

P. Oliveros

14 November 1974

QUELDA WILSON
Director
Summer Session
507 M.C.

RE: Summer Session 1975

We are proposing Pauline Oliveros as a teacher of a basic musicianship course for your summer session. Pauline has proved very resourceful in this course and taught it with great success several summers at York University, Toronto. I have attended a few of the classes and she has many fascinating musical games to help obtain a class "morale" and also reinforce musical ideas she is teaching.

I think the class is worthy of your consideration.

Thomas Nee
Chairman/MUSIC

TN:gpn

14 November 1974/gpn

PROPOSED BUDGET

Music 2A--Summer 1975

P. Oliveros

1. Salary

1 course, 4 units, 6 week
(base = \$16,500)

8.5%

\$ 1,402.50

2. Course

Overhead

1,000.00

T.A. (est.)

250.00

Supplies, xeroxing

347.50

\$ 3,000.00

= 25 full-paying students

ba/gpn

DUE IN THE SUMMER SESSION OFFICE BY NOVEMBER 15, 1974.

Length of class: (Check one)

- 2 week session 6 week session
 3 week session 7 week session
 4 week session 8 week session
 5 week session Other _____

Department	Course #	Units	Course Description	Instructor	*From To	Days	Building Preference
Music	2A	4	Basic Musicianship	P. Oliveros	6/23 8/1		Mandeville

Course Description. (NOTE: Has the course been approved by the Council on Education Policy? Deadline date Nov. 1, 1974.)

The learning of standard music notation and practice of fundamental music skills through reading, writing, singing, and hearing pitch and time relationships.

Please write a short paragraph of your personal remarks about the class. Music 2 sequence is preparatory to the music major.

Class size limit: 25-30 students

Additional fees (beside the tuition fee) due, i. e., film fee, lab fee, etc. \$ _____

BOOKS.

452-2230

December 10, 1974

PAULINE OLIVEROS
MUSIC DEPARTMENT

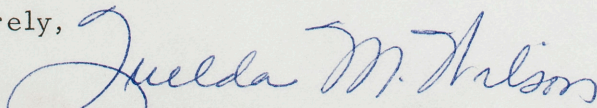
Dear Miss Oliveros:

I am happy to inform you that the Summer Session Committee has recommended that the course you proposed, Music 2A: Basic Musicianship, be included in the Summer Session offerings for Summer Session 1975. According to our budget figure, your course will need an enrollment of 20 students in order for Summer Session to break even as required by university policy. We will begin enrolling students in Summer Session as soon as they receive the Summer Session Bulletin, which should be sometime in early March. Any time after that, that you wish to know the number enrolled for your course you may call Jil Warn, X4364, for that information. If by late May or early June one or both of your courses have low enrollment (below 10), I will contact you and we will discuss the possibility of cancelling the course since it is essential to the continuation of Summer Session on this campus that each summer's program be financially solvent.

Summer Session will prepare the appropriate employment forms and will send them for your signature within the next few months. Summer Session pays 8.5% of your nine month salary (\$1,402.50) for your four unit course.

We are required to print the CEP approved course description in the Summer Session Bulletin but we are also allowed to add any further description which seems appropriate. The Summer Session Committee strongly recommended that the description for Music 2A be expanded since, as it stands, it does not seem as attractive as it could be made with additional wording. In reviewing the catalog listing for Music 2A-C, the Committee noticed that the description mentioned a variety of musical forms, including electronic music which if you will be utilizing this it should be mentioned in an elaborative paragraph. The Committee felt that the current description smacks of elementary or high school music skills courses though they know it is not of that type. They feel that if the course is really an introduction to the conventions of western music and if it provides skills basic to higher level courses in music, the description should point that out to the prospective student. I would appreciate it if you would elaborate on the catalog description in such a way as to make the description of the course more accurate, more specific and more direct. Your immediate response would be appreciated.

Sincerely,



Quelda M. Wilson, Director, Summer Session

Jil Warn
101 MC

cc: Tom Nee

Dear Ms. Wilson,

Dec. 23, 1974

I have tried unsuccessfully to reach you by telephone from off campus. Centrex has triumphed in helping to further fix communications!

I have reviewed the catalogue description for music 2 which indeed needs revision. However you may be disappointed to find that instead of merely "smacking" of elementary or high school music skills it now fairly reeks! Unfortunately, hardly a single student who wishes to major in music has adequate preparation. Therefore it is necessary to offer the course as remedial. I thought since many students lose out on the course after fall quarter because of the sequence and ~~for~~ ^{many} those wishing a head start it would be advantageous to offer during the summer. Also I would like the opportunity to see how concentrated the material can be. If possible, I would like to do the 12 week session with the goal of covering all 3 quarters.

Pauline -- Mary
Halshok is on
vacation until the
end of January. If
you need help, her
assistant Kathy Todd
X3411 said she
would try to help
you.

Ruthie
1/2

January 15, 1975

PAULINE OLIVEROS
MUSIC DEPARTMENT

Dear Pauline:

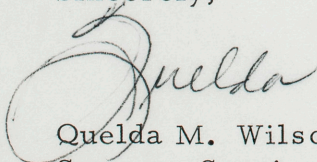
Thank you for submitting the course description and proposed budget. The budget, dated November 14, 1974, includes two items I need to discuss with you; namely, T.A. and Supplies and Expense. As I explained on the phone, Summer Session is required by University policy to be completely and entirely self-supporting financially. The budget you submitted is based on an enrollment of 25 students and I am hoping with you that there will be that many or more who enroll. The problem, however, occurs when even one fewer than 25 enrolls in the course since that would reduce the income by \$120. Therefore, I find it necessary to place the following contingencies on your budget:

1. I am approving expenditures which do not exceed the total amount of income. In other words, if 25 students register in the course, you may spend the amount shown below for expenditures. We will need at least 20 students to cover the cost of your salary and the overhead. For every student above 20 who registers and is a full-fee paying student in your course, you may add \$120 to be used at your discretion for a T.A. and/or Supplies and Expense up to \$3,000. If 20 or fewer students register, we will find it necessary to limit your expenditures in the Supplies and Expense category to \$30 and not allow a T.A.
2. As I indicated to you, if fewer than 10 students register, we will of course have to discuss whether or not the course should be continued at all.

I am sorry to have to put financial limitations on the course since I do not in any way wish to dampen your enthusiasm for teaching the course but in the "real-world" of Summer Session income and expenditures must balance-- we have no other choice.

Thank you for understanding.

Sincerely,



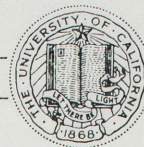
Quelda M. Wilson, Director
Summer Session

MUSIC BUDGET

Pauline Oliveros' Salary	\$1,402.50
Summer Session Overhead	1,000.00
Supplies and Expense/T.A.	597.50 (contingent)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

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SANTA BARBARA · SANTA CRUZ

OFFICE OF THE SUMMER SESSION
LA JOLLA, CALIFORNIA 92037

January 28, 1975

Dr. Pauline Oliveros
Music Department (B-026)
UCSD
La Jolla CA 92037

Dear Pauline:

We are pleased to appoint you to the 1975 Summer Session faculty of the University of California, San Diego. We hope that you will have a pleasant and rewarding summer.

In accordance with Regental policy, your salary for teaching one course will be \$1,402.50. This is 8.5% of your nine-month salary as of July 1, 1974. This amount is subject to such deductions as may be required by law or University regulations. All University of California appointees on a nine-month salary are reminded that they may not earn more than three-ninths of their salary during the summer period.

The following is your schedule during the 1975 Summer Session:

Music 2A: Basic Musicianship (4)
M Tu W Th F, 9:00-10:00 a.m.
Mandeville Center, Room B-152

Final exam days for the six week session (June 23-August 1) are July 31 and August 1. The final examinations will be given in the regularly scheduled classrooms according to the schedule published in the Summer Session catalog.

Summer Session intends to carry every scheduled course in which a bare minimum of students is enrolled. We will need to review very carefully any courses with fewer than five students registered.

Requests for T.A.'s and readers will not be considered until after the first day of class when enrollment has been determined, and will not be granted unless substantial numbers of students enroll in the course in question.

The budget number you are to use for all course-related expenses for Summer Session 1975 is #2108 (6-409942-20291). Please refer to our memo dated

2

Dr. Pauline Oliveros

January 28, 1975

January 15, 1975, regarding the budget for your course. Check with your department secretary (Barbara Alvarez, 111 Mandeville Center, X3230) for the proper procedures when using your budget number. You may not exceed your budgeted amount for Supplies and Expense, so we suggest that you keep a current record of your expenditures.

We are enclosing with this letter your Change in Status form, which when all parties have signed it, constitutes our contract. Please sign the form and return as soon as possible. The book requisition form, enclosed, should be sent to the UCSD Bookstore no later than April 1 to guarantee that the books needed for your class will be available to your students at the beginning of Summer Session.

We hope that the enclosed directory of information will help answer all questions that arise regarding Summer Session 1975. However, should we be able to help in any way to make your summer pleasant, please don't hesitate to call me, X4364 or Jil Warn, Summer Session secretary, X4365. We look forward to having you with us for Summer 1975. We will send you your copy of the 1975 Summer Session catalog as soon as they arrive in our office which should be in early March.

Sincerely,



Quelda M. Wilson, Director
Summer Session

QMW/jw

Enclosures

INFORMATION COPY

January 27, 1975

DR. QUELDA M. WILSON
Summer Session

Subject: Summer Session Offering 1975, Music Department

Should Professor Pauline Oliveros' proposed Summer Session offering reach the necessary enrollment figures for the 1975 program, it would be very helpful to have in the writing the following:

1. The services to be provided directly by the Summer Session staff;
2. The services expected from the Music Department staff;
3. And any other information or guidelines you feel would be helpful to our staff.

The above information will help us plan out staff responsibilities and scheduled vacations during this time.

Barbara Alvarez
Admin. Assistant

Ext. 3239
B-026
111 Mandeville Center

January 28, 1975

BARBARA ALVAREZ
MUSIC DEPARTMENT

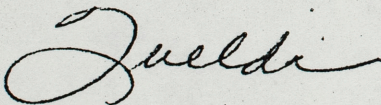
Dear Barbara:

Enclosed is the memo we wrote Pauline Oliveros regarding her 1975 Summer Session budget. This budget covers her Music 2A course. The following is the information you requested:

1. Summer Session sends the prospective faculty member a letter of agreement which specifies the conditions of Summer Session. Summer Session also sends a contract, book order form, information sheet, advertises the course in the mini-bulletin and bulletin, reserves the room for the course, takes care of the grades and handles the payroll forms for the faculty member.
2. The Music Department staff is responsible for keeping track of the budget for each faculty member to make sure they stay within their budgeted amount (this is stated in the faculty member's letter of agreement) and they are to provide any necessary secretarial services; namely, typing tests, xeroxing, etc.

If you have any further questions, don't hesitate to call us.

Sincerely,



Quelda M. Wilson, Director
Summer Session

QMW/jw

Enclosure

cc: Pauline

SAN DIEGO: OFFICE OF THE SUMMER SESSION
LA JOLLA, CALIFORNIA 92037

February 25, 1975

TO: BARBARA ALVAREZ, MUSIC DEPARTMENT

FROM: Jil Warn, Summer Session

We have been notified by Lorraine Kimball in Accounting that your department is required to use Budget #2108 (6-409942-20291) for all supplies and expenses related to Summer Session 1975 taught by Pauline Oliveros.

Please note that no expenditures may be made on your Summer Session budget number without prior approval or signature of the Director of Summer Session. The budget number approved for use during the regular academic quarter may not be used for Summer Session.

We would appreciate your cooperation in helping us comply with the University's regulations in this regard. We will inform each Summer Session faculty member of the budget number to be used for all their Summer Session related costs and we would appreciate your help in reminding them also.