Dear Vic:

As promised, I am sending along a letter if only to remind me of the major areas that I will want to keep track of in improving our graduate program.

1. The problem of attrition and excessive length of time in Ph.D. programs. By next summer, I would hope that we could have adequate statistics and some sort of corrective program developed by all the departments with serious problems. (As in all these problem areas, knowledge of steps taken at other leading universities would probably be very useful.)

2. Optimum class size by department. I would hope that our admissions policy next year would reflect some judgment on class size reflecting such factors as optimum work load for professors, available financial aid, need for teaching fellows, etc.

3. Teaching. Ideally (and this may be much too optimistic) it would be wonderful to have a program for each department that provided a response to the problems of selecting criteria for teaching fellows, training and/or supervision, and evaluation.


a. Federal aid. I will try to call a meeting with you, John Dunlop and Harvey Brooks to begin to discuss the elements of a sound program of federal support. Eventually, we will need to have discussions with some other universities and then with congressmen.

b. Methods for allocating grants. The problem of need versus merit needs to be faced and our position made clear.

c. Loan programs. You might confer with Hale Champion, who is working on this problem.
5. Housing

   a. New housing. Hale Champion is working on this as chairman of the Planning Committee, but you will want to participate in discussions about the proper mix of married versus single housing.

   b. Existing housing. The dormitories in the Harkness area are in bad repair. It is possible that excess reserve balances can be utilized to good effect. If so, Steve Hall (Vice President for Administration) can help arrange the necessary work.

   c. Criteria for housing. Since University housing is subdivided and alternatives are costly, you might consider whether available University space should be awarded on the basis of need.

6. Miscellany

   a. Placement programs -- how they work, can they be improved?

   b. Graduate student union

   c. Athletics facilities

   d. Activities fee

   All these matters seem less important. I also assume that you will work out the staffing of your office with John Dunlop and that you will consider whether some sort of survey of graduate students would be useful to identify the problem areas.

Sincerely,

[Signature]

Derek C. Bok

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