

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

October 9, 1941

TO HEADS OF DEPARTMENTS:

Budget conferences on the 1942 summer session will be held according to the following schedule:

Monday, October 20

10:00 — English
10:30 — Romance Languages
11:00 — Biochemistry
2:00 — Journalism
2:30 — Political Science
3:00 — Sociology
3:30 — Engineering

Tuesday, October 21

11:00 — Psychology
11:30 — Philosophy
2:00 — History
2:30 — Mathematics
3:00 — Economics

Wednesday, October 22

10:00 — Drawing & Painting
10:30 — Pub. School Music
11:00 — Law
2:00 — Band
2:30 — Music
3:00 — Speech & Drama

Thursday, October 23

10:30 — Design
11:00 — Zoology
2:00 — Chemistry
2:30 — Entomology
3:00 — Physics & Astronomy
3:30 — Anatomy

Friday, October 24

10:00 — Botany
10:30 — Bacteriology
11:00 — Home Economics
2:00 — Physiology
2:30 — Education

Saturday, October 25

9:30 — Geology
10:00 — Physical Education;
Recreation Program

Departments are requested to bring to the conference copies of their proposed programs, using the attached report forms. In view of the changing educational demands of youth in this war-torn world, summer course offerings should be completely reappraised to be sure we are offering a maximum service with an inevitably restricted program. Any contributions from your department on this point will be helpful to the committee.

Furthermore, because of the low visibility at this time, it seems wise to plan that all courses be proposed only on contingent bases. This policy should be made clear to every member of your staff who may be selected for teaching next summer.

The summer session budget committee consists of the central committee, the dean of the division in which the department is budgeted, the head of the department, and all deans interested in the work of the department. The members of the central committee are Dean E. B. Stouffer (chairman), Dean Paul B. Lawson, Dean F. J. Moreau, Dean George B. Smith, and Raymond Nichols (secretary).

The conferences will be held in the secretary's office, 223 Frank Strong Hall.

Sincerely yours,

RAYMOND NICHOLS,
Executive Secretary