

(Date)

Mr. John Doe
President
Grassroots College
Podunk Center, Middlewest

Professors and instructors of your chemistry department are invited to be guests of Monmouth College and participants in a teaching of chemistry conference during Friday and Saturday, November 14 and 15, 1952. A preliminary announcement with respect to the conference program is given on the attached page.

"An Evaluation of the Teaching of College Chemistry in Liberal Arts Colleges" has been planned as a part of Monmouth's Centennial Program. It seems especially fitting that those who are so intimately associated with this work should meet together to discuss such common problems as objectives, curriculum, teaching methods, placement, research activities, and other relevant matters. The atmosphere will be informal; it will be punctuated by expression of points of view of chemists of national and international reputation. A.B. Garrett, Professor of Chemistry, The Ohio State University, Harry Lewis, Dean of The Institute of Paper Chemistry, E.H. Volwiler, President and General Manager, Abbott Laboratories. E.L. Haensch, Professor of Chemistry, Chairman of the Department, Wabash College, will be the Director. W.S. Haldeman, Professor Emeritus of Chemistry, Monmouth College, is serving as General Chairman. It is anticipated that independent liberal arts colleges of the Midwest Conference area (Illinois, Iowa, Minnesota, and Wisconsin) and the neighboring states of Indiana and Missouri will be well represented in this conference.

Your representatives as guests of the college will be provided with lodging and meals. Details concerning assignment of quarters and other information concerning facilities will be provided in the final announcement which will be mailed about the middle of October.

You are cordially invited to help with the planning of the program by sending along, before October first, comments with respect to problems which you face as you evaluate your own situation. A stamped envelope is enclosed for this purpose.

Yours sincerely,

Robert W. Gibson
President

cc: Chairman, Department of Chemistry,
Grassroots College