

Please note change of date.

THE UNIVERSITY OF KANSAS
Lawrence

October 12, 1939

TO HEADS OF DEPARTMENTS:

We are making a slight change this year in the summer session budget procedure. Conferences are planned at this time only for the departments which had relatively high credit-hour costs in 1939. It is believed in these cases that a thorough discussion of various combinations of courses will prove of value to the chairman in making out a better program for his department. Chairmen are requested to bring to the conferences any suggestions for changes in the program, rather than a schedule of proposed courses and staff, which can better be worked out after this conference.

The conference schedule is as follows:

<u>October 17</u>	<u>October 16¹⁸</u>
11:30 -- Bacteriology	11:00 -- Chemistry
2:00 -- Mathematics	11:30 -- Music
2:30 -- Zoology	2:00 -- Physical Education
3:00 -- Engineering	2:30 -- Latin
3:30 -- Physics	3:00 -- Romance Languages

Conferences will be held in Mr. Nichols' office.

Will the chairmen of those departments not included in the above schedule send to Mr. Nichols' office not later than October 21 a copy of their proposed program for the 1940 summer session? It is expected that the program will follow the lines of last year, but the committee will welcome any suggestions that departments may have as to change either in types of offerings or size of staff. The suggested program will then be studied by the committee, and a conference will be necessary only in case of question on some point. Copies of the report form are enclosed.

I hope that the new procedure will make possible the preparation of the summer session program with somewhat fewer conferences than in recent years.

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

I shall appreciate your help in working out our summer session program in line with the foregoing suggestions.

Sincerely yours,

DEANE W. MALOTT
Chancellor