DATE: September 4, 1970

To: Persons mentioned, Lecturers, Research Associates and secretaries, Computer Science Department

From: George E. Forsythe, Chairman
Computer Science Department

Subject: Department committees

In reply to my memorandum of 27 July I received a few replies. Following these as closely as possible, I nominate the following staff members for committees, effective at once. The first-named is chairman.

I assume that last year's student committee members will continue to serve until the students elect new ones.

Admissions and Course Advising: Herriot, Colby, Dorr, Earnest, Ehrman, Floyd, Moler, Stone
Building: Samuel, Dantzig, Forsythe
Colloquium: Manna, Hopcroft, Moler
Computer Science Advisory Committee Liaison: Forsythe, Miller
Computer Engineering Program: McCluskey, Bredt, Davidson, Floyd, Herriot
Computer Forum: McCluskey, McCarthy, Stone
Curriculum and Seminars: Floyd, Bredt, Manna
Graduate Study: McCluskey, Herriot, Knuth
Hewlett-Packard: Stone
Law School Liaison: Buchanan, Feigenbaum (Autumn quarter only)
Library and Publications: Knuth, Dorr, Samuel, Stone
Research and Pay Policy: McCarthy, Miller
Space and TA/RA Assignments: Feigenbaum (Chairman Autumn quarter only), Bredt, Herriot, Langle

As always, the chairman has the responsibility for his area, and the right to be informed and consulted. Any one in the department is welcome to volunteer for work on any committee, as long as he coordinates with the chairman.

As Department Chairman, I would appreciate being informed in advance of all committee meetings and being sent copies of the minutes of all meetings.

GEF: gp
DATE: July 27, 1970

To: Faculty and Lecturers and Research Associates

From: George E. Forsythe, Chairman
       Computer Science Department

Subject: Committees for 1970-71

As autumn approaches, it is time to firm up our new committees for the year.

McCarthy has agreed to chair the Research and Pay Policy Committee next year. I am assuming that Herriot will take over the Admissions and Course Advising Committee chairmanship. Otherwise, I am assuming that all chairmen will continue as they have been, and I think I have cleared this with most chairmen. When Feigenbaum goes on sabbatical at Christmas, someone else will have to take over the RA/TA-Space committee chairmanship.

Thus the chairmen will be
Admissions and Course Advising: Herriot
Building: Samuel
Colloquium and Seminars: Manna
Computer Engineering Program: McCluskey
Computer Forum: McCluskey
Curriculum: Floyd
Graduate Study: McCluskey
Hewlett-Packard: Stone
Library and Publications: Knuth
Research and Pay Policy: McCarthy
Space and TA/RA Assignments: Feigenbaum (Autumn only)

Please, everyone send me a list of what committees you would be willing to serve on, in order of preference.

Please, every chairman send me a list of what members he would like to have on the committee, in order of preference.

When I get back on Labor Day, I will try to match up these requests. Meanwhile, I am assuming that last year's committees will carry on when necessary.

GEF:gp