

April 12, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

The Honors Award Committee met last Friday
night in Dean Werner's office. I am happy to
accept your appointment.

Very cordially yours,

FCA:AH

Director of Physical Education,
Varsity Basketball Coach.

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

April 9, 1943

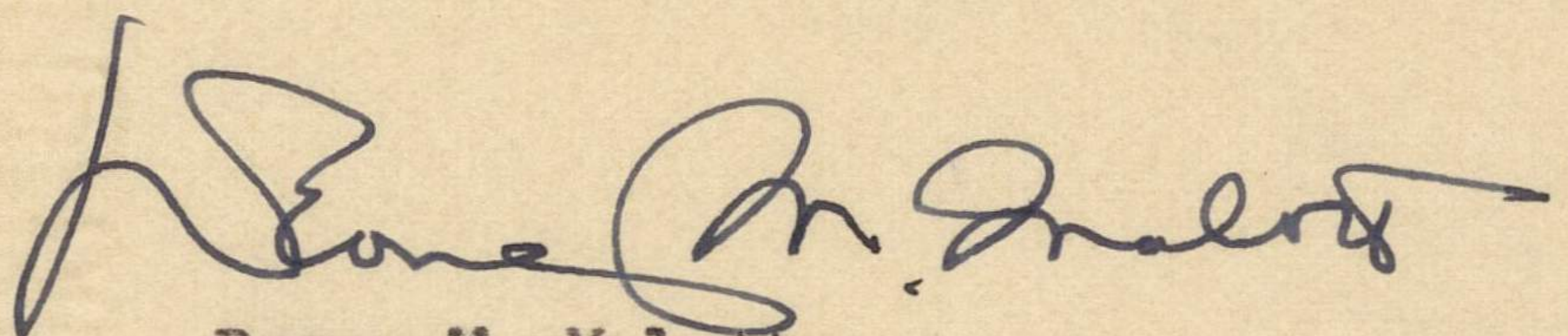
Dr. F. C. Allen
108 Robinson Gym
Campus

My dear Dr. Allen:

I hope you will be willing
to serve on the Honors Award Committee
again this year.

As I think you know, the member-
ship of the committee is never published
and should be kept in confidence.

Sincerely yours,



Deane W. Malott
Chancellor

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April 13, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I have talked with Captain Buhl about a sign being placed on the golf course prohibiting the use of hole No. 6 by the civilian public after 5:30 p.m.

We are having a sign made to be placed on the tee of the sixth hole. We have found in the past that vandals soon remove the signs, but at least this will serve the purpose until Captain Buhl can have his signs erected.

I am just passing this on for your information.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

April 12, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I was in somewhat of a quandary when you called me at the end of the first semester questioning the advisability of our failures in physical conditioning. Up to that time I had known of no reason why we should not give a failure in physical conditioning if it were clearly indicated.

The Senate Committee on Exemptions had made no ruling in regard to this situation and naturally our department had deemed it necessary to apply the rule in some cases.

I had recalled a meeting with Dr. Mix, Dr. Woodruff and Ray Nichols and myself in Mr. Nichols' office to discuss this matter. Dr. Mix thought no failures should be given. There was quite a divergence of opinion there, and we dismissed upon that occasion with the understanding that Mr. Nichols after consultation with you would call another meeting. No meeting was called.

Later, after a discussion with Dr. Mix, the Senate Committee on Exemptions met in Dean Reese's office and decided that failures should be given when indicated, the same as in any other course.

I make this progress report to you at this time as it is now clear to me the reason for your call.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

THE UNIVERSITY OF KANSAS

Office of
The Chancellor

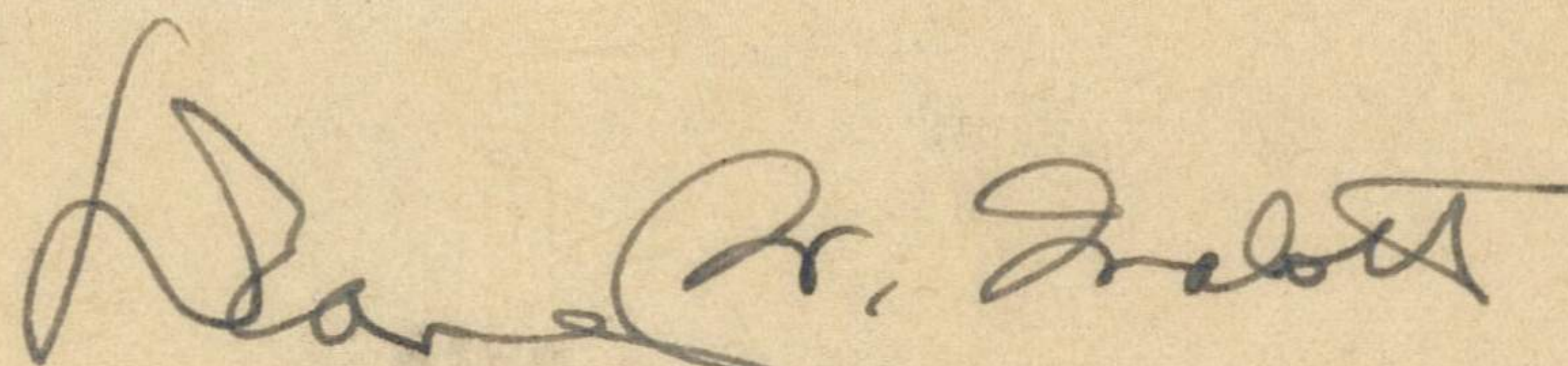
April 13, 1943

Memorandum to Professor Mix
Professor Allen ✓
Professor Woodruff

I understand there has been some trouble with Mr. Wimmer, in the Engineering School, on physical conditioning.

If he is to make it up thoroughly and completely I should see no objection in this particular instance in his being allowed to do so. Ordinarily, of course, we want to catch these things earlier. It seems to me, however, the blame for the whole situation is clearly on the student in this case, who must have clearly understood the rule. I therefore think that the minimum he should do is to completely make up the deficiency.

Sine



Deane W. Malott
Chancellor

DWM:h

April 9, 1943.

Mr. Raymond Nichols,
Chancellor's Office.

Dear Mr. Nichols:

I am enclosing an appointment blank for Mr. Kalter, who is teaching our Fencing classes this semester. We have estimated his time for the entire semester to be 32 hours. We expect to pay him at the same rate we pay our other student instructors, 50¢ an hour, but since Mr. Kalter is already on the regular payroll for the Bacteriology Department we could not put him on our irregular payroll.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

Enc.

Fencing Henry Sherwood
59 Kalter Dr. Sherwood
Dept. of Bacteriology Ray Nichols

Miss Phone. # 145

Capt. Fencing - St. Joe's. 4 yrs.
High School 4 yrs.

Spencer Bayles -

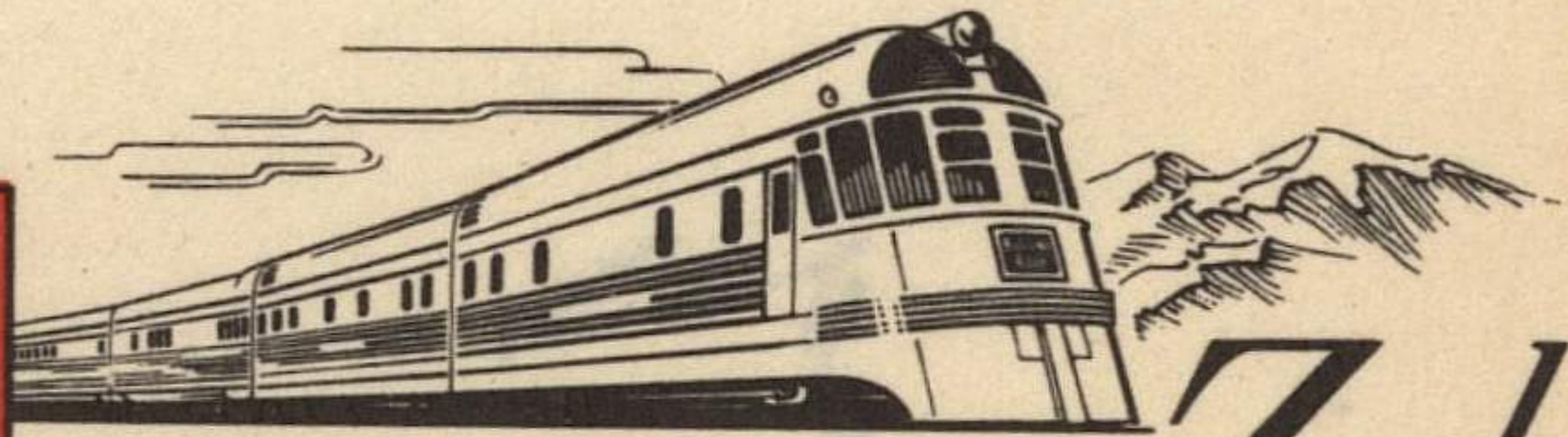
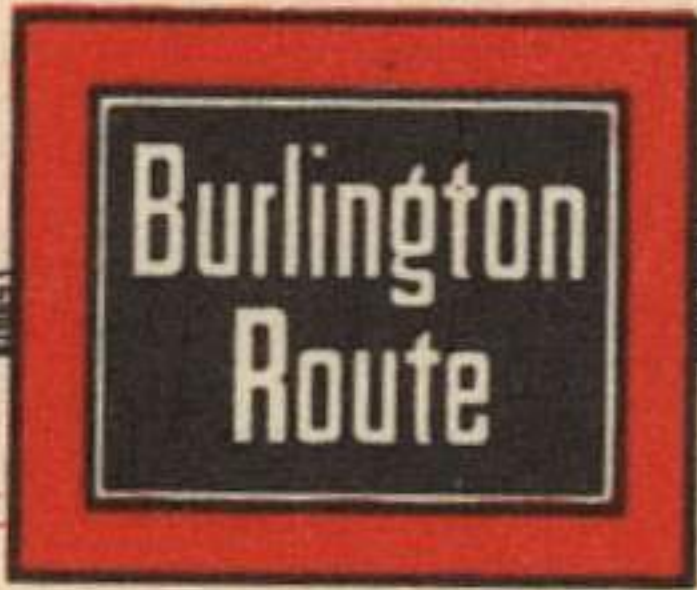
Kalter, Seymour S.

32 hrs. Fencing

\$ 16.⁰⁰/₁₀₀ for pen.



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THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

April 1, 1943

TO HEADS OF DEPARTMENTS:

With the inauguration of the Civil Service the hours of work of the clerical staff require clarification. I find that policies have varied considerably from office to office in the past, but a uniform policy is now necessary in conformity with the uniform pay schedules established under Civil Service.

For the clerical, stenographic, and secretarial staff of the University, full-time will, on and after April 12, be understood to comprise a minimum of forty-four hours a week. This program will conform to the equivalent of the following work hours:

8:00 - 12:00
1:00 - 5:00 Week days except Saturdays

8:00 - 12:00 Saturdays

Whenever there are two or more of the above named workers in a single office it is expected that the hours will be so staggered that the office will be covered throughout the noon hour.

It is understood, of course, that many workers already are working, and by the very nature of their jobs must work, at least upon occasions of peak load, considerably in excess of the forty-four hours a week stipulated as a minimum. The forty-four hour figure must inevitably therefore be a minimum only, with due recognition of the fact that some jobs cannot be completed within the framework of a forty-four hour week.

Will you please notify employees under your direction?

DEANE W. MALOTT
Chancellor

April 7, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

Last week I spoke at the Cordley P.T.A. on "Health for You, Yours and Mine". After the formal lecture broke up a discussion arose regarding foot troubles and I told Superintendent Dean and some of the teachers about the Foot Arch Normalizer.

They are anxious that I obtain one and let their manual training teacher copy the pattern without infringing upon the patent, if possible.

I am wondering if I might obtain the one that I loaned you. If you will bring it to your office at any time I will come over and get it.

Very cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

March 24, 1943.

Memorandum to the Chancellor:

Mr. Klooz told Mr. Falkenstien they were closing the Athletic Office.

I am wondering how we are going to use that space which is so necessary for our women clerks to check the physical conditioning records.

We can't get along without additional space in this office.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

March 29, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

We had Wayne Replogle speak to our leaders corps last Thursday evening at 7:30. He did a grand job. I also had him this morning to speak to our Community Recreation group on another angle - a broader one, Welfare Recreation in the Navy. Then he finished off with the physical education, which is supervised by Tom Hamilton and Gene Tunney. That is in the Navy, of course. He gave the routine for students in physical training and also told of the training for the Chief Specialists.

Seeing him at Rotary at noon gave me an idea.

Why would it not be possible to get him returned here to the Navy unit as one of the Chief Specialists? They have a number of them here and if we get an additional number of students it might be an easy matter to obtain him here. Certainly it would be a ten-strike for the campus.

I thought once of speaking to Captain Buhl, but on second thought decided to speak only to my superior and let him evaluate this idea. If it does not appeal to you, forget it.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

March 25, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I am enclosing the Affidavits to Support Claim
for Occupational Deferment for Henry Shenk and Reginald
Strait. We have filled out the blanks to the best of
our ability, and now send them on to you.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

March 9, 1943.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

I have had a conference with Mr. Reginald Strait and he is of the opinion that the local draft board #1 at Chanute, Kansas, will reclassify him into IA. He got the suggestion from them that if an affidavit were made to support his claim for occupational deferment that it would possibly be acted upon favorably.

I am sending this to you for your observation and I would be glad to learn of your reaction to asking for deferment for both Henry Shenk and Reginald Strait. We are going to be hard put for men if we have many men to condition. We have lost practically all of our leaders corps and in addition to that we have lost practically all of our workers in the check room.

I don't know how we are going to carry on because it is getting positively serious.

I will be happy to hear from you at your early convenience.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH
Enc.

March 10, 1943.

Mr. Raymond Nichols,
Chancellor's Office.

Dear Mr. Nichols:

Replying to your inquiry as to off-campus engagements between March 15 and April 15, I have the following appointments:

March 19 - Washington Rural High
School, Bethel, Kansas

April 15 - Annual meeting of State
P.T.A., Emporia, Kansas.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

March 3, 1943

TO DEPARTMENT HEADS:

We are now making up the schedule for conferences on the 1943-44 budget. In order that we may avoid conflicts with off-campus engagements it is necessary to know what days between March 15 and April 15 you would not be available for a conference.

If you have any off-campus or out-of-town engagements during this period, will you kindly call the Chancellor's Office immediately.

RAYMOND NICHOLS
Executive Secretary

THE UNIVERSITY OF KANSAS

Office of
The Chancellor

January 14, 1943

Dr. F. C. Allen
105 R.

Dear Dr. Allen:

It seems advisable to have on file for use in connection with our legislative requests, a detailed list of the laboratory apparatus which University departments would like to purchase next biennium but for which funds are not available in the regular departmental maintenance allotments. Will you please prepare a list of such needs for your department and send it to the Chancellor's Office within the next week.

Please make a complete but reasonable list of the needs of your department. Each item should be given with enough detail to indicate the nature of the apparatus. A price, or estimated price, should be given in each case. Due to the rush of time, no effort should be made to secure quotations. Approximation of the cost based on your latest information will be satisfactory.

Do not list small items which normally you would expect to purchase from your regular departmental allotment.

RAYMOND NICHOLS,
Executive Secretary

P.S. It might be well to star items which you believe would be available on priorities which the University now has.

UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

December 21, 1942

TO MEMBERS OF THE FACULTY:

Many shifts in the spring semester assignments of faculty members doubtless will need to be made because of the immediate plan of the Army and Navy for training young men. Among the types of changes which might be made in individual cases are the following:

Teaching other subjects for which there is a greater current demand (mathematics, chemistry, physics, etc.).

Assisting in laboratories.

Assisting in museums.

Office and clerical work.

Library work.

Teaching extension classes and grading correspondence study papers.

Will you please help us make the necessary adjustments quickly and wisely by filling in the blank below and returning it to this office at once?

DEANE W. MALOTT, Chancellor

I. What work, other than what you are now doing, do you feel you are best qualified to do? Please list in order of preference and be as specific as possible.

II. What specific training or experience have you had to qualify you for such work?

TO THE FACULTY:

Attached is a copy of the examination schedule for the fall semester. Your attention is called to the fact that two classes will be examined each morning and afternoon. This means that examinations scheduled to begin at 8:30 and 1:30 must close promptly at 10:20 and 3:20 respectively in order that the rooms will be free for the examinations which are scheduled to follow at 10:30 and 3:30.

RAYMOND NICHOLS

Executive Secretary

EXAMINATION SCHEDULE

Fall Semester, 1942-43

January 12 to January 15, 1943, inclusive

All five and four hour courses, and three, two and one hour courses scheduled on the MONDAY, WEDNESDAY, FRIDAY sequence will be examined as follows:

TUESDAY, January 12

1:30 classes at 8:30 to 10:20

2:30 classes at 1:30 to 3:20

WEDNESDAY, January 13

8:30 classes at 8:30 to 10:20

11:30 classes at 3:30 to 5:20

THURSDAY, January 14

10:30 classes at 8:30 to 10:20

4:30 classes at 10:30 to 12:20

FRIDAY, January 15

9:30 classes at 8:30 to 10:20

3:30 classes at 1:30 to 3:20

Three, two and one hour courses scheduled on the TUESDAY, THURSDAY, SATURDAY sequence will be examined as follows:

TUESDAY, January 12

4:30 classes at 10:30 to 12:20

11:30 classes at 3:30 to 5:20

WEDNESDAY, January 13

3:30 classes at 10:30 to 12:20

1:30 classes at 1:30 to 3:20

THURSDAY, January 14

8:30 classes at 1:30 to 3:20

9:30 classes at 3:30 to 5:20

FRIDAY, January 15

10:30 classes at 10:30 to 12:20

2:30 classes at 3:30 to 5:20

Grades—The Senate regulations regarding grades are as follows: A, B, C, and D, shall be employed to indicate the four passing grades. A . . . shall be reserved for work of marked excellence, indicating high honor. B . . . shall represent very good work, of much more than average quality. C . . . shall indicate that the work has been of good average character, better than that which deserves merely to pass. D . . . shall represent work, the lowest in quality that would enable the student to pursue, without undue lack of material or of method, the next dependent course, whether the latter be in the same department or in a related department. In case the course in question is not used as a prerequisite for others, a standard equivalent to this should be specified.

I and F should be employed to indicate incomplete work and failure. I . . . should indicate incomplete work such as may be completed without repetition of the regular work of the course. F . . . shall indicate that the regular work of the course must be repeated. An incomplete is not to be given when any other grade can be used, and further, an incomplete shall not be given except when for good reason some part of the work has not been completed.

(OVER)

NOTICE TO INSTRUCTORS

Your attention is called to a rule of the University requiring that examinations be held for all students during the last days of the semester.

To avoid confusion, the examination schedule and the accompanying regulations should be followed strictly by all concerned, except that any necessary departure from the regular schedule and regulations may be made only for good reasons and after advance written request by the instructor and approval by the Examinations Committee, Professor James C. Malin, Chairman.

Regular classes with laboratory work only will be examined as other classes except that the hour may be any one of the several hours scheduled in the laboratory period, the choice to be made by the instructor after consulting with the students and with other instructors concerned.

Irregular appointment classes and appointment laboratory classes will be examined at the time to be set by the instructor after consultation with the students and with any other instructors concerned. In case his option is insufficient to avoid conflicts the instructors concerned will submit in advance for approval by the Examinations Committee a written substitute schedule of examination hours for the conflicting courses.

In case of mixed courses in which the laboratory work does not come at the same hour as the class work, the examination may be scheduled in either of the following ways: (1) a single examination covering both the class and the laboratory work at the time scheduled for the class hours; (2) two examinations, one for the class work at the time scheduled for the class hours, and one for the laboratory work at the time scheduled for the laboratory periods.

The School of Law is authorized to make its own examination schedule provided that it take care of all non-law students without causing them conflict with their other examinations.

The School of Medicine (this does not include pre-medical courses) is authorized to make its own examination schedule provided that it take care of all non-medical students without causing them conflict with their other examinations.

Entrance Examinations may be taken from January 4 to January 11, 1943, inclusive. Persons wishing to take examinations should arrange with Professor James C. Malin, 225 Frank Strong Hall, on or before January 4, for definite appointments.—DEANE W. MALOTT, Chancellor.

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

January 7, 1943

TO MEMBERS OF THE FACULTY:

Far more than you possibly realize, each one of you has both opportunity and responsibility to assist in some of the administrative problems of the University. I am writing to call your attention to three such problems.

Conservation of Heat

We were able after considerable difficulty to renew our gas contract but only with the understanding that we shall be cut off of gas at the discretion of the War Production Board. To meet this contingency, we were finally able to purchase a stand-by supply of coal and all the oil our tanks will hold. The situation, however, calls for careful conservation. Will you please see that rooms which you occupy are not overheated and that the radiators are cut off whenever possible to do so without discomfort?

Many of our buildings are over-radiated, and radiators may be cut off from time to time, or at night and over the week-end.

Conservation of Electricity

We do not have sufficient generating capacity to manufacture all our electricity. Last year we spent nearly \$17,000 for purchased electric power. This year it will be more. Every time you turn off an unnecessary light, or piece of electrical apparatus, you are actually saving the University money which will then be available for other purposes. You are also thereby specifically aiding the war effort by this conservation. Will you please turn off lights when not needed?

There is a particular opportunity to watch the lights when leaving classrooms and offices. We are also burning lights unnecessarily in hallways.

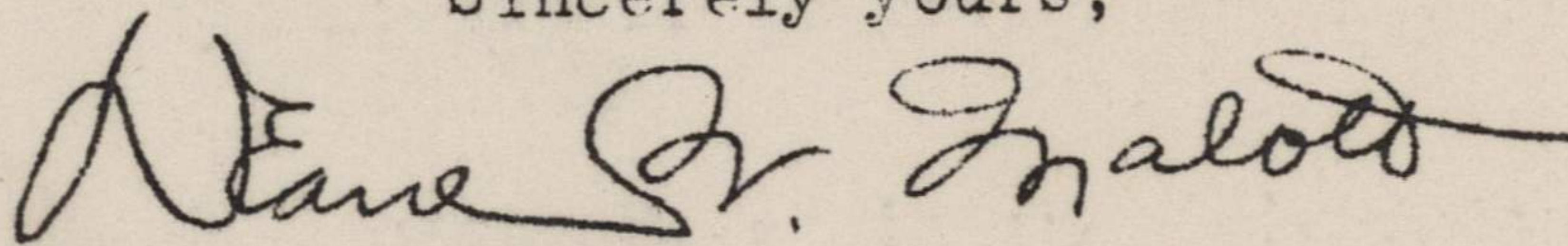
Fire Protection

The recent disastrous fire at Baker brings home to us the loss which might come to us if any one of our buildings were to burn. Most of our buildings are fireproof. We are attempting to increase our watchfulness. All buildings have been recently inspected. We shall continue to have them inspected from time to time, and are trying to increase building protection, especially at night.

Your own carefulness may prevent a disastrous fire. Watch the apparatus in your care, and be sure your equipment is all in proper order before leaving for the night.

Mr. T. C. Ryther at the University Press is the University's war-time conservator. Please notify Mr. Ryther if you note any conditions anywhere in the University which you feel may constitute a fire hazard.

Sincerely yours,



Deane W. Malott
Chancellor

DWM:h

January 11, 1943

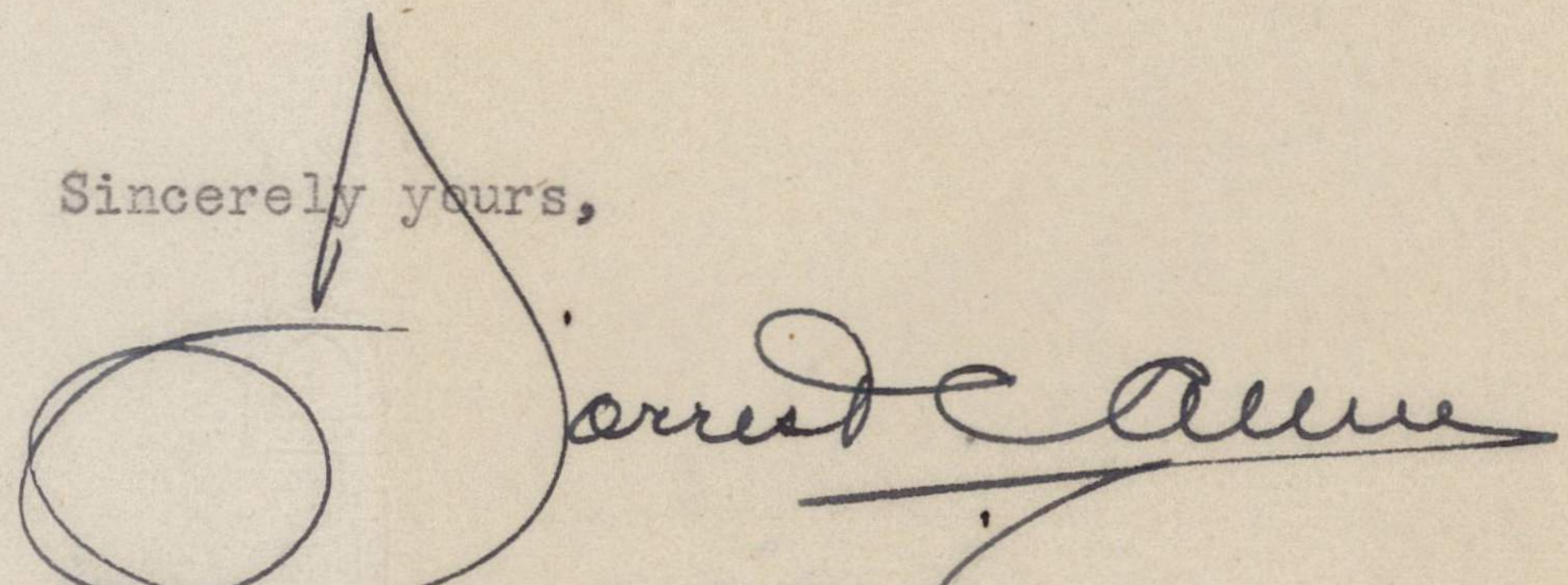
To the Faculty members in our Department:

A letter from Chancellor Malott to members of the faculty points out the fact that all regulators must cut off when not in use. The gymnasium is overheated much of the time it is because that the sailors have complained that they weren't getting enough heat. In order to conserve heat I hope each one of you will see that regulators are turned off especially at night and over week-ends.

The Chancellor also calls attention to the conservation of electricity so please snap off the lights in offices and in the gymnasium when not in use.

Thanking you for your cooperation, I am

Sincerely yours,



Ernest Allen

Director of Physical Education

FA:lj

January 18, 1943.

Memorandum to Chancellor Malott:

I am sending you a short notation from Mr. Wall, the engineering from Washington, D. C. It is not necessary to return it.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.

December 8, 1942.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

We would like your approval on the location of the scoreboard for basketball in Hoch Auditorium. I would be glad, at your convenience of course, to walk over to the Auditorium with you and show you the place we have tentatively agreed upon. Mr. Firner and I had Dean Swarthout come over and he has agreed to the available location where everybody can see it from every angle on the floor, balcony and stage - just above the doors leading to the men's shower rooms at the front and side of the auditorium.

The plan is to leave them up only for the basketball season, and during the Christmas Vespers to drape them with some sort of cloth or bunting to hide their ugliness for the beauty of the Vespers.

Mr. Firner doesn't want to go ahead and put them up until we get the Chancellor's approval, and as we will have a game on the 15th of December with Creighton University in the Auditorium, it is necessary for Mr. Firner to have a definite o.k. on it. I will appreciate it if your secretary will call and let me know when it will be convenient for you to go to the Auditorium with me.

Cordially yours,

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH

September 5, 1942.

Chancellor D. W. Malott,
University of Kansas.

Dear Chancellor Malott:

Several problems come to mind as I think over the new program for this year. Some of these problems will have to be decided by the policies committee, while others are of a departmental nature.

(1) First is the whole question of exemptions. My understanding is that boys out for Varsity Athletics will be excused from the regular physical education classes during the time they are out for a varsity team. Also, those boys enrolled in our regular professional courses 31, 32, 33 and 34M should not be required to participate in the required program since they will be taking "gym" five times a week in the professional course. Furthermore, boys acting as student assistants or instructors should not be required to do more work than they will already be doing as instructors. Then there will be certain others who will be excused by the committee because of health deficiencies or for other reasons.

(2) How many cuts of either the excused or unexcused variety should be allowed in these classes? What will be the penalty for too many cuts - failure? If a boy fails in these required courses will he be allowed to make up the work or will he be prevented from graduating because of failure to satisfactorily pass his physical conditioning courses? It seems to me that the attitude the committee takes upon this problem can easily make or break our program.

(3) What will constitute an adequate excuse from the swimming requirement? If the medical department certifies that swimming is dangerous to the health of an individual, should he be excused?

(4) I am wondering what arrangements will be made for the Engineering students who formerly took either gym or R.O.T.C., and also what arrangement will be made regarding the R.O.T.C. students. As the ruling now stands they will be required to take the conditioning course.

(5) There is also the problem of the Negro students. Shall we require them to take swimming?

I am just mentioning these moot points that might arise. These are some of the problems that we anticipate now, and later others will undoubtedly present themselves. It seems to me that some of these points should receive consideration in the very near future, both for us and for the other groups.

Sincerely yours,

Director of Physical Education,
Varsity Basketball Coach.