

THE UNIVERSITY OF KANSAS

COLLEGE OF LIBERAL ARTS

AND SCIENCES

LAWRENCE

November 12, 1940

OFFICE OF THE DEAN

To the Heads and Chairmen of Departments:

We are sending you the usual blanks for the spring semester schedule. You will remember that you were asked this semester to schedule forty per cent of the regular classes of your department in the afternoon or for classes which meet on Saturday morning. This request was made in order to start the movement for the release of a number of classrooms so that a number of departments might have better office housing. In addition, this request had in mind the desirability of decreasing the present student emphasis on week-end activities and on week ends away from the campus.

Some departments of the University made a very serious attempt to measure up to this forty per cent requirement while others did not try so hard. At a recent cabinet meeting it was the opinion of all present that the movement to have more afternoon work and more Saturday morning work should be carried even further, and it was the feeling that if this were done, in a reasonably short time everyone would be accustomed to the new situation and would find it to the best interests of the University. After thorough discussion the cabinet took the following action:

"It was voted that for the second semester of the year 1940-41 class-hour schedules throughout the University should require forty per cent of the offerings of each department to be in afternoon sessions or sessions requiring a regular Saturday morning attendance and that of this forty per cent, one-fourth (ten per cent of the departmental offerings) should be sessions meeting at 3:30 p.m. or later or having a Saturday morning session."

Will you please make out your schedule as strictly as possible in conformity with this action, especially in view of the fact that this office is expected to report to the cabinet how well each of the College departments meets this requirement.

It is realized that a number of departments will say that their room situation is satisfactory and that these late afternoon classes or Saturday morning classes are therefore unnecessary for them. It is our feeling that in matters like this we must take an all-University point of view. If, therefore, it seems desirable for the whole University to go in this direction, it must have the cooperation of every department. We hope you will ask for exceptions to this requirement only because of very unusual reasons.

Very truly yours,

*Paul B. Lawson*

Paul B. Lawson, Dean

PBL/fb

P.S. Please have schedules in the office by November 25.