

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 No student should be considered withdrawn from your classes until you have received a withdrawal notice from the office.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dent simply has to be withdrawn from the course with a failure.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.

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"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."

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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%.

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"...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.