

1963  
*Staff Conference*

*California State  
Polytechnic College*

*San Luis Obispo  
September 16, 17, 18*

# MONDAY

8:30 to 9:30 A.M.—

## DEPARTMENTAL MEETINGS

Instructional Staff Members Meet with Department Heads in the Room Indicated on  
Page six

9:45 to 11:45 A.M.—

## GENERAL CONFERENCE

THEME . . .

*"Effective Instruction—1963"*

FIRST GENERAL SESSION

9:45 to 10:15 A.M.—

COFFEE — SOCIAL PERIOD

Little Theatre Patio

10:15 A.M.—11:45 A.M. Little Theatre

OPENING PRAYER

Edgar Hyer

WELCOME TO STAFF

Dale W. Andrews, Dean of the College

OPENING ADDRESS — First Session

Julian A. McPhee, President

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SECOND GENERAL SESSION 1:45 to 2:30 P.M.

OPENING ADDRESS — Second Session

Robert E. Kennedy, Vice President

OVERVIEW OF THE CAL POLY  
EDUCATIONAL CENTER (VOORHIS)

Ken Kitch

# September 16th

2:45 to 4:00 P.M.—

## FIRST DISCUSSION GROUP PERIOD\*

1. "The Teacher as an Advisor"  
Leader, Rodney Keif; Science A-4
2. "Equity in Grading"  
Leader, Harold Hendricks; Science A-12
3. "Audio-Visual Techniques in the Classroom"  
Leader, Daniel Chase; Science E-26
4. "Test Construction and Administration"  
Leader, Arthur Butzbach; Science C-19
5. "Field Trips"  
Leader, Richard Leach; Science A-11
6. "Student Participation in Class Discussion"  
Leader, William Curtis; Science E-45
7. "Organization of Instructional Materials"  
LECTURE  
Leader, Robert Holmquist; Science B-5
8. "Organization of Instructional Materials"  
LABORATORY  
Leader, Arnold Dean; Science E-27
9. "Inspirational Teaching in the Classroom"  
Leader, Milo Whitson; Science E-46
10. "Independent Study as a Complement to  
Classroom Instruction"  
Leader, Philip Gerber; Science E-47

\*Attend group meetings according to preregistration at Little Theatre Patio or Loby

T U E S D A Y

September 17th

9:00 to 10:15 A.M.—

SECOND DISCUSSION GROUP PERIOD

10:30 to 11:45 A.M.—

THIRD DISCUSSION GROUP PERIOD

LUNCH

1:30 P.M.—

DIVISIONAL MEETINGS

Instructional Staff Meet with Division Deans

Agriculture — Ag 220-221

Engineering — Sci E-32

Applied Arts — Staff Dining Room

Applied Sciences — Curriculum Library

# WEDNESDAY

September 18th

9:00 to 10:00 A.M.—

New staff members meet in  
Air Conditioning Auditorium

## PERSONNEL INFORMATION

Donald S. Nelson, Business Manager, Moderator

Insurance, Retirement, Fringe Benefits, Health Insurance, Employee Organizations, Sick Leave, Pay and Payroll Deductions, Medical Plans, Credit Union, Merit Awards Program, Participation in College Activities, Sponsoring, Women's Clubs, Parking and Regulations.

10:00 to 10:15 A.M.—

## COFFEE BREAK

10:15 to 11:00 A.M.—

Orientation—"The Cal Poly Product"

# DEPARTMENTAL MEETINGS

MONDAY, 8:30 - 9:30 A.M.

## AGRICULTURE

Ag. Bus. Management	Ag 213
Agricultural Engineering	AE 110
Animal Husbandry	Ag 100
Crops	Ag 125
Dairy Husbandry and Mfg.	Ag 123
Farm Management	Ag 203
Ornamental Horticulture	Ag 206
Poultry Industry	Ag 134
Soil Science	Sc C-42
Veterinary Science	Vet .Hosp.

## APPLIED SCIENCES

Business	M&HE 204
Education	AgEd 215
English and Speech	Engl 213-E
Home Economics	M&HE 136
Music	MSD 125
Physical Education	Men's PE 122
Printing Engineering & Mgmt.	GA 207
Technical Arts	EW 101
Technical Journalism	GA 225
Audio-Visual	Lib 115

## APPLIED ARTS

Biological Sciences	Sc C-36
Mathematics	M&HE 152
Military Science	Lib 117
Physical Sciences	Sc D-37
Social Sciences	Ag 241
Library	Lib 128

## ENGINEERING

Aeronautical Engineering	EW 103
Air Conditioning Engineering	AC 101
Architectural Engineering	EW 220
Electrical Engineering	EE 139
Electronic Engineering	EE 116
Industrial Engineering	GA 101A
Machine Shop	Mach Shop
Mechanical Engineering	ME 202
Metallurgical Engineering and Welding	Weld Shop

# NOTES

