Post on Nov. 25, was designed to produce a script which can be used in the production of short slide, film or video-tape presentations about Bowling Green.

Student wins script-writing contest

Timothy D. Race, a master's degree candidate in the popular culture program, won the $100 prize for his script, "The Skin of Our Teeth," University theater production, 8 p.m., Wednesday, Feb. 20, 300, through Saturday, Feb. 23, Main Auditorium, University Hall. Tickets $2 for adults, $2 for senior citizens and high school students and $1 for University students with identification.

Lectures
Dr. George Z. Bredeweg, lawyer and sociologist of education, will speak on "The Ins and Outs of Juvenile Law" at the Bowling Green Scholar Lecture, 9:45 a.m., Saturday, Feb. 9, 115 Education Building.

Management Center sets workshop schedule

Monitoring: The management center sets up workshops to help managers develop better work habits, such as discovering what problems people are having at work, helping new employees understand their jobs and helping employees solve problems and manage conflict.

Monitor
Monitor is published every two weeks during the academic year for faculty and staff of Bowling Green State University. Deadline for the next issue, Feb. 11, is Tuesday, Feb. 5.
Editor: Linda Swaisgood
Editorial Assistant: Kim Hoptro
Change or add addresses and other information: Monitor, Administration Building.
Bowling Green, Ohio 43403

Management Center sets workshop schedule

The Bowling Green Management Center will offer 14 professional development seminars and workshops for managers between now and June, Gary Roser, director of the Center, has announced.

Topics range from time management to effective performance review techniques.
The seminars include:

- Making the Transition to Management, a workshop for new managers designed to help them understand what it takes to be part of a management team, to be offered Feb. 13-14, March 12-13, April 21-22, May 19-21; and June 18-20;
- Supervisory Techniques for Improving Employee Performance, a one-day workshop to help managers solve frequently encountered problems, such as poor work performance and work habits, to be offered Feb. 13-14, March 12-13, April 21-22, May 19-21; and June 18-20;
- Managing Your Time, a one-day course in time management, to help participants learn to identify time wasters and eliminate them through scheduling, prioritizing and effective use of "dead" hours, to be offered March 3, April 22 and June 9;
- Understanding and Using Computers for the Non-Computer Manager, to be offered March 4-5 and again on May 12-13;
- Finance for the Non-Financial Manager, to be offered March 10-11; April 29-30 and June 5-6;
- Management Skills for the Executive Secretary-Administrative Assistant, to be offered March 17-18, to help secretaries improve their management and interpersonal skills, to be offered March 17-18; April 24-25; May 15-16; and June 12-13;
- Forecasting, designed for corporate controllers and financial managers, to help them improve the performance of their operations with better forecasting techniques, to be offered Feb. 21-22 and May 29-30;
- How to Interview and Select the Right Person for the Job, to be offered Feb. 14-15 and May 8-9;
- How To Improve Your Communications Skills, a one-day seminar which will review techniques for handling difficult interpersonal problems, reducing chances of being misunderstood, to be offered March 24-25 and June 5-6;
- Understanding Yourself and Your Employees, a one-day seminar that explains how to improve human relations at work, help employees solve problems and manage conflict, to be offered March 25 and June 4;
- How to Motivate Your Employees, to be offered April 28; and
- Teambuilding: A Management Technique for Improving Performance, a seminar that offers tips for getting cooperation from employees in work groups, to be offered April 25; May 9; and June 16.

Management Skills for the New Sales Manager, to be offered March 20-21 and June 16-17;

Making Performance Reviews More Effective, a two-day seminar to help managers develop better methods of measuring employee's work performance and gain confidence needed to handle all kinds of appraisal interviews, to be offered March 25-26 and June 10-11.

Linda Swaisgood about the seminars and details on how to register, contact the Management Center, Administration Building.