

January 12, 1943.

Dean Gilbert Ulmer,  
College Office.

Dear Dean Ulmer:

While I was back East I didn't have a chance to read these Kiplinger Letters and send them on to you, but I am sending them on today. You can read them and pass them on to Raymond Nichols, Dean Swarthout, and then let them come back to me in due time.

Cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

January 21, 1943

**College Office:**

The following classes in Physical Education  
are closed:

(Women)  
Volley Ball 10:30 TT

Elem. Archery 11:30 MW

" 11:30 TT

" 3:30 MW

Elem. Badminton 11:30 TT

2:30 TT

(Men)  
Section E 11:30 MWF

Section H 4:30 MWF

November 25, 1942.

Dean Paul B. Lawson,  
College of Liberal Arts.

Dear P. B.:

Mrs. Hulteen told me I had better never get sick after my "pop off" regarding the physical condition to insure against illness. You are dead right! I will either die and pass out of the picture, or slip out of town.

However, the last day of illness I have had was when Frosty Cox took my team against the University of Oklahoma here at Lawrence. That was when Milton was playing his first year on the varsity. And the only other time that I was ill was when John Bunn took my team against Iowa State for one night. Both cases were flu and the old ticker had to be insured by a little rest.

Maybe my cycle is coming up again. Will you take my team? I am counting on you.

Cordially yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH

October 21, 1942.

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

Dear Dean Lawson:

As suggested by you yesterday in our telephone conversation, I am enclosing herewith an alphabetical list of College students who are enrolled in physical conditioning for no credit.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

FCA:AH  
Enc.

College students enrolled in Physical Conditioning for 0 credit.

Allison, William John  
Barker, Maurice Ellis  
Bohannon, Fred Griffith  
Borders, James A.  
Buck, Richard F.  
Buckner, Jack Eldon  
Burns, John Brooks  
Cater, Robert E.  
Chandler, James Barton  
Colburn, Edward Winslow  
Colburn, Harley Gregg  
Criswell, Keith  
Emerson, Frank Henry  
Fairchild, Paul Walker  
Fincke, Donald Julius  
Firschein, Irwin Lester  
Fowler, Earl M.  
Fury, Tex Elholm  
Guilfoyle, Joseph Patrick  
Guilfoyle, William  
Haines, Harvey Hartzell III  
Hough, Williamson Thomas  
Jaedicke, Fred William  
Jenson, Robert Lee  
Johnson, Charles Albert  
Kelsey, J. F.  
Kolsky, Harwood George  
Kreider, Stanton Lee  
Lesh, Robert Lloyd  
Lieberman, Charles Francis  
Loveless, James Keith  
McCarty, John French  
McLain, Kenneth  
McVey, Walter  
Malone, James B.  
Matthews, Jack H.  
Nelson, Harold Vard  
Peterson, Merrill  
Plumb, Robert Keith — *exempt*  
Porter, Glenn William  
Powers, Wm. Neal  
Pringle, James Thomas  
Ragle, Don David  
Rolfe, William  
Royer, Richard Paul  
Russell, Robert Raymond

Scanlon, James Robert  
Sears, William Wesley  
Seymour, Paul A.  
Shaw, William Beal  
Shelton, John Morley  
Smith, Maurice Robert Jr.  
Snyder, Richard Wesley  
Somers, John G. Jr.  
Sondker, Edward Henry  
Stockard, Joe Lee  
Stryker, Joseph Maurice  
Tidswell, Scott  
Tompkins, Wendell Harry  
Waggoner, John  
Wampler, Galen Warren  
Williams, Lynn A.  
Winters, Kenneth James  
Wood, John William Jr.  
Zach, Melvin  
Ziegler, James Elias

College students enrolled in Physical Conditioning for 0 credit.

Allison, William John  
Barker, Maurice Ellis  
Bohannon, Fred Griffith  
Borders, James A.  
Buck, Richard F.  
Buckner, Jack Eldon  
Burns, John Brooks  
Cater, Robert E.  
Chandler, James Barton  
Colburn, Edward Winslow  
Colburn, Harley Gregg  
Criswell, Keith  
Emerson, Frank Henry  
Fairchild, Paul Walker  
Fincke, Donald Julius  
Firschein, Irwin Lester  
Fowler, Earl M.  
Fury, Tex Elholm  
Guilfoyle, Joseph Patrick  
Guilfoyle, William  
Haines, Harvey Hartzell III  
Hough, Williamson Thomas  
Jaedicke, Fred William  
Jenson, Robert Lee  
Johnson, Charles Albert  
Kelsey, J. F.  
Kolsky, Harwood George  
Kreider, Stanton Lee  
Lesh, Robert Lloyd  
Lieberman, Charles Francis  
Loveless, James Keith  
McCarty, John French  
McLain, Kenneth  
McVey, Walter  
Malone, James B.  
Matthews, Jack H.  
Nelson, Harold Vard  
Peterson, Merrill  
Plumb, Robert Keith  
Porter, Glenn William  
Powers, Wm. Neal  
Pringle, James Thomas  
Ragle, Don David  
Rolfe, William  
Royer, Richard Paul  
Russell, Robert Raymond

Scanlon, James Robert  
Sears, William Wesley  
Seymour, Paul A.  
Shaw, William Beal  
Shelton, John Morley  
Smith, Maurice Robert Jr.  
Snyder, Richard Wesley  
Somers, John G. Jr.  
Sondker, Edward Henry  
Stockard, Joe Lee  
Stryker, Joseph Maurice  
Tidswell, Scott  
Tompkins, Wendell Harry  
Waggoner, John  
Wampler, Galen Warren  
Williams, Lynn A.  
Winters, Kenneth James  
Wood, John William Jr.  
Zach, Melvin  
Ziegler, James Elias

THE UNIVERSITY OF KANSAS  
COLLEGE OF LIBERAL ARTS  
AND SCIENCES  
LAWRENCE  
October 23, 1942

OFFICE OF THE DEAN

Dr. F. C. Allen  
Department of Physical Education

My dear Dr. Allen:

We have checked the list of College students which you sent us recently who, according to your statement, are enrolled in physical conditioning for 0 hours credit with the following results:

1. The following people are not College students, and their enrollments should be checked with the school concerned:

Borders, James A.	Law	Powers, Wm. N.	Law
Cater, Robert E.	Fine Arts	Sears, William	Fine Arts
Malone, James B.	Law	Somers, John	Law
McCarty, John	Law	Zack, Melvin	Fine Arts

2. The following, according to their enrollment cards, are enrolled for 1 hour of credit:

Barker, Maurice	Porter, Glenn
Buck, Richard	Tompkins, Wendell

Buck and Tompkins are not taking ROTC and so could not substitute drill in the conditioning program.

✓ 3. Robert Plumb has been exempted by the committee, and his enrollment should be cancelled.

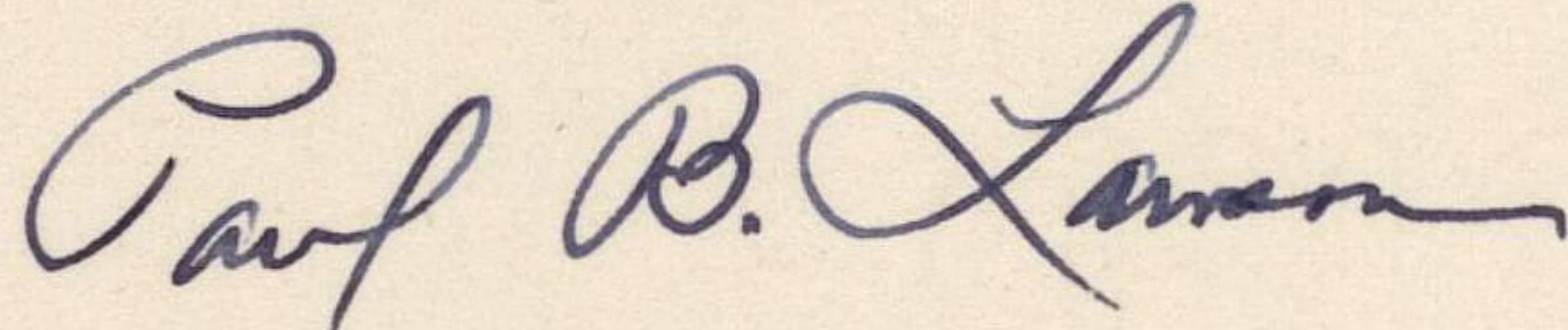
4. The following students are enrolled for 0 hours credit but are not taking ROTC, so they should be appearing three times a week for gym work:

Fury, Tex	Ragle, Dan
Johnson, Charles	Russell, Robert
Lieberman, Charles	Waggoner, John
McLain, Kenneth	Williams, Lynn
Peterson, Merrill	Winters, Kenneth

Ziegler, James

5. The rest of the students on your list for 0 hours credit are enrolled in ROTC and are substituting drill for part of the physical conditioning program.

Sincerely yours,



Paul B. Lawson, Dean

PBL:dm

October 27, 1942.

Dean Paul B. Lawson,  
College of Liberal Arts.

Dear Dean Lawson:

I notice that withdrawal notices are being sent to Mr. Henry Shenk, instead of this office which is the central office for the Department of Physical Education.

I would appreciate it very much if they were sent to this office where they will be taken care of. I will consider this a personal favor.

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.

October 27, 1942.

Dean Paul B. Lawson,  
College of Liberal Arts.

Dear Dean Lawson:

Answering your communication of October 24th regarding our entertaining some students from the various counties, beg to state that I will be very happy to be counted in the list as one who will be willing and happy to do such a fine thing for the University and for the students.

Very cordially yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.

## TRANSFERS OF COLLEGE STUDENTS

Oct. 7

Name	To	From
Dunlop, Walter Eugene	Sec. A Cond.	Sec. F Swim.
Link, Wendell Hubbard	Sec. A Cond.	Sec. G Cond.
Briney, Calvin Richard	Sec. B Cond.	Sec. J Cond.
Lillard, Thomas Madison	Sec. B. Cond.	Sec. C Cond.
Manion, Thomas Ross	Sec. B Cond.	Sec. A Cond.
Sandifer, James William*	Sec. B Cond.	Sec. G Cond.
Sickler, Royce Duane	Sec. B Cond.	Sec. K Cond.
Adams, Paul David	Sec. C Cond.	Sec. A Cond.
Derrel, Ralph Perkins	Sec. C Cond.	Sec. E Swim.
Hutchison, David Niesly	Sec. C Cond.	Sec. J Cond.
Love, Charles Clarke	Sec. C Cond.	Sec. C Swim.
Santner, Floyd Arthur	Sec. C Cond.	Sec. C Swim.
Thompson, Jerome Bradford	Sec. C Cond.	Sec. C Swim.
Cochrane, Charles Donald	Sec. D Cond.	Sec. F Cond.
Tompkins, Wendell Harry	Sec. D Cond.	Sec. F Cond.
Wellington, Robert B.	Sec. D Cond.	Sec. G Cond.
Weltner, Roderick Edward	Sec. D Cond.	Sec. J Cond.
Woodburn, Lloyd W.	Sec. D Cond.	Appt.
Ashby, Val Jean	Sec. E Cond.	Sec. A Cond.
Jenkins, Neil	Sec. F Cond.	Sec. F Swim.
Lockhart, Benjamin Frank.	Sec. F Cond.	Sec. D Swim.
Mitchell, Stanley Morris	Sec. F Cond.	Sec. E Swim.
Symons, Robert Henry	Sec. F Cond.	Sec. E Cond.
White, Robert George	Sec. I Cond.	Swim.
Diehl, Donald Winston	Sec. J Cond.	Sec. I Cond.
Perkins, Louis Beehler	Sec. J Cond.	Sec. H Swim.
Rich, Eldon Stahly	Sec. J Cond.	Sec. H Swim.
Eichorn, Robert Lee	Sec. A Swim.	Sec. K Cond.
Henry, Elwyn C.	Sec. A Swim.	Sec. E Swim.
Hogan, William Daniel	Sec. A Swim.	Sec. G Cond.
Stewart, Alan James	Sec. A Swim.	Sec. K Cond.
Erb, Donald Leon	Sec. B Swim.	Sec. J Cond.
Hayward, Don L.	Sec. B Swim.	Sec. G Swim.
Peterson, Merrill Daniel	Sec. B Swim.	Sec. E Cond.
Pomerey, Donald Andrew	Sec. C Swim.	Sec. D Swim.
Berry, Omer Odell	Sec. C Swim.	Sec. K Cond.
Byerly, Floyd Raymond	Sec. C Swim.	Sec. K Cond.
Cox, Josiah Clark	Sec. C Swim	Sec. D Cond.
Conroy, Thomas Hyde	Sec. C Swim.	Sec. D Swim.

\* In ROTC - reports on Wed. at 9:30 for Cond.

## TRANSFERS OF COLLEGE STUDENTS

Oct. 7

Name	To	From
Dunlap, Walter Eugene	Sec. A Cond.	Sec. F Swim.
Link, Wendell Hubbard	Sec. A Cond.	Sec. G Cond.
Briney, Calvin Richard	Sec. B Cond.	Sec. J Cond.
Lillard, Thomas Madison	Sec. B. Cond.	Sec. C Cond.
Manien, Thomas Ross	Sec. B Cond.	Sec. A Cond.
Sandifer, James William*	Sec. B Cond.	Sec. G Cond.
Sickler, Royce Duane	Sec. B Cond.	Sec. K Cond.
Adams, Paul David	Sec. C Cond.	Sec. A Cond.
Derrel, Ralph Perkins	Sec. C Cond.	Sec. E Swim.
Hutchison, David Niesly	Sec. C Cond.	Sec. J Cond.
Love, Charles Clarke	Sec. C Cond.	Sec. C Swim.
Santner, Floyd Arthur	Sec. C Cond.	Sec. C Swim.
Thompson, Jerome Bradford	Sec. C Cond.	Sec. C Swim.
Ceehrane, Charles Donald	Sec. D Cond.	Sec. F Cond.
Tompkins, Wendell Harry	Sec. D Cond.	Sec. F Cond.
Wellington, Robert B.	Sec. D Cond.	Sec. G Cond.
Weltmer, Roderick Edward	Sec. D Cond.	Sec. J Cond.
Woodburn, Lloyd W.	Sec. D Cond.	Appt.
Ashby, Val Jean	Sec. E Cond.	Sec. A Cond.
Jenkins, Neil	Sec. F Cond.	Sec. F Swim.
Lockhart, Benjamin Frank.	Sec. F Cond.	Sec. D Swim.
Mitchell, Stanley Morris	Sec. F Cond.	Sec. E Swim.
Symens, Robert Henry	Sec. F Cond.	Sec. E Cond.
White, Robert George	Sec. I Cond.	Swim.
Diehl, Donald Winston	Sec. J Cond.	Sec. I Cond.
Perkins, Louis Beehler	Sec. J Cond.	Sec. H Swim.
Rich, Elden Stahly	Sec. J Cond.	Sec. H Swim.
Eichorn, Robert Lee	Sec. A Swim.	Sec. K Cond.
Henry, Elwyn C.	Sec. A Swim.	Sec. B Swim.
Hogan, William Daniel	Sec. A Swim.	Sec. G Cond.
Stewart, Alan James	Sec. A Swim.	Sec. K Cond.
Erb, Donald Leon	Sec. B Swim.	Sec. J Cond.
Hayward, Don L.	Sec. B Swim.	Sec. G Swim.
Peterson, Merrill Daniel	Sec. B Swim.	Sec. E Cond.
Pomerey, Donald Andrew	Sec. C Swim.	Sec. D Swim.
Berry, Omer Odell	Sec. C Swim.	Sec. K Cond.
Byerly, Floyd Raymond	Sec. C Swim.	Sec. K Cond.
Cox, Josiah Clark	Sec. C Swim	Sec. D Cond.
Conroy, Thomas Hyde	Sec. C Swim.	Sec. D Swim.

\* In ROTC - reports on Wed. at 9:30 for Cond.

THE UNIVERSITY OF KANSAS  
COLLEGE OF LIBERAL ARTS  
AND SCIENCES  
LAWRENCE  
SEP 21 1942

OFFICE OF THE DEAN

To Heads and Chairmen of Departments:

Because there is a whole week of classes before next Saturday and since it would be too bad to make many students who come late or who need to change their enrollments wait until that time, the College Office would like to accommodate as many students as it can immediately, both as to enrollments and as to changes. Will you, therefore, please send to this office just as soon as you can after receipt of this letter all the changes from the printed schedule for the courses in your department?

In order to have uniformity will you please send in your changes in the following form:

1. List the courses which have been closed and also the courses which have been withdrawn.
2. List the new courses or new sections to be offered, giving number, title, hour, days, and room.
3. List changes in hours for any courses.
4. Do not send us the names of instructors for any of the above.

F + S. x 10  
- 112 -  
119 1.

Sincerely yours,

*Paul B. Lawson*

Paul B. Lawson, Dean

PBL:dm

P.S. Please hurry this!

September, 23, 1942

Miss Veta Lear  
College Office

Dear Miss Lear,

The following college students have made application for transfer from one section to another in the physical conditioning courses.

<u>Name</u>	<u>From</u>	<u>To</u>
Conroy, Thomas Hyde	D	B
Giles, Detroy Robert	J	C
Hutchinson, David Miesly	J	C
Tompkins, Wendell Harry	F	D (for no credit)
Waltmer, Rederick E.	J	D
Whitworth, Roger S.	H	G
Hayward, Don L.	G (swimming)	B (swimming)
Hands, Sebel Vern	K	I

Sincerely yours

Secretary

September 21, 1942.

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

Dear Dean Lawson:

This is in reply to your inquiry of this date concerning changes in the schedule.

- (1) Sections F and G in Conditioning Classes are closed.
- (2) We will accept ten or twelve additional enrollments in any of the other sections, if necessary.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

September 24, 1942.

Miss Veta Lear,  
College of Liberal Arts and Sciences.

Dear Miss Lear:

The following College students have asked to be transferred in the Conditioning classes as follows:

	from Sec. J	to Sec. B
Ashby, Val Jean	from Sec. A	to Sec. E
Briney, Calvin Richard		
Hands, Sebal Vern	" " K	to " I
Hayward, Don	" " G	to " B (Swimming)
Link, Wendell	" " G	to " A
Manion, Thomas R.	" " A	to " B
Petersen, Merrill	" " E	to " B (Swimming)
Price, Donald A.	" " E	to " G (Swimming)
Saxe, Louis P.	" " H	to " J
Sigel, Carter B.	" " F	to " H

I am enclosing the class card for Lloyd W. Woodburn since I do not know to which section he may be assigned.

Sincerely,

Secretary, Dept. of Physical Education.

October 13, 1942.

Dr. Gilbert Ulmer,  
Assistant Dean,  
College of Liberal Arts.

Dear Dean Ulmer:

I acknowledge receipt of your probationary list for the fall of '42. I see no basketball players' names on this list. I presume that you have sent a copy to Miss Hoover so that she can check on her Quack Club and Tau Sigma groups.

I am very happy to cooperate with you in your endeavor to raise the scholarship of these students. For instance, I notice that Miss Joy M. Howland is on final probation. She comes in my office quite often to get stories and I will make it a point to express my utter surprise to find her name on this list. I also notice Thomas C. Twyman and George F. Stuckey. Tom Twyman had an attack of endocarditis and has also had a respiratory illness. But it appears to me that Stuckey and Miss Howland should do better work.

Sometimes an outsider can help along in the job of co-operating.

By the way, I took the last Kiplinger Letter home to Mrs. Allen to read and for some reason she said she absent-mindedly threw it in the waste basket and it has been destroyed. This week's Kiplinger Letter has not arrived, but when it does come I will be glad to send it to you.

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.

*Enclosed*

THE UNIVERSITY OF KANSAS  
COLLEGE OF LIBERAL ARTS  
AND SCIENCES

OFFICE OF THE DEAN

LAWRENCE  
October 9, 1942

Dr. F. C. Allen  
Department of Physical Education

Dear Dr. Allen:

Enclosed is a list of the College students who are on probation this semester. One of our College regulations prescribes that no student on probation may engage in extra-curricular activities of any sort except intramural athletics; and we hope that you will not allow anyone named on this list to take part in athletic activities under your direction this semester.

Very truly yours,

*Gilbert Ulmer*

Gilbert Ulmer  
Assistant Dean

GU:dm  
Enc.

COLLEGE OF LIBERAL ARTS AND SCIENCES

PROBATION LIST

Fall 1942

Abbey, Robert M.	Gilbert, Robert L., Jr.	Perkins, Louis B.
Bacon, Richard H., Jr.	Graba, Roy Richard	Reid, Barbara Jean
Bailey, Neola D.	Grant, Duana B.	Reynolds, John M.
Bartlett, Dwight	Harwood, Victor Gene	Ripley, Prescott A.
Bennett, William B.	Held, Robert E.	* Rolfe, William J.
Bliesner, Marian	Hill, Herbert D.	Roll, Eunice F.
Breon, Beverley	* Howland, Joy M.	Rose, Jean Helen
Brodkin, Samuel	Jackson, Jack M.	Rossmann, Anne Louise
Brunner, Wilbur	* Johnson, Kenneth	Schulttheis, Frank R.
Butcher, Norman W.	Ketterman, Clarence	Shaeffer, Richard M.
Butler, Joe A.	Koerner, Otto James	Shaffer, Fred, Jr.
Carey, John M.	Kouri, Charles M.	* Simpson, Alfred K., Jr.
Cheney, James G.	Krattli, Walter, Jr.	Starr, William A.
Cochran, Kenneth M.	Lanyon, Lloyd	Stohs, Delores A.
Cohagan, Bettie	Lemoine, Rita	Stone, Robert M.
Coldwell, Robert E.	Liston, Eleanor Sue	Stuckey, George F.
Cook, Joan	Manley, Patricia	Symons, Robert
Craven, Eugene Donald	Mantz, Ben R.	Tewell, Charles W.
Davis, James Lawrence	McGrew, Frank D., Jr.	Tucker, Clark
Davis, Jeanette R. Orme	Meschke, Maureen P.	* Twyman, Thomas C.
Dougherty, Warren R.	Miller, Jean Ann	Weber, William L.
* Dowse, Orrin King	Miller, Max A.	Weltmer, Loren M.
Duffy, John Joseph	Moody, Arthur Junior	* Wentworth, Jesse
Dynan, Philip A.	Muse, Edward	Wilson, Aaron
Elliott, Sue	Overman, Dorisbel	* Zimmerman, Anne L.
	Pace, Mary H.	

\* On Final Probation.

COLLEGE OF LIBERAL ARTS AND SCIENCESPROBATION LISTFALL 1942

Abbey, Robert M.	Gilbert, Robert L., Jr.	Perkins, Louis B.
Bacon, Richard H., Jr.	Graba, Roy Richard	Reid, Barbara Jean
Bailey, Neola D.	Grant, Duana B.	Reynolds, John M.
Bartlett, Dwight	Harwood, Victor Gene	Ripley, Rrescott, A.
Bennett, William B.	Held, Robert E.	* Rolfe, William J.
Bliesner, Marian	Hill, Herbert D.	Roll, Eunice F.
Breon, Beverley	* Howland, Joy M.	Rose, Jean Helen
Brodkin, Samuel	Jackson, Jack M.	Roszman, Anne Louise
Brunner, Wilbur	* Johnson, Kenneth	Schultheis, Frank R.
Butcher, Norman W.	Ketterman, Clarence	Shaeffer, Richard M.
Butler, Joe A.	Koerner, Otto James	Shaffer, Fred, Jr.
Carey, John M.	Kouri, Charles M.	* Simpson, Alfred Klm, Jr.
Cheney, James G.	Krattli, Walter, Jr.	Starr, William A.
Cochran, Kenneth M.	Lanyon, Lloyd	Stohs, Delores A.
Cohagen, Bettie	Lemoine, Rita	Stone, Robert M.
Coldwell, Robert E.	Liston, Eleanor Sue	Stuckey, George F.
Cook, Joan	Manley, Patricia	Symons, Robert
Craven, Eugene Donald	Mantz, Ben R.	Tewell, Charles W.
Davis, James Lawrence	McGrew, Frank D., Jr.	Tucker, Clark
Davis, Jeanette R. Orme	Meschke, Maureen P.	* Twyman, Thomas C.
Dougherty, Warren R.	Miller, Jean Ann	Weber, William L.
* Dowse, Orrin King	Miller, Max A.	Weltmer, Loren M.
Duffy, John Joseph	Moody, Arthur Junior	* Wentworth, Jesse
Dynan, Phillip A.	Muse, Edward	Wilson, Aaron
Elliott, Sue	Overman, Dorisbel	* Zimmerman, Anne L.
	Pace, Mary H.	

\* On Final Probation

THE UNIVERSITY OF KANSAS  
COLLEGE OF LIBERAL ARTS  
AND SCIENCES  
LAWRENCE  
October 1, 1942

OFFICE OF THE DEAN

Dr. F. C. Allen  
Department of Physical Education

My dear Dr. Allen:

I am writing to urge that the men in charge of the required physical conditioning program be asked to make a very careful and immediate check on the enrollments of all those men who are substituting ROTC drill for a part of the physical education requirement. Men who make this substitution must change their enrollments to 0 hours credit if they enrolled originally for one hour of credit. Will the men of your staff please see at once that they have a card from the office of the dean of the school concerned showing 0 credit, which indicates that the student is enrolled in that way on our records here?

Since this substitution of ROTC drill was allowed at the last minute, it will probably take a few days yet to get the class cards correct, and I am suggesting, therefore, that your instructors retain their class cards a while longer until the adjustments can all be made, so that every card, when turned in to this office for our records and for the making of the class rolls, will show the enrollment of the student for one hour of credit or for 0 credit.

It has been intimated in some quarters that requiring students to enroll for physical education wouldn't necessarily compel them to attend class. I hope we will not make a mockery of this regulation by being in the least careless about regular class attendance, and since nine deans might handle absence reports in nine different ways, I have told Chancellor Malott that in my judgment it would be best to report all absences very promptly each week to some central committee which would treat students from all schools alike. If the Chancellor has not already acted in this matter, may I suggest that you discuss the matter with him? It is my feeling that some such plan of central administration will be by far the best method of obtaining regular attendance in the first place and of handling a few students who may not care to play ball.

Sincerely yours,

*Paul B. Lawson*

Paul B. Lawson, Dean

PBL:dm

## COLLEGE COMMUNICATIONS

October 17, 1942

## NOTICE OF FACULTY MEETING

The College Faculty will hold its October meeting on Tuesday, the 20th, at 4:30 p.m. in Fraser Chapel. All members are urged to be present to welcome the new members of the staff.

## INCREASING OUR TEACHING EFFICIENCY

How about the job of making ourselves better teachers? Are we working at it, or are we subconsciously assuming that it doesn't need to be done?

Aside from the recognizedly important and usually emphasized phases of our work, in which presumably all of us are watching ourselves and in which each of us is striving for improvement, may we mention two aspects of our work in which increased attention would result in greater efficiency:

1. The mechanics of our work. This includes such things as definite plans for each week's and for each day's work in each class, careful attention to all such details as those enumerated below, grading papers promptly instead of weeks late, keeping each student thoroughly aware of his progress or the lack of it, careful observance of office hours in order to afford greater personal contacts with students, promptness and completeness in all reports, etc.

2. Our class presentation. Perhaps each of us should study more carefully his class room actions and speech. Students say that some professors need to take work in the Speech Department in order to be able to present their work in a clear and interesting fashion, instead of "mumbling." Is your presentation good? As good as you can make it?

## DETAILS--BUT IMPORTANT

1. Do you have a class card for every student, including auditors, who is attending your classes? Instructors are not privileged to allow students to attend their classes without class cards.

2. If you have not already done so, please return your class cards now to the office of the dean of the school concerned.

3. No student should be considered withdrawn from your classes until you have received a withdrawal notice from the office. These notices are invariably sent out within 24 hours of the time when the student receives permission for withdrawal.

4. Except in known cases of illness, please report promptly students who have been absent from class more than one week. If reported promptly we might be able to help the student; if reported tardily the stu-

dent simply has to be withdrawn from the course with a failure. Rightly or wrongly, parents expect us to know that their young people are attending classes, and when they are not we are expected to let the parents know about the matter.

5. Deficiency cards may be obtained from the departmental office. We would like to encourage their early and regular use in reporting to this office all students who are careless about class attendance or who for reasons good or bad are simply not doing their work. The sooner we know a student is failing, the better chance we have of helping him.

## MID-SEMESTER REPORTS

Mid-semester reports are due in the office not later than Thursday, November 12. Will you please plan your quizzes so that your reports will be in on time? We have observed that instructors who don't report on time usually have not taken the trouble to plan their work far enough in advance.

\* \* \* \* \*

"We are divided into two classes these days: the ones who are bewailing the condition of the world, and those who are doing something about it."

\* \* \* \* \*

The enrollment in the College as of October 3 was 1869. This compares with an enrollment of 1940 at the corresponding date last year. This is a decrease of 3.7% in the College. The decrease in the University as a whole is 6.9%.

\* \* \* \* \*

"...When the crisis has passed, society will still need the soldier for the enforcement of law and the technician for the advancement of material progress. But above the need for each of them will be the indispensable necessity for the leadership of those whose training has been in the humanistic studies. From this leadership must come the vision, the perspective, the moral concepts, the aesthetic sense, the understanding of justice, the knowledge of social institutions and organization that will render the victory significant for the human race. If the necessity for the training for this leadership is lost sight of, if in the efforts for defense, that which is being defended is swallowed up and the means to the end becomes the end itself, then the toil, and perhaps the ultimate sacrifice, of the soldier will have been in vain...."--Professor Ruhl J. Bartlett, in *The Tuftonian*.

September 24, 1942.

Dean Paul B. Lawson,  
College of Liberal Arts.

Dear Dean Lawson:

Thank you for your note and the mimeographed instructions regarding R.O.T.C. students taking the conditioning courses.

This is exactly the understanding that we have had in our department, and we have been passing this information on to our instructors.

Sincerely yours,

FCA:AH

Director of Physical Education,  
Varsity Basketball Coach.

September 24, 1942.

Dean Paul B. Lawson,  
College Office.

Dear Dean Lawson:

Mr. O. D. Butcher, Jr., of Topeka, Kansas, came into my office and stated that he had, during the summer, called on Chancellor Malett and you in an endeavor to work out a two-day study program here at the University as it was imperative that he work at the Ray Beers Clothing Company the remaining time. He presented his program which showed that this had been done.

I did not feel that I should require him to make a special trip from Topeka to take only the one day conditioning program. Therefore, I am endeavoring to arrange his schedule so that he will take two different conditioning programs one day and one conditioning program the other.

Sincerely yours,

Director of Physical Education,  
Varsity Basketball Coach.

Dr. Allen:

As you remember we talked about the physical conditioning course — it was thought at that time that perhaps we could work out something extra on Thursday along with this course in basketball.

As you remember I comment on Tuesday and Thursday from Topka, and I work the rest of the days.

Bill appreciates everything you can do Doctor and thanks a lot.

O.D. Swisher, Jr.

Bees.

## COLLEGE COMMUNICATIONS

April 17, 1942

## NOTICE OF FACULTY MEETING

The Faculty of the College of Liberal Arts and Sciences will meet on Monday, April 20, at 4:30 p.m. in the auditorium of Frank Strong Hall. Please note the change of day from the usual Tuesday to Monday.

## COLLEGE ENROLLMENT

The following table shows the actual student attendance as of November 1 and March 1 in the College of Liberal Arts and Sciences for the last two years:

Fall 1940 - 1997 students	
Fall 1941 - 1925	" Decrease 3.6%
Spring 1941 - 1816	"
Spring 1942 - 1689	" Decrease 7%

The decrease in students this year over last year averages 5.2%. Our teaching load in credit hours, however, is down 9.4%.

The following College departments have this year held their own or had an increase in their student credit-hour load: Bacteriology, Mathematics, Chemistry, Speech and Drama, Physiology, Physics and Astronomy, and Home Economics.

In order of credit-hour loads the following are the ten largest College departments: English, Mathematics, Chemistry, Romance Languages, Psychology, History, Physics and Astronomy, Sociology, Geology and Geography, and Physiology.

## ACADEMIC STANDARDS IN WAR TIMES

We hear much these days about speeding up our educational programs. With this policy we are in hearty sympathy since, if properly done, it is an educational policy not inconsistent with the best interests of both students and the winning of the war.

We should bear in mind, however, that war demands even better trained workers than are required in times of peace, for upon their skill, accuracy, and mastery even more now depends. In college we must produce better workmen, just as the world outside of college walls is being called upon to do a better job than ever before. If we do this we must maintain high standards of work and scholarship, if anything even higher standards than we have hitherto had. Fortunately, the government, the army, the navy, and the other agencies looking to us for trained men, are urging us not to lower our standards of

achievement in the least. And it is significant that all the regional accrediting agencies have united in urging all colleges not to lower the requirements for admission, and not to lower the requirements for graduation in either quantity or quality.

## THE LIBERAL AND HUMANE TRADITION

"There can be little doubt that if the war continues as long as now seems probable there will be many drastic alterations in our colleges and universities. There can be little doubt also in the minds of those who have confidence in the future of this country that once the war is over our academic institutions will again thrive. Readjustments may be necessary in a post-war period. Indeed, some changes which have been long overdue may be forced upon the educational world. On balance, it seems to me that the period of stress and strain on which we are now entering will probably be beneficial to the academic world. Contrary to a view prevalent in certain quarters, universities are among the most conservative institutions in human history. An occasional jolt is thoroughly beneficial; it forces adaptations to new needs of society which have perhaps remained unrecognized. That at least is the evidence from the past. Taking a long-range view, therefore, we may be cheerful about the future of the university tradition in the United States."

--James Bryant Conant.

\* \* \* \* \*

"But if the nation needs the technical expert today, it needs still more the man of vision tomorrow. If the democratic tradition is to be upheld and strengthened, if a new order of freedom is to be established after the present struggle is over, new leaders must be developed. The colleges cannot evade this task, even though it will make vast demands upon their resources. Students now are clamoring for training adequate to the times in which they live, for a deeper understanding of the forces at work in history, and a clearer vision of their duties as citizens in a democracy. When the work of the soldier and the technician has been accomplished, the world will require the genius of the builder and the creator. The need of a liberal education, such as the colleges can give, was never more urgent than at present."

--"What the Colleges Are Doing."

## COLLEGE COMMUNICATIONS

SAEJ 451 1129A

могутся в зимний синий цвет. В это

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АНДЕНДА УТІУОДАХ ТО, ЗОІТОИ

Історія то зберігається то відмінної едіції  
відомої як земські літературні видання  
міжнародних видавництв ОЕІД та ОС Інгаль-  
едж зокрема Інгальедж відмінної історії то  
єдіції відомої як земські літературні видання

# ТИПОЛЮИД ПОЛИОГ

Lestos edži zwode siðas. Ba fwołkot edži  
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zdu eoy. owt tazl edži xot azeoſoč bns.

more associated with the *steer* - *cow* life

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ibsol yuði-þóbetð tñabut a tñedt að eðr að  
vtt aðmedð aðt aðmedð að, ygofoit yðosil  
bax aði aðq, ygofoi aðq, smað bax døs að  
aðtmonað smon bax yðmonað að

Dr. F. C. Allen  
Associate Professor of Physical Education

зимит яш ит зядадит симадад

Qd. gniibeqa t'wod's evsh q'od' d'om' t'od' eW  
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-log Lenoit'sorbs ne ai d'w , evsh v'f'eq'v'z  
-m'om' t'od' ad' d'w t'ne'z ai a'co'ni' ton' w'vi  
to gniin'w ad' bas a'neb'ut'z d'od' to a'at'as  
, r'w ad'