

January 25, 1973

TO: PHYSICS DEPARTMENT FACULTY
FROM: R.S. Cohen, Chairman
SUBJ: Reminders and Other Administrative Matters

- (1) Those of us at the department meeting on January 23 were a little bit distressed at the number of absences. So we instituted a new by-law that eight (8) shall constitute a quorum.
- (2) The Physics Summer School offering again will be only PY 105,106. Hellman and Chasan will be the teachers and I shall again ask for three Teaching Fellows to be appointed. Stipe is tentatively held in reserve in case of need due to any necessary change in Hellman's or Chasan's situation.
- (3) We have been asked to propose several cuts in telephone service as a means of saving money. Tentatively we agreed to eliminate the following telephone instruments:
 - Ext. 2190 - research associate office in the high energy suite
 - 2611 - extension in the nuclear physics lab
 - 2608 - extension in Chasan's lab
- (4) We agreed to accept the CLA dean's request to hold a Physics open house on Wednesday evening, February 14, during the period 6:30-9:00pm. I hereby appoint a three-member committee consisting of Booth, Franzen, and Roman to organize this, with Booth as chairman.

Among the aspects of the department and its work which the committee should consider in entertaining these high school students are teaching laboratories, research laboratories, the physics library, and the nature of mathematical and theoretical physics. I shall try to obtain an estimate of the number of students to be expected.

- (5) After discussion of our three NSF graduate fellowship applicants, Adams, Auerbach, and Lyons, it was decided that the best we can do to help NSF is to rank them by grade record during the first semester.
- (6) For sending to the newsletter editor of the New England section, American Physical Society, I should like items from you which you think appropriate. Among these:
 - Announcements of new faculty members
 - New types of programs or courses
 - New research projects
 - New facilities on campus or off campus
 - Sabbatical leave projects of your own or others, now or projected

Please do not consider any to be automatically included. In other words, don't count on my memory. Just jot down everything you think might be of publicity value and please put your list in my mailbox within the next 3 or 4 days.

- (7) I received a fat pile of data from GRS Associate Dean Slechta, concerned with graduate school statistics of the past 10 years. All sorts of information: admissions statistics and scores, enrollments, numbers of degrees since 1960, degree completion data, grant and other funding data, male-female and other differential data. If you would like to consult this information, please ask Betsy.
- (8) Likewise I have budget information for the university differentiated by schools and colleges and in the special case of estimated internal overhead, the data are differentiated among CLA departments. These figures cover the period of fiscal years 1972, 1973 as projected, and 1974 although the list is very shaky so far as accuracy. If you would like to consult this material, see Betsy.
- (9) This is a last reminder that I need your requests for additional space or for space alterations which might be required for fiscal year 1973. Dean Beal assumes that virtually all departments will delay any major equipment requests until 1974 except for an absolute minimum. I have in hand Al Stone's list which he made up with undergraduate teachers in the department, so perhaps only postscripts are needed in this connection. However, I did not receive any summary of space requests or of space renovation requests from Al. Get these into me now or hold your peace for another year.
- (10) Enclosed is a copy of the tentative teaching assignments for next year. It was worked out with the help of George, Bernie, Gordon, and Ed. Please indicate, if your teaching load is less than three courses neither of which is a lab course, what sort of other teaching assignments you might wish. Thus, Dean MacIntyre would very much like to know of possible small seminars, mainly for freshmen and sophomores which can be offered without increasing the budget demands upon CLA. I noted several suggestions but each of you please consider whether and what you might do in this regard.

We also must assign ourselves to at least some of the discussion sections of the large courses as we have done in the past and particularly the 6-year medical course.

RSC:b
Enc.

January 25, 1973

TENTATIVE TEACHING SCHEDULE
DEPARTMENT OF PHYSICS - FALL 1973

PY 101	Willis, Cohen
105	Booth
105E	Gillespie
115	Stipe
181	Hoy
211	Chasan
251	Franzen
353	Hellman
375	Booth
503	Siegel
505	Corinaldesi
507	Corinaldesi
509	Willis
511	Zimmerman
541	Hoy
703	Roman
707	Shimony
713	Chasan, Gillespie
717	Stachel
719	Zimmerman
895A	Roman
B	Penrose
C	Pirani
897	Franzen <u>et al</u>
134	Kowarski
137	Siegel
139	Roman
531	Booth

NOTES: In addition, Chasan is thinking about introducing a new general education course about great ideas in physics. A number of colleagues will be able to offer freshman/sophomore seminars and Dean MacIntyre is once again eager to hear of volunteers. For example, Gordon Stipe's seminar on the earth and moon, and Armand Siegel's seminar on the social psychology of scientists could be proposed for that. Any others? Note also that Shimony and Cohen also teach courses in the Philosophy Department.

Presumably the appointment of a new chairman will displace someone from a present teaching assignment as he undertakes the chairmanship. There is still some slack for adjustment here since Hellman has cancelled his sabbatical plan and as yet has only one course assigned, and Pirani, who has not yet been confirmed as accepting an appointment for next Fall, would be available if he comes back.

TENTATIVE TEACHING SCHEDULE
DEPARTMENT OF PHYSICS - SPRING 1973/74

PY 101 (if necessary to be repeated)	Willis
106	Booth
106E	Zimmerman
116	Hellman
182	Hey
212	Chasan
252	Franzen
354	Chasan
376 (if offered)	Booth
404	Corinaldesi
406	Stachel
452	Franzen
492	Hellman
504	Siegel
508	Corinaldesi
510	Willis
512	Zimmerman
704	Roman
716	Hey
718	Stachel
892	Shimony
896	Roman, Willis, et al (tentatively introduce Willis seminar on quantum optics)
898	Franzen et al
532	Booth

NOTE: Again faculty members would presumably be available for freshman/sophomore seminars, for example, Roman and Siegel.

Gillespie, Stipe and Cohen would go on leave this semester while Santilli and Edmonds continue on full year leave.