

February 18, 1946

Dr. Paul B. Lawson  
Dean of College of Liberal Arts & Science  
University of Kansas

Dear Dean Lawson:

I acknowledge receipt of your letter of recent date concerning the alleged failure of gymnasium classes for two full hours all week to fill the requirements of the regular three-hour weekly schedule.

We do not have such an arrangement in the mens' department and never have had during or since the war. Equitation and perhaps corecreative activities, prior to the war, may have had this arrangement, but we have none of it now with the men.

As head of the department, I took this up with Miss Hoover and asked her to take it up directly with you.

Sincerely yours,

FCA:MF

Director of Physical Education,  
Varsity Basketball Coach.



THE UNIVERSITY OF KANSAS  
COLLEGE OF LIBERAL ARTS  
AND SCIENCES  
LAWRENCE

OFFICE OF THE DEAN

February 9, 1946

Dr. F. C. Allen  
Department of Physical Education  
University of Kansas  
Lawrence, Kansas

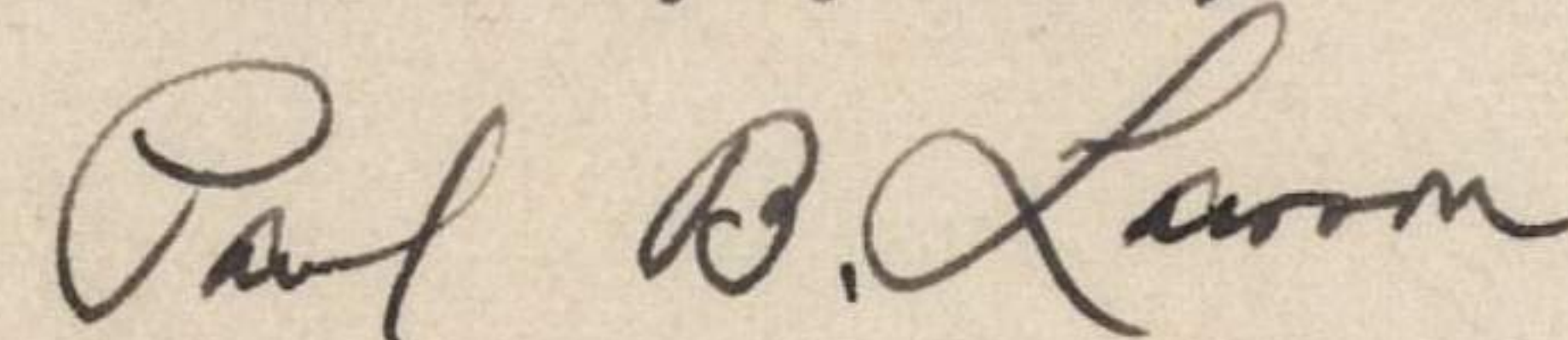
My dear Dr. Allen:

A number of students have told me that the gym classes which are scheduled for two full hours per week do not actually hold the students for the full hour. Dean Ulmer tells me that he has been given this same report from a goodly number of students.

Our faculty has approved Physical Education for credit with the understanding that the classes meet three hours a week, and the move of the Department of Physical Education to reduce certain class meetings to two times a week has not been approved by our faculty. Since we have been told that students taking the twice a week program would actually be held longer each day and so would get in about as much actual time in the class per week as the classes which meet three times a week, I had not felt that it would be necessary to get this shift to twice a week approved by the faculty. Now I am troubled because several students have told me that, as far as actual work is concerned, they put in only about thirty minutes per day in these classes which are supposed to last a full hour.

It is too late to do anything about it now for this Spring semester except to ask that the students be held in these twice a week classes to something nearer forty-five to fifty minutes in the class exercises. As for next year I feel that all classes should go back to the three times a week program as far as the College students are concerned, since I am not at present satisfied with the twice a week arrangement.

Sincerely yours,



Paul B. Lawson, Dean

L/t  
copy:Miss Hoover



February 15, 1946.

Mr. Paul B. Lawson, Dean,  
College of Liberal Arts and Sciences,  
University of Kansas.

Dear Dean Lawson:

In reply to your letter concerning the physical education classes meeting two periods a week, it seems hardly fair to condemn faculty members or a department upon the report of students, without giving that department a right to an explanation first. Some students consider only that they take physical education twice a week and do not think of the longer period.

I have this to report about the two period a week physical education classes. I shall use the 10:30 Tuesday-Thursday class as an example. This class reported dressed for work at 10:30 and was dismissed at 11:20 when the whistle blew. This constituted two working periods of 50 minutes each or a total of 100 working minutes. The 10:30 Monday-Wednesday-Friday class reported dressed for work at 10:37 and was dismissed at 11:10. This constituted a working period of 33 minutes or a weekly total of 99 minutes.

Some students did have a class immediately following their physical education class. Otherwise their schedule could not be arranged to take the activity which they wanted. We discouraged this, but if their next class was in a building close by and they preferred to rush for that class they were allowed to continue in the physical education class. They were not allowed to cut the physical education period short.

I hope this will help clear up our position on the matter, and if you have specific cases to the contrary, I would be glad to check them with you.

Sincerely,

Ruth I. Hoover

RIH:j



July 31, 1945

Dean Paul B. Lawson  
229 Frank Strong Hall  
University of Kansas

Dear Dean Lawson:

I am sending a withdrawal card for Jack S. Reed as indicated in your letter of July 30. Mr. Schaake showed me his grade book prior to his calling on you.

Mrs. Hulteen is on her vacation and I have no way of checking the master roll until her return. However, she does not expect to return to work here and I will work this out subject to her convenience to call. Evidently one of the girls that she set to work on this made an error.

After some study I hope to submit a different plan for your approval. My unhappiness is equal, if not paramount, to yours,

Very cordially yours,

Forrest C. Allen  
Director, Physical Education  
Varsity Basketball Coach

FCA:of  
Enc.

cc: J. W. Twente  
E. C. Quigley



# THE UNIVERSITY OF KANSAS

## COLLEGE OF LIBERAL ARTS AND SCIENCES

To Dr. F. C. Allen

We are sending you a class card  
for William R. Jackson, who failed to  
enroll in Physical Conditioning for this  
term. He should be required to make up  
at least part of the time he has missed.

*Gilbert Ulmer*

GILBERT ULMER, Assistant Dean

Per sr

Lawrence April 3, 1945

19-1984

12-41—1250 Sets





March 31, 1945.

Mr. Gilbert Ulmer,  
Assistant Dean of College,  
University of Kansas.

Dear Dean Ulmer:

The following students mentioned in your memo  
of March 28 are now regularly attending Physical Condition-  
ing classes:

Mardikes, Michael  
States, John  
Arnsperger, Larry  
Lindly, Robert Fields

Each of these boys have talked to their  
instructors, and are making up all of the work they  
missed at the beginning of the semester.

Very sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH



# THE UNIVERSITY OF KANSAS

## COLLEGE OF LIBERAL ARTS AND SCIENCES

To..... Dr. F. C. Allen.....

.....

The following students who should be taking Physical Conditioning failed to enroll in it for this term. They have been called to this office and enrolled at the time shown.

|                   |            |
|-------------------|------------|
| Mardikes, Michael | 3:30 MWF ✓ |
| Stites, John      | 3:30 MWF ✓ |

The following student was exempted from Conditioning because of a physical defect but he has now asked to be permitted to enroll in it. We have a note from Dr. Canuteson recommending that his request be granted, although stating that there will be some activities in which he cannot engage.

|                   |            |
|-------------------|------------|
| Arnsperger, Larry | 3:30 MWF ✓ |
|-------------------|------------|

The following student, exempted because he is a veteran, is being enrolled for Conditioning:

|                       |           |
|-----------------------|-----------|
| Lindly, Robert Fields | 10:30 MWF |
|-----------------------|-----------|

All of these students are being enrolled for one hour of credit and regular class cards are being sent to you. These men should be required to make up at least a part of the time they have missed.

Sincerely yours,

*Gilbert Ulmer*

GILBERT ULMER, Assistant Dean

Per..... me.....

Lawrence..... March 28, 1945.....

19-1984

12-41-1250 Sets





THE UNIVERSITY OF KANSAS

HEALTH SERVICE  
WATKINS MEMORIAL HOSPITAL  
LAWRENCE, KANSAS

March 27, 1945

Dean Gilbert Ulmer  
College Office

Dear Dean Ulmer,

I have approved Larry Arnsperger  
for gym at his request. There will be some  
things he cannot do because of physical  
disability, and the instructor will have  
to take that into consideration.

Sincerely,

Ralph I. Canuteson, M.D.  
Director

RIC:k  
cc to Dr. F. C. Allen



## COLLEGE COMMUNICATIONS

February 19, 1945

### FEBRUARY FACULTY MEETING

The February meeting of the faculty will be held at 4:30 Tuesday, February 20, in the auditorium of Frank Strong Hall. One of the questions before the faculty has to do with the possibility of offering short courses for returning veterans, and the possibility of offering some sort of recognition, perhaps at the end of the sophomore year, to students who do good work but drop out of school without meeting the requirements for a degree. There will be opportunity in the meeting for the offering of suggestions by members of the faculty.

### FINAL EXAMINATIONS

The final examination period is from February 21 to 24 inclusive. Instructors should be careful to hold their examinations according to the printed examination schedule as approved by the University Senate. No department or instructor is authorized to change the time of any examination. Occasionally, in the past when instructors have taken it upon themselves to change the examination schedule, they have not only been guilty of violating regular procedures, but have made it more difficult for some students by putting too many examinations on one day or by taking the time which a student needs for preparation for the examinations of the following day.

### DISHONESTY IN EXAMINATIONS

We continue to hear from students that some instructors do not give adequate supervision during the examination period. Even if present, they read a book or a newspaper and don't see the dishonesty which is obvious to many students in the classroom. Such supervision is not adequate and honest students resent it. Will you please be sure to give your final examinations adequate supervision, regardless of the size or personnel of the class.

In addition, all special or make-up examinations must be thoroughly supervised if we are to maintain our standards and protect the students' reputation.

In short, in the absence of an honor system, it is the instructor's duty to supervise carefully every examination he gives.

### FINAL GRADES

It will be a great help to the College Office and the Registrar if all final grades are turned in just as soon as possible after the final examination is given. In addition, please report all failures and incompletes on the red and blue cards not later than 9 o'clock Tuesday morning, February 27. Red cards should be made out also for those who withdrew with failures during the semester.

### CORRECT GRADE

The correct grade for a student who withdrew during the semester with a failure is not a "WD", but an "F". Only students who withdrew with an honorable withdrawal should be reported as "WD" on the final grade sheet.

### ADVISING

It is very obvious that this semester's students, especially the Freshmen and Sophomores, have had much more contact with their advisers than formerly. The pre-enrollment advising period of last week brought large numbers of students to their advisers and many problems which are normally left for enrollment day have already been disposed of.

Both students and advisers of freshmen and sophomores feel that the reporting of unsatisfactory grades in the case of freshmen and sophomores at the end of the first four weeks of the semester has shown the wisdom of the plan. We are very sure that many students were materially helped by the early check-up with their advisers.

Freshmen and sophomores with any unsatisfactory reports at the end of four weeks were asked to confer with their advisers. Nearly all of the students reported for conferences. The few who failed to go were called to the office for an interview. Then, after mid-semester reports were received, all freshmen and sophomores were instructed to report to their advisers for conferences. At this time all but 3 $\frac{1}{2}$ % of the girls reported, while 15% of the men failed to appear. Again those students who failed to report for conferences were called to the office for interviews.

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"Education has been extremely vocal about techniques and strangely silent about goals."



## COLLEGE COMMUNICATIONS

January 4, 1945

### MID-SEMESTER GRADES

Mid-semester reports on the work of all students whose work is unsatisfactory (D, Inc., or F) are due in the College Office on Monday, January 8.

Full mid-semester reports on the work of veterans should be made on the special veterans' report cards which will be sent you for each veteran. Please note that there are two cards for each veteran, one of which is to be returned to Mr. Axe and the other to the Dean's office.

### ABSENCES

For a good many years the College has followed a middle path with regard to absence reports. On the one hand, we do not ask for daily or weekly reports of all absences; on the other hand, we do not ignore absences. The middle path we have been following calls upon instructors to report the absences of any student when these have amounted to a total of more than a week's work, except in those cases where the instructor is sure that the student's absences have been due to a confining illness.

When this office receives such absence reports (on the excessive absence cards provided for them), we immediately call for the student, warn him against further absences, and in the great majority of cases nothing more needs to be done. In only a few cases each year, the student does not "play ball", so on receipt of an additional excessive absence report, the only college rule on absences is invoked. This rule is as follows: "Students having excessive absences may be withdrawn from the course by the Dean, with failure."

On the whole, we believe this plan works very well since most students who tend to become careless about class attendance are saved from failure through a prompt check-up. The plan breaks down when instructors do not report absences as promptly as they should. For example, there isn't much we can do to help a student who has been absent from class three or four weeks except to withdraw him with a failure. The same student, if reported after a week's absence, can usually get back into class, make up the work, and be saved from receiving a failing grade.

When a student has had over one week's absence, PLEASE report it promptly.

### COMMITTEE ON WESTERN CIVILIZATION

In accordance with recent faculty action, the following committee will be in charge of the program on Western Civilization: Sandelius, chairman, Beth, Davis, Mabel Elliott, Gibson, Howey, Osborne, and R. H. Wheeler. The committee is planning to have the reading outlines ready before school closes this spring.

The Committee to coordinate the work in Western Civilization, English, and Speech, consists of Sandelius, Margaret Anderson, and Virtue.

### THE EDUCATION VETERANS NEED

. . . . . "The danger is that the already large number of uneducated technicians in the country will be increased by the G.I. Bill of Rights. And since the oversupply of technicians is certain to be great, disappointment awaits those who for vocational reasons pursue a technical education.

"What the country needs is a good liberal education. And then it needs to have everybody have it. The obstacle to everybody's having it has hitherto been financial. Now this obstacle is to be removed as far as the returning veteran is concerned. The temptation to give him what he thinks he wants is likely to be so compelling that the opportunity to give him the liberal education he ought to have may be thrown away. From the standpoint of the country this will be a calamity. Although it is important that the returning veteran fit into the economic system and be able to support himself, it is far more important that he be able as a citizen to contribute to the solution of the great problems which the country will face in the next generation. This is the object of liberal education."

--Pres. Robert M. Hutchins  
University of Chicago

1945

May the New Year bring you:

- The greatest advancement in your field of study.
- The highest degree of skill in the classroom you have ever achieved.
- The greatest respect and friendship of your students.
- The happiest relations with your colleagues.
- The deepest joy in your family circle.

And may 1945 bring to all the world--PEACE!



UNIVERSITY OF KANSAS

College Office

November 28, 1944

To the College Faculty:

May we call your attention to the three following things:

1. It has seemed desirable to shift the time of the special faculty meeting from December 4 to Tuesday, December 12. The report of the Curriculum Committee will come up for action at this meeting which will be held at 4:30 o'clock in Frank Strong Auditorium.
2. Dean W. B. Donham, former Dean of the Harvard Graduate School of Business Administration, is to address a faculty assembly at 4 o'clock on Tuesday, December 5, in Fraser Theater (not December 15, as you may have been previously informed). Every faculty member who is interested in our curricular problems should be present.
3. Please be sure to have grades for the first four weeks in this office by Monday, December 4. The last issue of the College Communications tells specifically just what grades are desired.

Paul B. Lawson, Dean



Mr. Henry Shenk

Physical Education