

UNIVERSITY OF KANSAS
Office of the Chancellor

December 4, 1944.

TO HEADS OF DEPARTMENTS:

The schedule of the conferences on the 1945 summer session budget is given below.

Although the length of the session has not been decided, it is suggested that department heads come to the conference with recommendations as to courses and instructors for an eight-weeks session starting about June 27 and ending about August 17. (Medical departments will need to submit also their recommendations for the summer session.)

There seems to be no basis for forecasting probable enrollment, but the consensus is that the registration of regular students may not exceed one-half of the pre-war figure. In addition, a number of veterans -- possibly as many as 100 -- will be enrolled. Departmental offerings should be selected to meet the needs of both groups. This will call for a wider and richer choice of courses than the normal summer session has afforded, but we are hoping that the Legislature will approve our request for a special appropriation to cover the added cost of providing courses needed by veterans who desire to accelerate their programs.

Please bring to the conference any information which may have a bearing on the discussions. Conference will be held in Mr. Nichols' office. The committee for each conference will consist of the University Budget Committee, the summer session director, and the deans and department heads interested in the work of the department concerned. The members of the Budget Committee are Dean E.B. Stouffer (chairman), Dean P.B. Lawson, Dean J. Allen Reese, and Raymond Nichols (secretary).

Monday, December 11

2:00 - Business & Sec. Tr.
3:00 - Journalism
3:30 - English

Tuesday, December 12

2:00 - Sociology
2:30 - History
3:00 - Pol. Science

Friday, December 15

2:00 - Geology
2:30 - Zoology
3:15 - Chemistry
4:00 - Botany

Saturday, December 16

9:00 - Music Educ.
9:30 - Music
10:30 - Design
11:00 - Draw. & Paint.
11:15 - Home Econ.

✓ Monday, December 18

2:00 - Education
✓ 3:00 - Phys. Educ.
3:30 - Psychology
4:00 - Speech

Saturday, December 23

9:00 - Engineering
9:30 - Entomology
10:00 - Physics

Tuesday, December 19

2:00 - Rom. Lang.
2:45 - Germ. & Latin
3:15 - Philosophy
3:45 - Pharmacy

Friday, December 22

9:30 - Physiology
10:30 - Anatomy
11:00 - Bacteriology
2:00 - Biochemistry
2:30 - Law
3:00 - Mathematics

Sincerely yours,

DEANE W. MALOTT
Chancellor