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Governors State University
Inscapes

Welcome Dr. Westbrooks...A warm welcome to Dr. Sandra Westbrooks who is the Board of Governors Affirmative Action Fellow at the university.

The pleasant, likeable Westbrooks is an associate professor in Eastern Illinois University's Department of Elementary and Special Education, but don't let that address fool you. The Chicago resident is very familiar with our area and the school systems here because her job at EIU has been coordinator of student teachers in the Chicagoland area.



Sandra Westbrooks

Westbrooks has criss-crossed Cook County in her commitment to not only get good placements for EIU's student-teachers, but also to evaluate their work in the classroom. One of her newest techniques in the evaluation process is videotaping to give student-teachers a chance to see themselves and improve upon their performance. She discussed this "effective teaching" technique at the Association for Teacher Educators in Effingham last month and will discuss it in February 1989 at the ATE National Conference in St. Louis.

At GSU Westbrooks is working with Provost David Curtis on a variety of projects.

"It's been a busy time for me so far," she said. "I've been in meetings and learned much about the university's operations. And everyone I've met has been very nice and helpful. I'm looking forward to the next seven months," she said. Her internship continues through May.

"Taste of GSU" Gets Great Publicity...A constant stream of GSU staff and guests entered Engbretson Hall on Oct. 12 for the festive introduction of the Civil Service cookbook "University Chefs." On orange and white tablecloths with a Japanese gladiola arrangement and fall colored mums in the background, a mouth-watering variety of cookies, cakes and breads were displayed and then eaten by the GSU community. These tasty dishes were all from recipes in the book and were prepared by 40 bakers from throughout the university including the committee.

On their way out from the tasting event, almost everyone purchased at least one cookbook, and several buyers asked for autographs of the recipe authors. Sales from 11 a.m. to 4 p.m. topped \$1,000. Many staff members bought additional books from unit-wide salespersons and most of the 28 unit representatives have by now sold the first ten books assigned to them.

Publicity in local newspapers has been fantastic. *The Hammond Times* gave the event a whole page with a large picture in color; the *Star* article and photos and *Kankakee Daily Journal* feature have added to walk-in and mail order sales.



Members of GSU's "University Chefs" Cookbook Committee show off some of the specialty desserts. Members are from left: Jackie Schimke (CE), Ursula Sklan (ASR), Dorothy Pais (UL), Ellen Kahn (BO), Vivian Sherman (CBPA), Chris Barberi (SBDC), Mildred Laken (CHP), Dee Hommema (CE) and Donna Rutledge (ICC). Not pictured is committee member Katie Ball (AR).



Personnel Postscripts...The Great American Smokeout of 1988 is coming! On Thursday, Nov. 17 you can sponsor a smoker and help him or her quit smoking for the day. We all need encouragement to make changes in our lives. Be a supportive co-worker and encourage a smoker at GSU to quit for the smokeout. It may be the first step for healthier living for all of us.

Invitational postcards, "adoption papers," stickers and buttons are available in the Personnel Office to help you get started. It's simple to be a sponsor: just get your smoker to sign an adoption form and be a cheerleader on Nov. 17. Provide healthy snacks or gum and candy and give lots of encouragement and sympathy. (No nagging allowed.)

A 15-minute video, "Why Quit Quiz?," will be shown in the Student Life Center with free popcorn. The YMCA invites all smokeout participants to reduce stress by joining in free activities for the day. Contact **Dorothy Sherman**, extension 2194 for further information.

University Job Openings...

Director of Budget Planning

Reporting to the vice president for Administration and Planning and working with the associate vice president for Administration and Planning, this position is responsible for university-wide long- and short-range budget planning. Activities include coordinating unit and university budget requests, meeting budget-related university, system and state reporting requirements, serving as staff to assigned university committees and preparing and recommending university hiring plans.

Application deadline: Postmarked on or before Nov. 18.

Salary: \$30,000 minimum.

Starting Date: On or about Jan. 1, 1989.

Candidates must have a master's degree in a related field; five years experience in budget, planning and/or evaluation activities in an institution or governing agency of higher education; facility with microcomputer spreadsheet and word processing packages; and excellent analytical and writing skills.

Applicants should provide a letter of interest, resume and names of three professional references to: Chairperson, Search Committee, c/o Administration and Planning, Governors State University, University Park, IL 60466.

Assistant Director of Institutional Research

Reporting to the director for Institutional Research, this position supports the university's strategic planning, governmental reporting, academic program review and fiscal allocation activities. The successful candidate must be capable of working independently with research methods, survey design, statistical analyses, use of database and statistical software packages and be capable of providing support to administrators and staff in these areas.

Application deadline: Postmarked on or before Nov. 18.

Salary: \$28,000 minimum.

Starting Date: On or about Jan. 15, 1989.

Candidate must have a master's degree in higher education or a quantitative field, as well as three years staff experience, which experience must include independent responsibility for projects, in an institution or governing agency of higher education; facility with proprietary statistical software systems to include SPSSx or SAS; familiarity with microcomputer spreadsheet, graphics and word processing packages and excellent analytical and writing skills. Send letter, resume and names of three professional references to same addressee as above.

Director of Office of Extended Learning

Responsibilities: Provide leadership and administer an office which initiates, plans, coordinates and develops selected credit courses offered via mediated instruction or independent study by correspondence. Work closely with faculty, deans and department chairs to administer the state of Illinois' largest telecourse/teleclass credit program, which currently includes 48 course titles and enrolls in excess of 1,000 students per trimester.

Qualifications: Master's degree required, Ph.D. preferred in area of adult education, curriculum and instructional design, communications technology or related field. Minimum of three years experience administering alternative learning systems. Candidate should possess knowledge of television production and familiarity with the process of acquisition through lease or purchase agreements, also understand cable and broadcast systems. Must have good communication skills, function as an advocate for mediated learning and possess an entrepreneurial spirit.

Salary and starting date: Commensurate with qualifications. 12-month appointment, beginning Feb. 1, 1989.

Send nomination or letter of application, resume and names, addresses and phone numbers of five references to **Dr. Richard Venneri**, Dean, Special Programs and Continuing Education, Governors State University, University Parkway, University Park, IL 60466. Submit all materials by Nov. 15.

Profile of Civil Service Senator...Jean Johnson (CE) started working at GSU in February of 1985 as a program advisor for her unit. She has been a Civil Service senator since 1986 and served on the Executive Committee since 1987. She is currently co-chairing Civil Service Day which will be on Dec. 2. Jean's goals for the year are to make the senate more visible and to get more Civil Service employees involved in Civil Service activities. Jean lives in Richton Park with her husband, **Rick**, and dog, **Barney**.

CAFETERIA MENU

Week of NOV. 7...MONDAY-Creole soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Pot roast beef; Mostaccioli w/meat sauce and garlic toast; Wax beans and pimento; Whipped potatoes. **TUESDAY**-Lima bean soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Roast turkey breast w/dressing; B.B.Q. beef sandwich; Seasoned peas; Candied sweet potatoes. **WEDNESDAY**-Cream of celery soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Roast pork w/dressing and apple sauce; Swedish meatballs over rice, roll and butter; Mixed vegetables; Oven browned potatoes. **THURSDAY**-Garden vegetable soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Fillet of chicken, fries and cole slaw; Fillet of chicken sandwich w/lettuce and tomato; Two tacos w/trimmings; Franks and beans. **FRIDAY**-Tomato rice soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Baked haddock in creole sauce; Pizza slice; Vegetable dejour; Whipped potatoes.

Week of NOV 14...MONDAY-Chicken rice soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Swiss steak; Breaded turkey patty; French style green beans; Whipped potatoes. **TUESDAY**-Manhattan clam chowder w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Roast beef aujus; Lasagne w/meat, garlic toast; Mixed vegetables; Whipped potatoes. **WEDNESDAY**-Vegetable soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Hoagie steak and grilled onions; Popcorn shrimp; Buttered broccoli; Whipped potatoes. **THURSDAY**-Beef noodle soup w/1 pkg crackers; Chili con carne w/1 pkg crackers; Entree: Chicken fricassee; Sloppy joe on bun; Buttered peas; Whipped potatoes. **FRIDAY**-Soup dejour w/1 pkg crackers; Chili con carne w/1 pkg crackers; Seafood croquette w/cream sauce; Vegetable dejour; Whipped potatoes.

Staff Directory Changes... Please make the following changes in your staff directory:

Add...

Jerome "Jerry" Juska (CBPA)
Univ. Prof. of Marketing
Ext. 2245

Don Jay Goode (CE)
University Lecturer
Ext. 2595

Evelyn Laggos (CBPA)
Univ. Lecturer of Economics
Ext. 2263

Albertta David (CHP)
Prof. of Nursing
Ext. 2120

Mary E. Howes (CBPA)
Univ. Prof. of Management/Admin. Sc.
Ext. 2282

Sharon Toran (REG)
Data Entry Op. II
Ext. 2127, 2536

Ronald Canali (PPO)
Painter
Ext. 2181

Chuck Philbrick (REG)
Data Entry Op.
Ext. 2127, 2536