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27 January 1966

MEMORANDUM FOR: Executive Officer to the DDC

SUBJECT: Activity Report No. 1, Instructional Systems Study (ISS)

1. The period covered by this report is 10 to 29 January 1966. Hours spent on ISS: approximately 147.

2. During the above period an ISS office was established in room 514, 1000 No. Glebe Road in space formerly occupied by the Office of Security. The telephone number is 2243. Secretarial support was provided by OTR on a temporary basis.

[redacted] was selected as the Secretary/
Administrative Assistant/ISS. [redacted] a GS-9 OTR careerist, is a graduate of Radford College, 1957, and came directly to OTR where she has been a secretary and research assistant in the Plans and Policy Staff, the School of International Communism, and the Registrar Staff. For the next two months [redacted] will be the point of contact on ISS affairs and will be located in room 839, 1000 No. Glebe, extension 2193. [redacted] was appointed by the RTR to represent OTR on the ISS. [redacted] are the representatives from ORD/EDSAT.

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3. During this same period the Coordinator, ISS (CISS) requested a subjective evaluation of the 19 programs which have been developed within the Agency in the past eight years and the 13 commercial programs tried out by the Agency. The purpose of the request was to determine

- (a) which programs were effective and efficient in their present form
- (b) which programs could be made more effective and/or efficient with minor modifications
- (c) which programs should be scrapped

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(d) which programs should be evaluated objectively by ORD.

Replies were received from OOR, OSI, OC, WPIC, OCS, OEL, and OTR. These will be examined by ISS on a priority basis.

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4. Several meetings were held during the reporting period between CISS and [REDACTED] culminating in a meeting 25 January of all present members of ISS. Purpose of the meeting was to report on paragraph 3 above and to chart a course of action for the next few months. It was unanimously agreed that any assistance ISS could give to meeting the ever increasing and complex language training requirements of the Agency should have the highest priority.

ISS and the Language School, OTR, will pursue this project vigorously. The complete cooperation of [REDACTED] LFS/OTR, is assured. Concurrently ISS will seek the advice of institutions outside the Agency where promising language training programs research is being conducted and attempt to relate the results to Agency needs.

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5. Within the next two months [REDACTED] will attempt to enter into contractual relationship with two or more outside "experts" in Instructional Systems development to work with ISS and invite them to the Agency for consultation.

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6. [REDACTED] has begun to set up a central filing system for ISS and to acquire pertinent material.

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7. Arrangements have been completed for [REDACTED] LFS, and [REDACTED] IS, to attend the 5-week Instructional Systems Programming Course at Lackland Air Force Base beginning 20 April 1966.

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8. [REDACTED] AEE/OMB, in my opinion is the most knowledgeable man in the Agency on programmed learning. I hope that his services can be utilized by ISS, at least on a part-time basis.

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