

University of Kansas
Lawrence

Office of
The Chancellor

October 5, 1938

TO HEADS OF DEPARTMENTS:

Attached you will find the schedule for the summer session departmental budget conferences for 1939.

The budget committee for each department 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 R. A. Schwegler, Professor H. E. Chandler, and Raymond Nichols (secretary).

Department heads are requested to bring to the conference all material and information bearing on the program being proposed for 1939 and any suggestions for improvement of the summer session offerings of their departments. It is expected that the summer session program will follow the lines of last year, but the committee welcomes any suggestions that departments may have.

The conferences will be held in the Chancellor's Office. It is hoped that the schedule can be followed without change.

Cordially yours,

E. H. LINDLEY,
Chancellor

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