

Stan - Here are my notes of our conference 11/6/57:

I. NIA plans for ~~activities~~
^{Prepare complete revision of NIA}

4. Catalogue ~~re-write~~, re-stating objectives and present practices in accordance with American style,
1. as means of informing myself about every phase of NIA activity,
 2. as means of passing along a new orientation to NIA officials,
 3. to ~~develop some good MSU public relations~~ ^{important} inform Washington of MSU-NIA program

B. ^{Submit} Proposals ^{in Washington} for inauguration ^{for inauguration} of graduate program, ^{recommendations}

1. stating academic levels and standards,
2. proposing broadening of base of "recruitment" of students ^{including suggestions} ~~and~~ ^{of graduate studies} ~~out means of~~ financing, ^{through} scholarships + assistantships,
3. developing public relations program ^{describing advanced courses} to give status & prestige to NIA ~~program~~ ^{here & abroad}.

C. ^{Submit} Proposals for case program. (Copy already passed along)

D. Development ~~of~~ text materials in public administration, economics, and political science based on Vietnam studies.

1. ^{Encourage NIA} ~~Establish~~ MSU cooperation ^{in preparing machinery} new descriptive materials for instructional purposes,
2. Devise means of financing research for purely academic purposes.

E. Prepare new program of English instruction designed to serve the needs of future govt. officials,

1. discontinuing present emphasis on social conversation and grammar,
2. ^{developing new} ~~preparing~~ textual material which

will have ^a substantive educational ~~value~~ ^{purpose} as well as language value,

3. employing reasonably modern methods of semantics in language instruction.

F. Re-examine participant program ~~hope~~

1. by Prepare ⁹ follow-through studies showing how government is actually using personnel trained in U.S. and how ~~refugees~~ ^{being} are re-integrated into Vietnamese life

2. by improve effectiveness of ^{selection and processing} ~~phases of~~ ^{candidates for study in US under NSU sponsorship.} ~~the operation~~

3. by improve pre-participant training program.

G. Strengthen NIA alumni association

1. by Explore possibility of using the Association as a means of distributing ^{surveys} NSU publications in econ. + pol. sc., by ^{having them} ~~setting~~ ^{copies} at ~~cost~~ and letting them handle retail distribution, retaining profits to be used in publishing ^{an} alumni bulletin.

2. by Integrate alumni ^{association's} activities with professional development of NIA graduates (keeping them informed of new publications, new plans, new attitudes, etc).

3. Encourage alumni evaluation studies of NIA program.

H. Begin efforts to strengthen NIA organization

1. ~~through~~ ^{strengthen} informal "contacts" among ^{NIA} faculty members teaching related courses in the hope of bringing about better

coordination within NIA staff itself.

2. ~~Through informal inquiries about managing a differentiation of management~~
~~presently and differentiated managerial~~
functions, such as records-keeping, student affairs, ~~harmonization~~ process, business mgmt, academic leadership, etc.
3. ~~Through informal~~ ^{improve opportunities for} informal participation of MSC personnel in course planning & discussions of instructional procedures.

1. ^{Antoine} Regular administrative responsibilities

1. Continue working with the Society of Pub. Adm. in publication of quarterly journal
2. Continue to assist in conferences on guiding plans, ~~etc~~ ^{and other NIA programs} & seminars
3. Assist in planning conferences in pub. admin.

II In-Service Training Section: ^{program between 25 Sept - 7 Nov.} ~~SDM~~ activities

A. Appointed ^{MSU-NIA} ~~USIA~~ Publications Committee to review & evaluate our In-Service Training publications and to set up priorities for further translations and publications based on actual needs (our translating & publication activities had previously worked on preparing Vietnamese versions of US articles & brochures without much reference to their eventual use, but rather ~~merely~~ ^{proposed} following a schedule ~~intended~~ ^{set down} by ^{Mr} Haurath)

B. Supervised ~~complete~~ revision of a proposed brochure on In-Service Training to be distributed to government agencies. Ken. Maynard did most of the writing.

and has just about completed a greatly improved version.

C. Worked out new schedule of objectives of In-Service Training Section, ~~submit~~^{propose} an alternative course of action in event the original plan for working with Training Directors in each govt. agency was not adopted (as indeed it was not). [See ~~copy of~~^{attached} memo, ~~at the~~]

1. Cooperated with Fonction Publique in working out improved ~~dept~~^{departmental} in-service training course.

2. Mr. Maynard worked with VN Presidency in setting up training program.

3. ^{Worked on} Two province-wide in-service training programs ~~were undertaken~~^{which entered the planning stage this month}

4. Suggested new training program for supervisors in Fonction Publique. (Mr. Maynard ^{is now} working out details).

5. Worked with Mr. Carmichael in preparing his case for the NIA relating to the standardized administrative letter.

6. Set up central file with NIA for keeping track of courses in in-service programs throughout GVN. This will be available to any interested official or instructor. (Mrs. Tenenbaum in charge)