

University of Kansas  
Lawrence

Office of  
The Chancellor

October 12, 1937

TO HEADS OF DEPARTMENTS:

Attached you will find the schedule for the summer session departmental budget conferences for 1938. A conference period is listed for each department regardless of whether or not the department offered any courses last summer.

In order that the procedure for the summer session may be uniform with that for the regular term, the summer session conferences are to be conducted by a committee consisting of the Central Budget Committee and the director and assistant director of the summer session.

The budget committee for each department consists of this general 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, and Raymond Nichols (secretary). The summer session director is Dean R. A. Schwegler, and the assistant director is Professor H. E. Chandler.

Department heads are requested to bring to the conference all material and information bearing on any program being proposed for 1938 and any suggestions for future improvement of the summer session offerings of their departments. It is expected that the summer session will necessarily follow the lines of last year, but the committee desires to know what each department would consider as the ideal summer session program.

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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