

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

~~1. 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 ~~inform Washington of MSU-NIA program~~ ^{inform Washington} to develop some good MSU public relations in Washington

~~submit~~ B. Proposals ~~for~~ ^{for inauguration} ~~broadification~~ of graduate program,

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

~~submit~~ C. 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 ~~to~~ ^{in preparing} MSU cooperation ~~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 grammars,
2. ~~developing new~~ preparing festival 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 ~~but~~

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

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

3. by improving pre-participant training program.

G. Strengthen NIA alumni association

1. by exploring possibility of using the association as a means of distributing ^{surplus} MSU publications in econ. & pol. sc., by ~~having them~~ ^{getting} copies at ~~cost~~ and letting them handle retail distribution, retaining profits to be used in publishing ^{an} alumni bulletin.

2. by integrating 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. ~~strengthen~~ informal "contacts" among faculty members teaching related courses in the hope of bringing about better

coordination within NIA staff. ^{see}

2. ~~through informal regards~~ ^{now} ~~but manager~~
Gradually encourage NIA to recognize ^{now} a differentiation of management, ^{presently undifferentiated} managerial functions, such as records-keeping, student affairs, ~~admission~~ ^{in an academic institution} process, business mgt, academic ~~or~~ leadership, etc.
3. ~~through~~ ^{improve opportunities for} ~~informed~~ participation of MSC personnel in course planning & discussions of instructional procedures.
1. Continue ¹ administrative responsibilities
1. Continue working with the Society of Pub Ad. ^{in publication of quarterly journals}
2. Continue to assist in conferences on building plans, ^{and others} NIA programs. ^{seminars}
3. Assist in planning conferences in pub. admin.

II In-Service Training Section: ~~SDM activities~~ Program between 25 Sept - 7 Nov.

A. Appointed ~~the~~ ^{MSU-NYU} 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 ~~more~~ following a schedule ~~and~~ proposed ^{by} ~~and~~ ^{Mr} Hausrath) ~~and~~

B. Supervised ~~complete~~ revision of a proposed brochure on In-Service Training to be distributed to government agencies. Mr. Maguad 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, ~~including~~ 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 memo, ~~attached~~ ^{attached}]

1. Co-operated with Fonction Publique in working out improved ~~departmental~~ ^{departmental} in-service training course.
2. Mr. Maynard worked with W. Presley in setting up training program.
3. ^{Worked on} Two province-wide in-service training programs ~~which entered the planning stage this month~~ ^{are under development}
4. Suggested new training program for supervisors in Fonction Publique. (Mr. Maynard ^{is now} working out details)
- B 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 OVN. This will be available to any interested official or instructor. (Mrs. Tenenbaum in charge)