

THE UNIVERSITY OF KANSAS
Lawrence

Office of
The Chancellor

February 12, 1940

TO DEPARTMENT HEADS:

At a recent Senate meeting Chancellor Malott announced that he would appoint a committee to make a survey of the use of University buildings, with special emphasis on the problem of office space. That committee, the personnel of which is listed below, finds after inspecting classrooms and studying the class schedule that additional office space can be secured only by releasing rooms now used for classes.

A study of the class schedules for both semesters of the current year showed that between 1:30 and 4:30 the lecture rooms were unused 709 hours a week in the fall and 720 hours a week in the spring. The committee found in addition that 309 hours a week in the fall and 315 hours a week in the spring were free for 3-hour classes meeting Tuesday-Thursday-Saturday forenoons.

In order to determine the number of rooms that might conveniently be released from class use, the committee is asking that you redistribute your current lecture classes on two bases, using the attached survey forms for reporting. On Form 1 rearrange the schedule to utilize to capacity as many rooms as necessary, all day five days a week until 4:30 p. m. On Form 2 follow the same principle and in addition utilize each room, not otherwise in use on Tuesday and Thursday, for 3-hour classes meeting Tuesday, Thursday and Saturday mornings.

Your surveys will be studied carefully by the committee and a report made to the Chancellor to indicate how much, if any, additional office space can be secured without imposing inconvenient class arrangements on any department. No change of any sort is contemplated during the current semester.

Please return your survey forms to the secretary of the committee by February 21. Your prompt cooperation will be a great help to the committee in the study of a major University problem.

Sincerely yours,

E. B. STOFFER
PAUL B. LAWSON
RAYMOND NICHOLS, Secretary