



Issued by the Office of Public Information, Texas Woman's University, Denton, Texas 76204 840-890-3456

*Volume 17, Number 18, January 17, 1995*

## **FYI: TWU WEATHER CLOSING PROCEDURE**

When bad weather strikes the Dallas and Denton areas, TWU faculty, staff and students can learn as early as 6 a.m. whether the university will be closed. (The Houston Center follows a separate procedure for that location.) Area radio and television stations carry information about closures after they are notified by the university.

After receiving weather and road condition information from John Erwin (public safety), Dr. Carol Surles (president's office) determines whether a closure is necessary because of inclement weather. Surles notifies the media relations staff in the office of public information about the closure; they then call area news media to announce that the university will not be open due to bad weather. Faculty, staff and students should watch Sammons Communications in Denton (channel 25) or Dallas-area stations WFAA-TV (channel 8), KXAS-TV (channel 5) or KDFW-TV (channel 4). They also may tune to the following radio stations: WBAP (820 AM), KERA (90.1 FM), KRLD (1080 AM) or KVIL (1150 AM or 103.7 FM).

*An on-campus weather closure information line also has been established, effective immediately, for faculty and staff in particular to call: (817) 898-3430. When the university closes due to bad weather, a message will be recorded on that line by 6 a.m. to notify callers. If the line's regular message plays (which discusses the university's days and hours of operation), then TWU has not been closed because of weather. This information is separate from the system established last fall for tornado notification, and "has been created in order to alleviate the flood of calls our dispatchers receive in public safety," said Erwin. For more information, call the office of public information at ext. 3456.*

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## **DEADLINE FOR GRADUATION APPLICATIONS ARE FIRM**

The office of the registrar has begun an effort to strengthen the deadline for receipt of graduation applications in order to plan for and accommodate students at commencement. Information about application deadlines will be distributed through a number of outlets to tell students that they must apply by the second week of a given semester for graduation that semester. "We want to let advisors know about the deadlines, as well as students -- particularly graduate students who may be involved in internships, clinicals and other activities that keep them from visiting the campus," said Amy McDonald (assistant registrar). The list of deadlines will be published in a number of campus outlets, listed on CRIS, and provided using several other methods to communicate the dates to faculty, staff and students.

The deadline to apply for graduation in the spring 1995 semester is Feb. 3, 1995; the registrar's office will not accept any applications after that date. Additional application deadlines to note for next year include June 8, 1995, for summer commencement and Sept. 8 for the fall semester. For more information, call McDonald at ext. 3036.

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## **NOMINATIONS SOUGHT FOR OUTSTANDING SENIORS**

Nominations of TWU students for the Outstanding Senior Award are being sought by the TWU National Alumnae Association. These nominations must be submitted by Thurs., March 2, for the Denton campus and the Institute of Health Sciences Dallas and Houston Centers. Student nominations from Denton should be sent to the alumni office; from Dallas to Dr. Michael Laman; and from Houston to Dr. Kathryn Stream. The awards will be presented during Honors Convocation on April 20, 1995.

Departments may submit two nominations. The selection committee, chaired by alumna Beth Doyle, will recommend one or more members of the senior class, based on the nominee's academic achievement, involvement in extracurricular activities and contributions to university life. Seniors whose graduation dates are May, August or December 1995 are eligible. Students also may submit their own names to their department head for consideration.

Details regarding the nomination process and necessary information may be obtained from the alumni office. *Faculty and staff are encouraged to seriously consider former students who may qualify for this important honor.* For more information, call Donna Ryan at ext. 2586.

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## **ALUMNAE ASSOCIATION SEEKS OUTSTANDING GRAD STUDENTS**

The TWU National Alumnae Association is seeking nominations for the Outstanding Master's Student and the Outstanding Doctoral Student Awards for the 1995 calendar year. Nominations must be submitted to Donna Ryan (TWU National Alumnae Association) by 5 p.m. on Feb. 6, 1995. Nominees then will be sent application materials that they must complete no later than March 2, 1995. Letters of nomination will be accepted from faculty, administrators or staff. Graduate students may nominate their peers or themselves.

To be eligible for the Outstanding Master's Student Award, a nominee must document an approved thesis prospectus, a professional paper topic or, in performing arts, a projected required graduate professional presentation during the 1995 calendar year and a minimum overall grade point average of 3.50.

To qualify for the doctoral student award, a nominee must document an approved dissertation prospectus or, in performing arts, a projected required graduate professional presentation and a minimum overall GPA of 3.50.

The selection committee also will consider other criteria: three letters of reference; a statement of professional goals; professional presentations, performances, or exhibits; publications in professional journals; scholarships and honors; memberships or offices held in honor societies, professional organizations, university committees or student groups; volunteer or other work experience; and other service to profession, school or community. For more information, call ext. 2586.

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## **"CATALOGUE PURCHASING" FOR COMPUTERS ANNOUNCED**

The purchasing division of the General Services Commission in Austin has implemented a new purchasing procedure -- catalogue purchasing -- for computers and/or computer-related equipment and supplies. Cynthia Polson (purchasing) issued a memo to all university departments on Jan. 3, 1995, to explain the new procedure.

More than 720 specific vendors currently are approved "catalogue vendors"; their catalogues have been approved by the General Services Commission, and TWU is able to purchase from these vendors at a discounted price without submitting bids, regardless of the total ordered. "This means no spot purchase bids for orders over \$500 and no written bids are required for orders of \$1,000 and up," said Polson. "However, this order process covers *only* purchases of computer equipment and related items.

The TWU purchasing department has a complete list of all approved catalogue vendors and has received some vendor catalogues as well. Purchasing staff members can contact any of the approved vendors for prices and information. The new procedure will govern all purchases for computers, printers, accessories and supplies for anything that is computer-driven -- including toner cartridges, software, printer ribbons, memory upgrades, glare screens and other needs.

"Before preparing a purchase order for any equipment or merchandise of this type, please contact us, and we will be glad to refer you to the state-approved catalogue vendors, as well as any updated information that we have," said Polson. For more information, call ext. 3585.

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## **WELLNESS CENTER'S PROGRAMS WILL KEEP YOU HEALTHY**

The TWU Wellness Center is offering a new program to help interested persons quit smoking by using hypnosis. Ann Schiola, a TWU alumna who earned her master's degree in music therapy, is certified in medical hypnosis and can help clients quit smoking. "Hypnosis is like a helping hand to make the change that you want to make," explained Dr. Linda King (Wellness Center). "It can take hold when the mind is relaxed. It's another way of communicating with yourself -- where suggestions come alive -- and it's a fresh approach for those who want to quit smoking."

The program is offered in three individualized sessions -- two sessions on the first day and the third session two days later. The fee for the entire program is \$165. For more information, call ext. 2900 or (817) 387-2980.

King also reminds all faculty and staff that a benefit of employment at TWU includes access to the Wellness Center's fitness room, indoor swimming pool and aerobic exercise classes for a reduced fee of only \$10 per month. "You also can add an extra 15 minutes to your lunch hour if you are participating in any Wellness Center program," she added. "Join now and pay only \$35 for four months. The \$10 offer is good for your spouse and dependent children over 16 years as well." Orientations are held Tuesdays at 7 p.m., Wednesdays at 12:15 p.m. and Saturdays at 11 a.m.

One last item...The Wellness Center again is offering a stretch break beginning Jan. 24 on Tuesdays and Thursdays from 12:15 to 12:45 p.m. in 119 Jones Hall. The exercise and stretching class is designed for employees with a one-hour and 15-minute lunch break.

## DEFENSIVE DRIVING COURSES OFFERED

The TWU department of public safety will conduct a defensive driving course on Jan. 27 or Feb. 17 for interested persons from 8 a.m. to 5 p.m. on ACT 501. Each course, which includes a one-hour lunch break, are offered for persons who will drive state-owned vehicles and who have not had defensive driving within the past three years. Each session will include the standard defensive driving course, a review of the new university policy on vehicle operations and a practical driving test.

Each course is limited to 30 persons. A course fee of \$20 is due at the beginning of the morning session and may be paid one of three ways: cash (change will not be available); check (made payable to TWU); or interdepartmental transfer. For more information, contact Vicki Byrd (public safety) at ext. 2924 to register.

Drivers who have documentation for a defensive driving course within the last three years will need to take only the practical skills portion to meet the requirements of the new TWU vehicle operations policy. The practical skills course, scheduled Feb. 24 in the department of human resources from 8:30 to 10:30 a.m., will include a review of the policy and the practical driving test. "There is no cost for this portion of the authorization program," said Byrd in a Jan. 4 memo to the university community.

Each practical skills course is limited to 50 persons; again, call Byrd at ext. 2924. Anyone who leaves a voice mail message is asked to leave her or his name, date and type of course for registration, and driver's license number. **The final day to register for each session is the Friday preceding each date.**

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## COLLEAGUE TRAINING SESSIONS FOR FACULTY ANNOUNCED

The office of administrative computing services will hold three training sessions during the spring semester for faculty members who would like to learn how to use the student components of the Colleague system. Each session will last approximately one and one-half hours. Training is scheduled for the following dates and times: Jan. 31, 1 to 2:30 p.m.; Feb. 1, 1 to 2:30 p.m.; and Feb. 3, 9:30 to 11 a.m.

Because the number of terminals available in the training room is limited, interested faculty are asked to *make reservations no later than Jan. 27*. Call Joyce Stewart (administrative computing services) at ext. 3270 to reserve a space.

The goal of these sessions is to enable participants to obtain relevant data about their programs directly from the Colleague on-line system. Those who attend the workshop will view a variety of student information screens, plus transcript and roster information. Participants also will discuss indentifying graduate, undergraduate and international applicants/students; locating test scores; verifying majors; interpreting applicant status; and locating and interpreting holds.

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## **GOLDEN KEY INDUCTS STUDENTS AND HONORARY MEMBERS**

TWU students -- academically superior juniors and seniors from all fields of study -- and four honorary members were inducted recently into the Golden Key National Honor Society. Each new member was recognized during a reception with a certificate of membership, and several scholarship recipients also were announced.

Tiffany Marie Calahan, a business major, was recognized as the TWU Golden Key chapter's outstanding junior initiate. A resident of San Antonio, Calahan has earned a 4.0 grade point average and is the recipient of the Baumberger Endowment and the Ruth L. Roush Scholarship. Brenda Gail Orth, outstanding senior initiate, is a Denton resident majoring in mathematics. Also carrying 4.0 GPA, Orth has been honored on the dean's list and the *National Dean's List*.

Honorary members selected for initiation included Dr. Carol Surles (president's office), Monica Mendez-Grant (student development), Dr. Janette Schkade (Occupational Therapy), Dr. Derrell Bulls (business and economics) and Dr. Joy McGregor (Library and Information Studies).

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## **FACULTY DEVELOPMENT LEAVE COMMITTEE ANNOUNCES FUNDS**

The faculty development leave committee has completed its review and funding recommendations for individual faculty proposals and has forwarded them to the office of the vice president for academic affairs, according to committee member Suzanne Kier (Nursing, Dallas). Approximately \$3,000 is available for a university-wide faculty development project.

"The faculty development leave committee invites faculty to submit proposals, ideas or suggestions for this university-wide faculty development project," said Kier. She asks interested persons to send their proposals to the office of the vice president for academic affairs by Feb. 14, 1995. For more information, call Kier at 8-2-6526.

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## **ADVANCE EARNED INCOME CREDIT EXPLAINED**

The TWU payroll office issued a memorandum in December that explains advance earned income credit. The Internal Revenue Service allows an earned income credit for those employees who earn less than \$23,755 (including spouse's income). Earned income credit (EIC) is a refundable tax credit for which an employee can receive up to \$2,528 back from the IRS.

Employees with qualifying children may be eligible for a \$1,223 advance earned income credit with their paychecks and then claim the remaining credit on their income tax return. Employees are eligible to obtain advance earned income credit if they meet all three of the following requirements:

- Have a son or daughter, adopted child, stepchild or foster child living with them for more than half of the calendar year; and that child is under the age of 19 or a full-time student under the age of 24;

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**ADVANCE EARNED INCOME CREDIT**, *continued*

- Expect that their 1995 earned income and adjusted earned income (including spouse's income, for joint returns) will be less than \$23,755; and
- Expect to be able to claim the earned income credit for 1995.

Employees who feel they may be eligible for advance earned income credit should stop by the payroll office to complete the necessary paperwork. For more information, call ext. 3561.

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**NEWSBRIEFS**

***TWU administrators will testify*** before the Senate finance committee in Austin on Jan. 23. They will discuss the university's financial needs for the 1996-97 biennium. More detailed information about TWU's needs and requests will be provided in a future issue of *Update*.

***The final tally is in!*** TWU faculty and staff members (195) contributed or pledged a total of \$24,498 for the State Employee Charitable Campaign (SECC) last fall, according to Mary Ann McDuff (academic affairs), who coordinated the Denton campus campaign. Of that total, \$1,716 came from the Dallas Center, and \$660 was contributed by the Houston Center. The average gift from the Denton campus was \$120.89 (that's 183 people and a total of \$22,122). Thank you!

***"Chicago"*** again will grace the stage of Redbud Theatre Feb. 8-12 for several performances to raise funds for the cast and crew to travel to the American College Theatre Festival's regional competition in Fayetteville, Ark., that month. Show times are 8 p.m. from Feb. 8-11 and 2 p.m. on Sun., Feb. 12. Tickets are \$10 per person for general admission and \$7 for senior citizens, students and children for the Thursday, Friday and Sunday shows. The Saturday performance is \$25 per person, which includes a reception. For more information, call ext. 2020 or 2525.

***TOSS will host a visit*** by Mary Ann McDuff (academic affairs) during the group's Jan. 20 meeting. McDuff will present her "Out of Africa" program to members during their noon brown bag luncheon in SC 006-007; tea will be provided. TOSS members are invited to bring a friend and share McDuff's adventures as she recalls her trip through Malawi, South Africa, Swaziland and Zimbabwe. For details, call Carol Stanley (Graduate School) at ext. 3415.

***A financial aid workshop for faculty and advisers*** has been scheduled on Feb. 6 from 12:15 to 1 p.m., ACT 601. Anyone who works with students and who answers their questions is encouraged to bring a brown bag lunch, a notebook and questions. Call ext. 3050.

***A workshop for new student assistants*** will be held on Fri., Jan. 27, from 9 a.m. to 3:30 p.m. in SC 007. The program is designed to help new student assistants learn some office procedures and interpersonal skills. They also will network with each other, participate in role playing activities, receive a student assistant handbook and learn about the "Connections" program. Dick Sale and Rachel Redfearn (student life) will serve as facilitators. The cost is \$8 per student, and lunch is provided. Departments may pay through interdepartmental billing. For registration or information, contact Redfearn at ext. 3601.

***The Student Activities Center*** is looking for dedicated and enthusiastic students to serve as student orientation leaders (SOLs) for "Orientation '95." Interested SOLs "should be good role  
*continued*

**NEWSBRIEFS, continued**

models academically, and they must possess strong communications, decision making and leadership skills," said Dee Siscoe (student activities). TWU faculty and staff are encouraged to direct interested and qualified students to an SOL information meeting and group interview on Jan. 30 at 6 p.m., SC 202. The application deadline is Jan. 30 for students who wish to apply for the 1995 SOL team. Call Siscoe at ext. 3611 for more information.

*A personal development workshop for women* titled "Women in Midlife: Making Choices and Facing Change" will be presented by TWU alumna Dr. Dianne Pingree. The program, scheduled from 9 a.m. to 5 p.m., will be held on Sat., Feb. 18, at the Cooper Fitness Center in Dallas. The cost to attend is \$70 per person, paid before Jan. 28, or \$80 after that date. A number of workshop sessions will be held, and the keynote speaker at lunch will be Pat Nicklaus Sabin, executive director of the Dallas Women's Foundation. A portion of the proceeds also will benefit the foundation. For more information, contact Pingree at (214) 369-8767.

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**UPDATE ON TWU PEOPLE**

Sympathy is expressed to the family of **Dorothy (Dot) Diggons**, who passed away after a lengthy illness on Jan. 4. Services were held in Chimes, Texas, Jan. 7. Diggons graduated with a master's degree in occupational therapy from TWU in December. She began working as a research assistant for Dr. **Jean Spencer** (Occupational Therapy, Houston) in November 1991.

Congratulations to **Governor Jackson** and **Paula Shivers** (financial aid), who received certificates of recognition for 20 years of service to the financial aid profession at the Southwest Association of Student Financial Aid Administrators (SWASFAA) conference held in New Orleans Dec. 12-14. Others who attended the conference included **Raedean Bolton, Janine Gann, Judy Nack, Jo DeSive, Vana Parr** (Dallas) and **Phyllis McCutchan** (Houston).

Drs. **Lloyd Kinnison** and **Linda Sluder** (early childhood and special education) submitted an article titled "Prenatal Drug Exposure: Implications for Teachers of Young Children" that has been accepted for summer publication in *Day Care and Early Education*. Sluder also has been elected state vice president for the Texas Association for Early Childhood Educators. Sluder, Kinnison and Drs. **Jane Irons** and **Ron Fritsch** (early childhood and special education) presented papers at the first conference of the American Association for Curriculum and Teaching in Dallas recently.

Dr. **Charlotte Keefe** (early childhood and special education) delivered a presentation titled "Literature Study Groups: Developing Self-Directed Learners" at the 16th International Conference on Learning Disabilities in San Diego Nov. 10-12. Keefe's article "Portfolios: Mirrors of Learning" was published in *Teaching Exceptional Children*, Vol. 27, No. 2, Winter 1995.

Drs. **Dianne Frasier** and **Billie Askew** (reading and bilingual education) presented a research paper titled "Writing Within the Reading Recovery Setting: Exploring Gains in Literacy and Self-Regulation Across Time" at the National Reading Conference in San Diego in December.

Dr. **Janice Killian** (performing arts, music) served as guest choral conductor for the Texas Music Educators Association Region XX 9th Grade All-Region Choir at Newman Smith High School in Carrollton Nov. 18-19. The choir, comprising eight auditioned singers from 27 high schools, spent two days rehearsing with Killian and then presented a gala public performance.

**THIS WEEK AT TWU: JANUARY 17-22, 1995**

- Jan. 17-Feb. 17      -Visual Arts Exhibition, both galleries, Monday-Friday, 9 a.m.-4 p.m.
- Tues.-Thurs.,  
Jan. 17-19            -Blagg-Huey Library open 8 a.m.-midnight.  
                          -Bookstore open 7:30 a.m.- 7 p.m.
- Tues., Jan. 17 -Basketball: TWU vs. St. Mary's, Denton, 5 p.m. (Ext. 2378)  
                          -First day of classes for spring 1995.  
                          -Late Payment Settlement, Denton, 9 a.m.-7 p.m.; Dallas and Houston,  
                          9 a.m.-6 p.m. (Ext. 3030)  
                          -"Breakfast on the Run," sponsored by student activities, Houston Center,  
                          North Hall lobby, 7:30 a.m. (8-4-2158)
- Wed., Jan. 18 -Late Payment Settlement, Denton, Dallas and Houston, 9 a.m.-6 p.m.  
                          (Ext. 3030)  
                          -Admissions: Community Outreach Program, MLK Library -- Dallas, time  
                          TBA. (Ext. 3014)
- Thurs., Jan. 19        -Dedication of the newly renovated Nursing Labs at Dallas-Parkland,  
                          Nursing Skills Lab, 11 a.m. (Ext. 3866)  
                          -Late Payment Settlement, Denton, Dallas and Houston, 9 a.m.-6 p.m.  
                          (Ext. 3030)
- Fri., Jan. 20            -Blagg-Huey Library open 8 a.m.-9 p.m.  
                          -Bookstore open 8 a.m.-4 p.m.  
                          -Last day to register or add a class, 9 a.m.-6 p.m.  
                          -Last day to file application for teacher certificates for students completing  
                          degree requirements for May 1995.  
                          -Postmark deadline for February TASP test.  
                          -Faculty Senate meeting, SC 10 a.m. (Ext. 3393)  
                          -TOSS meeting; Mary Ann McDuff will present "Out of Africa," SC  
                          006-007, noon. (Ext. 3415)  
                          -Biology seminar, SCI 303, 3 p.m. (Ext. 2351)  
                          -University Club social hour, Dottie DeMoss' home, 5-7 p.m.
- Sat., Jan. 21            -Blagg-Huey Library open 9 a.m.-6 p.m.  
                          -Bookstore open 9 a.m.-1 p.m.  
                          -Gymnastics: TWU vs. Univ. of Arizona, DGL 3rd floor, 7 p.m.
- Sun., Jan. 22            -Blagg-Huey Library 2 p.m.-midnight.  
                          -Bookstore closed.