

UNIVERSITY OF KANSAS  
Lawrence

Office of  
The Chancellor

May 26, 1942

TO DEPARTMENT CHAIRMEN:

In order to accommodate the Naval Training Program it will be necessary to withdraw the entire west wing and third floor of Frank Strong Hall from use for University offices and classes. This means that the departments of History, Political Science, Sociology, Physiology, Design, Drawing and Painting, and Business must be housed in rooms normally used by other departments. In addition, some teaching rooms will be needed for the Navy project.

To make quarters available for these departments in the emergency will require every department on the campus to cooperate in using every room to capacity. Ingenious planning will be necessary, both on the part of departments and the committee, but I am confident that the schedule can be worked out with the minimum of inconvenience.

When you work on your class schedule for next fall it is suggested that the following formula may be helpful in enabling you to utilize your departmental rooms to capacity: Fill any one room to capacity before using a second room -- six mornings a week and five afternoons a week until 4:30. Graduate and advanced classes that are likely to have small enrollments might well be listed to meet either by appointment or in departmental offices, with the expectation that definite meeting places will become available later on.

There is another problem not yet squarely before us, and therefore need not be considered now. It is the possibility that there may be a demand for late afternoon and evening classes to fit into the day shift of the Hercules Powder Company operations for students who want to spend some of their time on a job. Further consideration will be given to this as the company's program develops.

I do not know how near to the formula any particular department can come, but it seems to be the goal towards which the University as a whole must strive if the space problem is to be solved.

Please send in your reports as soon as you can conveniently do so; in no case should they come in later than June 8. If you meet any unusual situations or have any questions to ask, please feel free to call me.

Sincerely yours,

RAYMOND NICHOLS, Chairman  
Committee on Assignment of Quarters