

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

October 2, 1940

TO HEADS OF DEPARTMENTS:

I am sending the schedule for the budget conferences on the 1941 summer session. The schedule is as follows:

Monday, October 14

10:30 — Bacteriology
11:00 — Zoology
2:00 — Biochemistry
2:30 — Mathematics
3:00 — Speech & Dram. Arts
3:30 — Political Science

Tuesday, October 15

10:30 — Physiology
11:00 — Anatomy
2:00 — History
2:30 — Romance Languages
3:00 — German
3:30 — Latin

Wednesday, October 16

10:30 — Home Economics
11:30 — Physics
2:00 — Psychology
2:30 — Philosophy
3:00 — Entomology
3:30 — Law

Thursday, October 17

10:30 — Music
11:00 — Band Camp
11:30 — Public School Music
2:00 — Phys. Educ. and
Recreation Program
2:30 — Journalism
3:00 — Geology

Friday, October 18

10:30 — Chemistry
11:00 — Botany
2:00 — Design
2:30 — Education

Tuesday, October 22

10:30 — Economics
2:00 — Engineering
2:30 — Sociology
3:00 — English

Department chairman are requested to bring to the conference copies of their proposed programs, using the attached report forms. Although it is expected that the program for the 1941 summer session will follow in general the lines of last year, any suggestions that departments may have as to change in offerings will be welcomed by the committee.

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 Frank T. Stockton, Dean R. A. Schwegler, Professor H. E. Chandler, and Raymond Nichols (secretary).

Conferences will be held in my office, 223 Frank Strong Hall.

Sincerely yours,

RAYMOND NICHOLS,

Executive Secretary.