Dr. Allen.

I read the letter from Ray Nichols regarding smoking in this building. No doubt there has been smoking during intramurals.

I, at first, made every effort to prevent this, but on being reminded on several occasions that smoking in the building was practiced by the coaches, athletic director and navy administrators, I stopped my vigil.

I feel, and I am sure students feel that if it is dangerous for them to smoke in the building it is also dangerous for administrators.

However if we are to practice discrimination, I'll again attempt to enforce the ruling.

Kanekl

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

March 27, 1946

Memorandum to Dr. Allen -

The watchmen have reported wholesale smoking on all floors of the gymnasium during intramural competition in recent nights. I just want to call attention to the fact that smoking has always been prohibited in the gymnasium, and that there has been no relaxation in this regulation.

The cooperation of all parties concerned in the enforcement of this rule is requested. We dare not risk the loss of a building by fire.

Sincerely yours,

Ray Nichols

Executive Secretary

RN:IW
c c to Mr. Bayles
Mr. Kanehl
Mr. Shenk
Mr. Strait

395.05
242.04
153.01

719.32
326.32
383.00
153.01
$536.01

Jan. to June 1946

Aug. 31 — dep. $212.00

Mr. Barnhill

~~Li Phi~~

1,379.66
12.50
1,367.16

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4 cup diced
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1/2 cup
1 cup
1/2 slice 1 inch thick

MODIFICATIONS OF ADEQUATE NORMAL DIET

Eggs: 1 poached, soft cooked, hard cooked or scrambled.
Bread, 1 slice.
Butter, 1 teaspoon.
Whole Milk, 1 cup.
Coffee or Tea, as desired (no sugar or cream).

Noon and Evening Meal

Lean Meat: medium serving (2 oz.) Beef, veal, lamb, fowl, fish.
All meats should be broiled, boiled or roasted
or
Cottage Cheese, 4 tablespoons
or
American Cheese, 2 thin slices
or
Eggs: 2 poached, soft cooked, hard cooked or scrambled.
Potato or corn or green lima beans, 1/2 cup.
Choice of (1/2 cup): Asparagus, beets, beet greens, broccoli, brussels sprouts, ca
cabbage, cauliflower, celery, eggplant, green beans, kohlrabi, kale, mustard gr
onions, okra, peas, spinach, squash, tomatoes, turnips, turnip greens, danc
greens, rutabagas, sauerkraut, wax beans.
Salad (1/2 cup): May be prepared from any fruits and vegetables on the allowe
including lettuce, radishes, cucumbers, green peppers.
Bread, 1 slice.
Butter, 1/2 teaspoon.
Dessert: Choice of fruit as listed for breakfast.
Whole Milk, 1 cup.

August 31, 1946

Mr. Raymond Nichols
Executive Secretary
Chancellor's Office

Dear Mr. Nichols:

I am enclosing herewith the statement of laundry service which this department has rendered to the Navy V-12 students from the first of January to the first of July.

At your convenience I will appreciate a transfer of funds to our maintenance account.

Sincerely yours,

Henry A. Shenk
Chairman of the
Department of Physical Education

HAS:MF

Enc.

August 2, 1946

Mr. Raymond Nichols
Chancellor's Office

Dear Mr. Nichols:

I have read with interest Mr. Bayles' letter concerning Mrs. Hood's protest about the street dances. However, I do not believe that this one protest warrants changing the location of our final street dance next Wednesday.

To make a change for this final dance would mean changing electrical wiring and outlets for our amplifying system. Furthermore, the Bailey Chemistry Building acts as a sort of band shell or a sounding board for the music of the orchestra. Also, we have the flood lights set up on the adjacent playground which provides illumination for both the dance and the spectators. We have been having an attendance of well over five hundred at each of these mid-week dances. Many of the students who do not care to dance have taken advantage of the badminton, shuffleboard, croquet, and other activities on the playground.

I am sorry for the inconvenience to Mrs. Hood's brother, but I am sure that it is an isolated case.

In planning for another summer I think her suggestion about moving the dances to an area in front of Frank Strong Hall will be worth thoughtful consideration.

Very sincerely yours,

Henry A. Shenk,
Chairman of the
Department of Physical Education.

HAS:MF

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

July 8, 1946

Memo to Mr. Shenk:

1. Purchase requests should be signed by you only on the pink copy. Do not sign the white copy.

2. Your secretary has been sending purchase requests without indication of the budget allotment or net balance ~~of~~ to date at the bottom of the sheet. With the beginning of the new fiscal year this information should be computed---by adding the unencumbered balance as of June 30th to the new maintenance allotment.

3. In answer to your letter of July 5th concerning laboratory fees I want to point out that under the new arrangement whereby specific laboratory fees are abolished we have granted to the department a lump sum in lieu of such laboratory fees. For the Department of Physical Education this amounted to $2500. Out of this item you will, of course, pay the costs of laundry and wear and tear on the towels.

I assume, of course, that the students in question are enrolled in courses this summer which normally require payment of towel fees.

Sincerely yours,

Ray Nichols

Executive Secretary

RN:AL

July 5, 1946

Mr. Raymond Nichols
Chancellor's Office

Dear Ray:

So far as I know, no provision has been made for compensating the Physical Education Department for towel fees this summer. Several of our football and basketball courses require the students to suit up for laboratory instruction.

Since we have no towel fees, I suggest that the Physical Education Department be allowed $50.00 to cover laundry costs and some wear and tear on the towels.

Sincerely yours,

Henry Shenk
Director of Physical Education

HS:MF

June 15, 1946

Mr. Raymond Nichols
Chancellor's Office
Frank Strong Hall

Dear Ray:

In confirmation of my telephone conversation with your office this morning, I wish to advise that the following is the 1946-1947 schedule for our home basketball games in Hoch Auditorium:

January	7	Missouri
January	24	Iowa State
January	28	Kansas State
February	15	Nebraska
March	4	Oklahoma

Also, December 10 and 11 are being held open tentatively for the University of Idaho.

Sincerely,

Director of Physical Education,
Varsity Basketball Coach.

FCA:MF

June 11, 1946

Chancellor Deane Malott
Frank Strong Hall

Dear Chancellor Malott:

You may be interested in this study of the status of physical education in colleges and universities in the United States. You will note that we are decidedly in the minority in our "no requirement".

Sincerely,

Assistant Professor
of Physical Education

HS:MF

P.S. Please return The Research Quarterly to me when you have finished reading it.

HS

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

April 23, 1946

TO CHAIRMEN OF DEPARTMENTS:

The recent survey of textbook needs indicates that the number of volumes required for the summer session is not too large to be handled in the usual manner. If you have not already provided for the requirements for your department for the summer, you should do so promptly through Rowlands or by whatever other means you think best.

The number of textbooks required for the fall semester is so large that past provisions for handling them may not be adequate. The student bookstore must wait authorization by the Board of Regents at their meeting on May 10, and probably can not be organized in time to start taking orders for books much before June 1. You are free, in the meantime, to inform any bookstore of the needs of your department for the fall semester or to provide the required texts in any other manner you wish. When the student bookstore is ready for operation, the manager will undoubtedly canvass your department concerning textbook requirements for fall. An effort will be made to avoid duplication of orders already placed.

The University is writing to the book companies concerning the delivery of textbooks for fall for courses requiring as many as one hundred copies of a single text. If necessary, the University will endeavor to purchase promptly books which might otherwise be unobtainable, but it is hoped that such purchases will be necessary only in a few cases. Please inform the Chancellor's Office if you know of books which must be thus purchased by the University.

If your department plans to use any books which were used in Navy courses, you should check with the Chancellor's Office on the number of such books purchased by the University which are still available. Your demands for summer and fall should be modified accordingly.

In summary: make provision for your textbook needs for summer promptly; make known your needs for next fall to any agency you wish at the present time and to the student bookstore when organized; inform the Chancellor's Office concerning books which must be purchased promptly by the University in order to assure availability when needed.

Sincerely yours,

E. B. Stouffer

E. B. Stouffer
Dean of the University

THE UNIVERSITY OF KANSAS
Lawrence

Office of
THE CHANCELLOR

April 2, 1946

TO CHAIRMEN OF DEPARTMENTS:

At the meeting called by Chancellor Malott on March 25, it was agreed that a report should be made as soon as possible on textbooks needed for the summer session and for the fall semester. Enclosed you will find a blank which you are requested to fill out and return to the Chancellor's Office.

The information is desired only on the probable need for new books to be purchased by Rowlands, the student bookstore, or the University. In order that the estimate may be as accurate as possible it is suggested that you ask instructors in your department to poll each of their present classes to determine how many students are willing to turn in their textbooks to the book exchange at the end of the present semester. The number of second-hand books now available, or likely to become available, for a given course should be subtracted from the total need before the figure is inserted on the blank. Changes in textbooks should be kept to a minimum in order that second-hand books may be used as far as possible.

It is highly desirable to know that the needed number of books will actually be available from the publishers if ordered at an early date. Please indicate on the blank the books for which you have already received such assurance. An effort will be made by the Chancellor's Office to complete the information for the courses requiring large numbers of books.

Please send your report to the Chancellor's Office as soon as possible and not later than April 8.

Sincerely yours,

E B Stouffer

E. B. Stouffer
Dean of the University

EBS:gms

March 27, 1946

Chancellor Deane W. Malott
Office of the Chancellor

Dear Chancellor Malott:

Certainly we will do everything we can immediately to repair the wire netting backstops at the concrete courts.

Budgetary balances have been badly kicked to pieces in repairing the backstops for the other tennis courts. Labor shortages and procurement of the necessary wire netting have also caused bottlenecks.

Certainly now, if at any time, we need everyone of our tennis courts and other recreative facilities in the best possible shape.

I can share the unhappiness of the students when they fail to find the tennis courts rolled and lined at times.

It costs us $1.00 per day per court to roll and mark these playing surfaces. A rain obliterates all markings and so you can begin to see what showers cost us. Getting these courts marked again taxes our labor supply.

If the Athletic Department has need for Mr. Davidson and his helper, it is necessary for us to wait until these workmen can give us a share of their time.

I am sure you can see the picture without further elaboration, but we will get it done somehow. I mean pronto! But just how will be another problem.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:MF

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

March 26, 1946

Dr. F. C. Allen, Director
Dep't. of Physical Education
University of Kansas

Dear "Phog":

It has come to my attention from various students that the wire netting backstops at the new concrete courts is so badly gone to pieces that the students are chasing lost balls and running around hunting them a good deal of the time. We have spent so much money on these courts that I want to see that they are in the very best condition possible. Can you see that the proper backstops are placed in position on these courts?

There is, also, a good deal of unhappiness about the condition and maintenance of the other tennis courts of the University. They need more attention, both on the surface of the courts and on the general maintenance, marking, and care of backstops than has been given. I would appreciate it very much if you would do what you can, because with this big enrollment I am eager to have every recreational facility utilized and in the best possible working order.

Thanks, ever so much.

Sincerely yours,

Deane W. Malott
Chancellor

DWM:IW

March 16, 1946

Mr. Raymond Nichols
Chancellor's Office

Dear Ray:

Enclosed is a copy of our offering for the Navy Physical Training Program this spring.

There are seventy class hours available for Navy men, plus the usual ten hours allowed for administration, making a total of eighty hours per week.

Perhaps you would like this information in your files.

Sincerely,

Director of Physical Education,
Varsity Basketball Coach.

FCA:MF

Enc.

February 20, 1946

Memo to Raymond Nichols:

I have accepted two tentative speaking dates, Garden City on Thursday, March 21, and Fostoria, Ohio, on Monday, March 25.

Sincerely,

February 8, 1946.

Mr. Raymond Nichols,
Executive Secretary,
Chancellor's Office.

Dear Ray:

I am enclosing herewith the statement of laundry service which this department has rendered to the Navy V-12 students from the first of July to the first of January.

At your convenience I will appreciate a transfer of funds to our maintenance account.

Very sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

Enc.

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

Feb. 2, 1946

Memo to Dr. Allen:

In checking our reservation book today I notice that it says to notify you that psychological exams will be given in Hoch Auditorium all day on the eighth of February. Since they're only that one day I hope it won't bother your basketball schedule too much.

Gloria S.

UNIVERSITY OF KANSAS
LAWRENCE

Office of
The Chancellor

February 1, 1946.

To Members of the Faculty:

With the increased enrollment of veterans the problem of issuing books and supplies is becoming more and more difficult. The guiding rule that has been established by the Veterans Administration is that a veteran will be furnished books and supplies that are required of all other students taking the same course or curriculum. Faculty members, when requested by veterans to sign book requisitions, should approve items on this basis only. A veteran who completes a course is allowed to keep as his own all supplies issued to him for that course.

The Veterans Administration aims to supply the veteran with items of standard quality such as will enable him to do satisfactory work. In the case of supplies such as slide rules, drawing sets, etc., medium priced items are furnished. If the veteran desires a more expensive item he must pay the difference. Among the long list of items not allowable are: gym shoes or clothes, fountain pens, file boxes, brief cases, mechanical pencils, student lamps, etc.

It should be mentioned that bills for supplies are paid to the local dealer by the University, which in turn bills the Veterans Administration at the close of each term for all supplies issued during that term. Since the Veterans Administration reserves the right to withhold payment for items that seem in excess of the veterans' needs, there is always the possibility that the University may suffer a financial loss if instructors sign veterans' purchase orders for items not required of all students doing the same work.

Any faculty member acting as advisor to students should keep in mind that a veteran must carry a minimum load of 12 hours in a regular semester in order to receive his full subsistence allowance.

Sincerely yours,

RAYMOND NICHOLS,
Executive Secretary.

Dr Allen:

The Navy says they will require 4 full time men to handle their program. We will have neither the staff nor the facilities to take care of the Navy, the professional program and the civilian program under our present set-up.

Several graduate students — Ed Hall, Bill Attwell, Ralph Schenke, John Pfitsch, and others will be available to supplement our staff if it will be O.K. to use them.

There still remains a problem of handling 400 Navy men plus civilians and professional students in the space available.

H. Shenk

January 9, 1946

Mr. Raymond Nichols
Chancellor's Office

Dear Ray:

You and I have had discussions regarding the necessity of our probably enlarging our instructors' staff for the additional Navy requirements and for the enlargement of our professional school work. In appraising the offering of courses necessary to carry on our professional school and at the same time meet the Navy requirements, as well as an enlarged demand for intramurals, I find that I am faced with the manpower shortage in scheduling personnel to handle the thing. After working with Messrs. Shenk and Kanehl on this proposition, and after assigning a full teaching load to each of our staff, I find that we have a total of thirty-two instruction hours remaining to be assigned. It seems advisable under these circumstances to add instructors to handle this overload.

Our offering is still too meeker in attractive activity. We should probably offer more sections in wrestling, boxing and apparatus, especially for the benefit of the Navy. There is also a demand for these activities and others from the returning service men. It is my understanding that Navy men may enroll in these activity classes in lieu of the general Physical Education.

It has also been necessary to hire much additional student help in monitory service on account of the new basket system that we have installed for the Navy. The officers of the Navy demanded that we have some system that would prevent the Navy students from taking equipment out of the other fellow's locker. Therefore, we had Mr. Bayles put in wooden strips between the basket lockers. The Navy requires the students to have locks on the baskets and this strip makes the basket secure and safe against purloining by anyone else not owning the basket. The abuse got so bad that many of the V-12 boys could not report to class due to the lack of equipment, which was a Navy must.

I find, too, that our towels have been depleted to such an extent, due to the wear and tear of laundering and use by the men, that we must immediately order a large supply.

Our cost of the administration of these affairs is going to be far in excess of what it was estimated last year. This, of course, is on account of greatly increased enrollment and this which I have just mentioned.

I am just leaving now for Manhattan but will get in touch with you as soon as possible. Upon our return from Manhattan, we leave for Lincoln, Nebraska, at one o'clock Thursday, so I fear it will be the first of the week, at which time I hope to have a conference with you.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:MF

Dr. Allen:

I am submitting the following comments regarding the spring schedule.

In appraising the offering of courses necessary to carry on our professional school and at the same time meet the Navy requirements, I find that I am faced with a manpower shortage in scheduling personnel to handle the same.

After assigning a full teaching load to each of our staff, I find a total of 32 instruction hours remaining to be assigned. It seems advisable under the circumstances to add instructors to handle this overload.

Our offering is still too meager in attractive activities. We should probably offer more sections in wrestling, boxing and apparatus, especially for the benefit of the Navy. It is my understanding that Navy men may enroll in these activity classes in lieu of general physical education.

By permitting the Navy men to enroll in activities, I am sure each instructor will be able to appraise and be responsible for the class records of these men. It has been very difficult under the irregular enrollment of Navy men in Physical Education for any one instructor to assume this responsibility. I am sure this will solve a great many problems in keeping the records straight.

Ray Kanehl

December 4, 1945

Dr. Ed Elbel
Frank Strong Hall
University of Kansas
Lawrence, Kansas

Dear Eddie:

The Budget Committee thinks they will have need for you during the second semester. However, they are expecting you to teach in the summer. I will talk with you at your first convenience.

However, I do want you to take that course in kinesiology. I am going to be out a lot after the second semester on the Grapefruit and Lettuce League and I will appreciate it if you will take this one course over in making your preparation for your second semester schedule. This will also get your hand back in teaching and will give you contact with our physical education majors and physical therapy students.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:MF

Dear Dean:

With the increased enrollment of veterans, the problem of issuing books and supplies is becoming more and more difficult. The guiding rule that has been established by the Veterans Administration is that a veteran will be furnished books and supplies that are required of all other students taking the same course or curriculum. Faculty members, when requested by veterans to sign book requisitions, should approve items on this basis only. A veteran who completes a course is allowed to keep as his own all supplies issued to him for that course.

The Veterans Administration aims to supply the veteran with items of standard quality such as will enable him to do satisfactory work. In the case of supplies such as slide rules, drawing sets, etc., medium priced items are furnished. If the veteran desires a more expensive item, he must pay the difference. Among the long list of items not allowable are: gym shoes or clothes, fountain pens, file boxes, brief cases, mechanical pencils, student lamps, etc.

It should be mentioned that bills for supplies are paid to the local dealer by the University, which in turn bills the Veterans Administration at the close of each term for all supplies issued during that term. Since the Veterans Administration reserves the right to withhold payment for items that seem in excess of the veteran's needs, there is always the possibility that the University may suffer a financial loss if instructors sign veterans' purchase orders for items not required of all students doing the same work.

We will appreciate your having the various heads of departments under your jurisdiction use the enclosed form to list the textbooks and supplies required of all students in each course offered by your school during the spring semester. We are anxious to have this information on hand when we issue supplies for the new term beginning February 11, 1946. We urgently request your cooperation in getting these reports to us as soon as possible.

Very sincerely yours,

Edwin R. Elbel

Edwin R. Elbel,
Director University
Veterans Training Service

ERE/vcp

List of textbooks and supplies requested by

VETERANS TRAINING SERVICE
University of Kansas

Submitted by Department of Date

Course	Text - Author and Title	Other required supplies