On November 3, 1956 the Administrative Committee--Milwaukee created an ad hoc Committee to Study the Structure of the Evening Division of the UW--M, with membership as follows: Joseph G. Baier, Neal Billings, Edward D. Holst, Joseph W. Kenny, Donald G. Leeseberg, Robert E. Norris, George A. Parkinson, and James G. Van Vleet.

The report of the ad hoc committee was approved by the Administrative Committee--Milwaukee on June 17, 1957. At its meeting of December 9, 1957 the Administrative Committee--Milwaukee approved the request of the Evening Division Committee that the report of the ad hoc committee be distributed to the faculty as a faculty document. The report in its entirety is reproduced below.

EVENING DIVISION COMMITTEE:

    Joseph G. Baier, ex-officio
    Willard J. Brandt
    Maxwell M. Freeman, ex-officio
    Edwin R. Hodge, Jr., ex-officio
    Edward D. Holst
    Joseph W. Kenny, ex-officio
    Donald G. Leeseberg, Chairman
    Charlotte Major, ex-officio
    George A. Parkinson, ex-officio
    James G. Van Vleet, ex-officio

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In discussing various proposals for the organization of the Evening Division of UW--M the Committee was faced with the problem of the close inter-relationship of the day and evening programs. The Committee of Thirty defined the Evening Division as consisting of "All credit and non-credit classes offered on a campus of the UW--M for part-time students,...". The situation facing the Committee is one, where in many cases, the class membership is largely composed of day students, taking a class in the evening, with the maximum fee being paid to the day operation and the instructional expense being charged to the Evening Division. This situation, the Committee feels, will become more acute with fuller utilization of existing physical facilities to accommodate a growing student population. The budgetary and other administrative implications of this condition will become increasingly complex as more of the normal day-time operations are scheduled during evening hours.

This is a problem that touches all levels of administrative and operational authority and cannot be ignored.

This Committee, in drawing up recommendations for the organization of the Evening Division, gave due recognition to the necessity for the highest degree of cooperation between the Provost, the Vice-Provost, the Deans, the Directors, other administrators, and individuals of the operating staff of UW--M, necessary for the successful operation of this institution. Without this cooperation, no organizational plan will succeed.
In drawing up recommendations the Committee attempted to balance the service requirements of the student with the responsibility of this institution to him and to the community. The Evening Division has earned a reputation for community service in the field of adult education, for its activity in cultural development, social work, graduate work, and as a source of information on specific problems confronting individuals. This Committee desires, through their activity, to enable UW--M to enhance this reputation in all areas assigned to the Evening Division by recommending that this institution provide those services which the student and the community desires and needs.

The Committee recognizes that budgetary limitations may preclude complete adoption of their recommendations at any one time. Continually changing pattern of community needs will require continual scrutiny of the Evening Division policies.

With this background, we, the members of this Committee, respectfully submit the following recommendations for your consideration.

Proposed Organization of the Evening Division of UW--M

I. Definition of the Evening Division of UW--M. (Committee of Thirty)

"All credit and regularly organized non-credit classes offered on a campus of the University of Wisconsin--Milwaukee for part-time students, duly registered, shall be budgeted under "Instruction", and shall be under the budgetary and administrative jurisdiction of the Milwaukee Administration. This program shall constitute the Evening Division of UW--M."

II. Administrative Officers.

A. Vice-Provost.

"The Vice-Provost shall be responsible for the direction and supervision of the program of the Evening Division of the University of Wisconsin--Milwaukee". (Committee of Thirty)

1. The Director of the Evening Division.

The Director of the Evening Division is responsible for the administration of the evening program in coordination with the Deans and Directors of the various colleges, schools, and divisions, each of whom is responsible for the academic aspects of his program.

B. Deans and Directors of the various colleges, schools, and divisions.

1. Each Dean or Director of a school, college, or division is responsible for the academic aspects of any program or course offered under the auspices of his school, college, or division.

2. It is recommended that the Deans and Directors delegate the responsibility for representing them in the Evening Division work to an associate or assistant dean or director who will maintain appropriate evening office hours.
3. It is recommended that the deans and directors relieve from day school registration those faculty members assigned to registration in the Evening Division and initiate a move to develop a specialized Evening Division advising staff.

III. Staff Requirements for the Office of the Director of the Evening Division.

A. A study of the activities and functions performed by, or properly assigned to the Office of the Director of the Evening Division finds the following included:

1. Coordination of all evening activity.

2. Space and time assignments for evening activities.

3. Administration of space utilization on the Downtown Campus for the day operation.

4. The Budgetary Administration of Evening Division.

5. Organization and administration of Liberal Education courses not assigned to a specific college, school, or division.

6. Preparation and mailing of catalogues and special announcements for the Evening Division.

7. Provide the necessary stenographic help to part-time instructors where not available from a college, school, or division.

8. Public relations for the Evening Division.

9. Coordination of registration procedures for the Evening Division.

10. Other responsibilities assigned by appropriate administrative authority.

B. To perform these, the Committee recommends the following minimum staff.

1. Director of the Evening Division. (Downtown)
   a. Assistant Director of the Evening Division. (Kenwood)

   b. Classified.

      (1) Administrative Assistant I.

      (2) Stenographer II.

      (3) Typist I, 1/2 time.

      (4) Receptionist, 1/2 time.
IV. Recommended Operational Changes.

A. Office of Admissions and Records.

1. The Office of Admissions and Records has inherited a difficult problem — that of coordinating the operation of the records offices of two separate institutions into one efficient unit. This Committee feels this can best be accomplished by a consolidation of the activities of the Office of Admissions and Records on the Kenwood Campus. This consolidation is recommended.

2. Furnish the Deans and Directors with copies of necessary records to enable them to fulfill their academic responsibilities to students in the Evening Division.

3. Assign a representative of the Admissions Office to the Downtown Campus for the period of registration each semester to discuss with and inform prospective students on admission procedures. The representative of the Admissions Office will issue permits to visit a class pending completion of formal admission to those students who appear eligible for admission to the University. Permission to visit a specific course or class must be granted by the office of the appropriate Dean or Director. Admission of auditors is the responsibility of the appropriate Dean or Director, or his authorized representative. The Office of Admissions and Records is to be informed in writing of all such actions.

B. Office of the Director of the Evening Division.

1. Simplify the matter of attendance keeping by making it the responsibility of the instructor in charge of the class. (Adopted on a trial basis for the second semester 1956-57).

2. Utilize class cards for all evening courses to secure closer control on class size. (Adopted on a trial basis for the second semester 1956-57).

3. Establish an information center on the Kenwood Campus during the evening hours. This center to be staffed by personnel qualified to handle clerical problems on change of course registration, drops, etc.

C. General Administration of UW-M.

1. Have required auxiliary services available where and when required. This includes such items as library, building maintenance, bookstores, etc.

D. Registration for the Evening Division to be held on the Downtown Campus.

1. This Committee considered the recommendations of the Junior Administrative Committee (February 22, 1957), "That there be one campus registration (Kenwood)..." From an operational viewpoint this recommendation has considerable merit in that all administrative and operational offices would be conveniently located to one another. Unfortunately,
the history of evening schools in both the United States and Canada indicates that a downtown location for registration is essential to the successful operation of an evening division. Little contradictory evidence was presented. Therefore, this Committee recommends that registration for the Evening Division of UW--M be held on the Downtown Campus.

2. Registration in a class or course offered for University credit toward a degree is to be terminated Saturday noon of the first week of classes, except in the case of a student attending a class or course on a visitor's permit, or by special permission of the appropriate Dean or Director.

3. The registration period is to begin on the Monday of the week preceding the start of classes or course in the Evening Division, and to terminate Saturday at 12:00 noon of the first week in which classes are held. Recommended hours of registration are:

   Monday through Friday: 12:00 noon to 8:30 P.M.
   Saturday: 9:00 A.M. to 12:00 noon

E. Certificates:

1. Certificates awarded to a student upon the successful completion of a prescribed program of study outlined in an official publication of UW--M, or one of its colleges, schools, or divisions, are to be awarded by the Evening Division upon the recommendation of the school, college, or division wherein academic control for such a program resides.

2. The signatures of the Vice-Provost, the Director of the Evening Division, and the appropriate Dean or Director shall appear on such certificates.

V. A. It is recommended that the Administration of UW--M request of the Board of Regents that the present late registration fee of $1.00 be increased to $2.00; that the late registration fee be assessed after the termination of the formal registration period.

B. It is recommended that the Administration of UW--M request the Board of Regents to increase the per credit hour fee for the Evening Division classes from $9.00 to $10.00, with the additional income to be used to defray the additional cost of instruction and general operation of the Evening Division of UW--M.