Annual Spring

EDUCATIONAL CONFERENCE

Friday, April 5
Saturday, April 6
1 9 4 0

At the

University of Kansas

Lawrence

General Theme of the Conference:
School and Community Co-operation

Program

FIRST GENERAL SESSION

Friday, April 5, 8 p.m.—Fraser Theater

Chairman, Dean Raymond A. Schwegler

Music: Provided by School of Fine Arts, University of Kansas

Address: "Some Earmarks of Democratic Living" Dr. V. T. Thayer, Ethical Culture Society, New York City

SECOND GENERAL SESSION

Saturday, April 6, 9 a.m.—Fraser Theater

Chairman, H. E. Chandler, *Secretary*, Teacher Appointment Bureau, University of Kansas

Address and Greeting: Chancellor Deane W. Malott, University of Kansas

Address: "Planning for the Cooperation of School and Community in a Program of Education" Dr. V. T. Thayer, Ethical Culture Society, New York City

I. Conference Groups:

Group 1. Fraser 206, SATURDAY, APRIL 6, 10:30 a.m.

Chairman, George Marshall, Superintendent of Schools, Ottawa

What Services Should a School Provide for the Community?

Supt. George York, Osawatomie—10 minutes

Prin. Kirk Ramy, Emporia Jr. High School—10 minutes

Miss Maude Ellsworth, University of Kan.—10 minutes

Dr. F. C. Allen, Head, Department of Physical Education, University of Kansas—10 minutes

Prin. Herbert Hawk, Winfield High School—10 minutes

A discussion which centers around the ideas and issues raised by the contributions of the speakers will follow. The questions here are merely suggestive. There is no thought on the part of the Conference Committee to direct the trend that the discussion should take.

Question 1. How active should staff members be in community organizations such as churches, service clubs, etc.?

Question 2. What should schools do to encourage adult education programs?

Question 3. What can schools do to further recreational life in the community?

Question 4. Have the schools neglected important opportunities with reference to summer playgrounds, camping, N.Y.A., C.C. C. groups, occupational adjustment, etc.?

Group 2. Fraser 205, SATURDAY, APRIL 6, 10:30 a.m.

Chairman, A. L. Cross, *Principal*, Shawnee-Mission H. S.

Panel Discussion on Question: To What Extent and How Can Community Agencies Promote a Democratic School System?

PANEL:

Prof. Dale Zeller, Emporia State Teachers College

Dr. V. L. Strickland, State College, Manhattan

Prin. G. L. Cleland, Atchison

Prin. Hazel Lee Simmons, Lawrence

TO CONSIDER:

Curricular problems

Special health services

Pupil activity programs

Understanding school problems

Community-teacher relationships

Financing a school program

Noon Luncheon Meeting—Memorial Union Building, 12:15 p.m.

Chairman, W. N. VanSlyck, Principal of High School, Topeka

Address: "The School Curriculum and Life" V. K. Brown, Director of Parks, Chicago, Ill.

PANEL DISCUSSION—FRASER THEATER, 2 p.m.

Question: What Does the Community Expect of Its Schools?

Chairman, F. L. SCHLAGLE, Superintendent of Schools, Kansas City

PANEL:

C. C. GERSTENBERGER, Head, Kaw Valley Loan Company and former member of State Legislature, Lawrence

C. T. RICE, *President*, Anchor Building Savings and Loan Company, Kansas City

ASA CONVERSE, *Editor*, Wellsville, also Chairman, Education Committee of Kansas Legislature.

Address: "What Schoolmen Can Learn from the Public for the Improvement of Public Schools"—Fraser Theater, 3 p.m.

V. K. BROWN, *Director of Parks*, Chicago, Illinois

Visualization of School and Community Cooperation—Fraser Theater 4 p.m.

Conference Committee:

F. P. OBRIEN B. A. NASH J. W. TWENTE

THE UNIVERSITY OF KANSAS
SCHOOL OF EDUCATION
LAWRENCE

OFFICE OF THE DEAN

To the Department Heads

My dear Sir:

We are sending you herewith applications for supervised teaching during the spring semester of 1941.

The committee acting on these petitions wishes to call attention particularly to the wording of the recommendation. Candidates for teacher training can be better selected if consideration is given to the personality traits suggested.

Please return all applications to this office at your earliest convenience.

Sincerely yours,

Raymond A. Schwegler

Raymond A. Schwegler
Dean

MR:RW
57

Enclosures

REQUIREMENTS FOR THE UNIVERSITY TEACHER'S DIPLOMA

I. GENERAL TRAINING:

The requirements for a degree from the School of Education, the College, the School of Business, the School of Engineering, or the Graduate School.

The average scholarship level must be not less than 1.1 grade points; the level of the work done in the major subject must be at least 1.5 grade points, and credit for not less than 124 hours of work must be submitted.

II. SELECTED COLLEGE COURSES (for freshmen and sophomores):

Sociology, Economics, Political Science, or History, not less than	5 hours
Principles of Speech	2 hours
General Psychology, including laboratory	5 hours

III. PROFESSIONAL COURSES:

Fundamentals of Education Group	9 hours
The Teaching of the Special Subject (teacher's course)	3 hours
Supervised Teaching	4 hours

Additional Education courses to make a total of 15 semester hours, exclusive of supervised teaching.

IV. A MINOR (in addition to the major prescribed by the school in which candidate is enrolled, a minor of 20 hours selected from the following):

A. English (English Language and Literature, Speech and Dramatic Art, and Journalism): At least 5 hours of Rhetoric. Not less than 15 hours in one of the three departments named.

B. Foreign Language (Ancient Languages, Germanic Languages, and Romance Languages): Twenty hours in any one language.

C. Mathematics (Mathematics): Fifteen hours in Mathematics in addition to two units of high school work in mathematics. The remainder in the following departments: Mathematics, Physics, Chemistry, and Geology.

D. Biological Science (Bacteriology, Botany, Entomology, Physiology, and Zoölogy): At least 12 hours in some one department and not more than 15 hours in any department. A maximum of 5 hours of Physical Science may be presented.

E. Physical Science (Chemistry, Geology and Mineralogy, Physics and Astronomy): At least 12 hours in some one department and not more than 15 hours in any department. A maximum of 5 hours of Biological Science may be presented.

F. Social Science (Economics, History, Political Science, and Sociology): At least 10 hours in History and 5 hours in Political Science. Not more than 15 hours in either Economics, Political Science, or Sociology. Twenty hours may be taken in the History Department.

G. Philosophy and Psychology (Philosophy and Psychology): At least 10 hours in Philosophy and Psychology. The remainder in Economics, Political Science, and Sociology, or in Zoölogy, Anatomy, and Physiology.

H. Home Economics (Home Economics): Twenty hours in Home Economics.
I. Physical Education and Health (Physical Education and Athletics, Physiology, Zoölogy, and Anatomy): Physiology, 5 hours; Zoölogy, 5 hours; Physical Education and Athletics, 10 hours.
J. Fine Arts (Music, Drawing and Design): Drawing and Design not permitted by College regulations, but accepted by the School of Education.

REQUIREMENTS FOR SUPERVISED TEACHING

Pursuant to a rule of the Kansas State Board of Education all applicants for teachers' certificates must present satisfactory credit for at least three semester hours of supervised teaching, or its equivalent in satisfactory teaching experience.

Candidates applying for enrollment for supervised teaching must present satisfactory credentials, showing the following items:

1. They must be recommended by the head of the department in which the major work was done.
2. They must present a transcript showing, in the case of undergraduates, credit for not less than 90 hours of work in the school in which the candidate is enrolled.
3. They must have completed not less than 5 hours each of Social Science and Psychology; not less than 2 hours of Public Speaking; and not less than 9 hours of the required courses in Education.
4. The transcript must show an average of 1.1 grade points for all work done previous to application for enrollment for practice teaching, and in the major the average must not be less than 1.5 grade points.

Application for enrollment in supervised teaching must be made in advance in the office of the dean of the School of Education on blanks provided for that purpose.

CLASS "A" TEACHER PREPARATION

The amount of preparation in the teaching field to be regarded as a minimum is as follows:

English: Fifteen semester hours of college credit from the basic English courses in composition, rhetoric, and literature. In addition to the preceding fifteen hours of basic English courses, teachers in public speaking and of journalism shall have had preparation in the subject taught amounting to at least five semester hours of college work.

Foreign Language: Fifteen semester hours in the language taught.

Mathematics: Fifteen semester hours.

Deductions in the fields of foreign language and mathematics may be allowed to the extent of two semester hours for each unit earned in high school, not to exceed a total deduction of six semester hours.

Science: Fifteen semester hours of college credit in those science subjects which are offered in the Kansas high schools for credit, with at least five semester hours for each unit subject taught and three semester hours for each one-half unit subject taught.

Social Science: Fifteen semester hours of college credit in those social science subjects which are offered in the Kansas high schools for credit, with at least five semester hours for each unit subject taught and three semester hours for each one-half unit subject taught.

Industrial Arts: Fifteen semester hours of college credit in those industrial arts subjects which are offered in the Kansas high schools, with at least five semester hours of college credit in the specific subject taught.

Commercial: Fifteen hours of college credit in those commercial subjects which are offered in the Kansas high schools for credit, with the following specific subject preparation:

(1) For teaching shorthand, typing, and bookkeeping, five or more semester hours in each subject taught. A deduction of two semester hours for one or more units of high school credit presented in each subject for college entrance, not to exceed two hours.

(2) For teaching other major commercial subjects, five or more semester hours in specific or related subjects is required. No deductions are permissible. For teaching one-half unit subjects, three or more college hours are required.

(3) No examination for certificates of competency may be allowed in lieu of college credit after September 1, 1940.

Music: Fifteen semester hours credit in music with special preparation in the subject taught.

Art: Fifteen semester hours credit in art with special preparation in the subject taught.

Physical Education: Fifteen semester hours credit in physical education, ten hours of which must be in the field of health, physiology, first aid, or school hygiene.

Librarian: High school librarians shall have academic qualifications equivalent to those required of teachers in class "A" high schools, and these qualifications shall include not fewer than eight semester hours of college credit in library science. (Effective September 1, 1943).

CLASS "B" TEACHER PREPARATION

A class "B" rank will be granted those schools that meet the school standards satisfactorily, and whose teachers shall each have not less than twelve college hours of preparation in the subject matter field, and who shall have at least five college hours in the specific subject preparation with such limitations and exemptions as apply to class "A" schools. This regulation is to become effective on and after September 1, 1940.

CLASS "C" TEACHER PREPARATION

A class "C" rank will be given schools that meet the school standards satisfactorily, and whose teachers shall each have not less than eight college hours of preparation in the subject matter field and who shall have at least three college hours in the specific subject taught. Not to exceed two college hours may be deducted from the subject matter field for credit earned in high school. This regulation is to become effective on and after September 1, 1940.

January 25, 1941

Dean Raymond A. Schwegler
School of Education
University of Kansas

Dear Dean Schwegler:

I have arranged with Mr. E.B. DeGroot to assist me in matters of the curriculum so that we may promptly and more efficiently handle the details concerning such problems.

I am mentioning this fact because I have suggested to Mr. DeGroot that he feel perfectly free to work with your office in ironing out some of the matters concerning the elimination of discontinued courses and the more clear wording regarding others.

I trust this will be satisfactory to you.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

January 24, 1941

Dean Raymond A. Schwegler
School of Education

and

Dean Paul B. Lawson
College of Liberal Arts and Sciences

Dear Dean Schwegler and Dean Lawson:

I have arranged with Mr. E.B. DeGroot to assist me in matters of the curriculum so that we may promptly and more efficiently handle the details concerning such problems.

I am mentioning this fact because I have suggested to Mr. DeGroot that he feel perfectly free to work with your office in ironing out some of the matters concerning the elimination of discontinued courses and the more clear wording regarding others.

I trust this will be satisfactory to you.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg

cc: Mr. DeGroot

April 25, 1941

Dean R. A. Schwegler
School of Education
University of Kansas

Dear Dean Schwegler:

The Department of Physical Education respectfully asks your approval of the change of the prerequisite for course No. 76, Tests and Measurements in Physical Education, from course No. 36, History and Principles of Physical Education, to "10 hours of Physical Education."

We are assuming this change will need to be presented to the Administrative Committee of the School of Education for their action.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

FCA:lg

SCHOOL OF EDUCATION
December 16, 1940

F. C. Allen
E. E. Bayles
F. P. OBrien
A. H. Turney
J. W. Twente

Will you please meet in 103 Fraser Hall at nine-thirty on Saturday, December twenty-first, if that time is convenient? Please notify me whether this time is satisfactory.

Sincerely yours,

O.k.

Raymond A. Schwegler, Chairman
Administrative Committee

Annual

Educational Conference

Saturday,

January 11, 1941

At the

University of Kansas

Lawrence

General Theme of the Conference: ***Guidance and Counseling Program in the Secondary School.***

Program

FIRST GENERAL SESSION

Saturday, January 11, 9:00 a.m.

Memorial Union Ballroom

Chairman, RAYMOND A. SCHWEGLER, Dean of the School of Education, University of Kansas.

Address and Greeting: CHANCELLOR DEANE W. MALOTT, University of Kansas.

Address: "Initiating a Guidance Program in a Typical School and Community," DR. HEROLD C. HUNT, Superintendent of Schools, Kansas City, Missouri.

10:00 a.m. Symposium

Examination of Current Guidance Practices

Chairman, DR. B. A. NASH, Professor of Education, University of Kansas.

"Trends in Guidance Programs," W. T. MARKHAM, supervisor of Occupational Information and Guidance, State Board for Vocational Education, Topeka.

"Criteria for Individual Counseling," ARMIN SOPH, Vice-Principal, Atchison High School.

"Group Guidance," W. S. DAVISON, Dean, Junior College, Fort Scott.

"Teaching Courses in Occupations," MRS. MABLE STRYKER, Director of Vocational Guidance, Junior College, Parsons.

"Implications of Guidance for the Curriculum," FRANCIS GREGORY, Department of Guidance, Wyandotte High School, Kansas City.

Discussion.

INTERMISSION

Luncheon Meeting — 12:15 p.m., Kansas Room, Memorial Union Building. (Reservations must be made by 10:00 o'clock).

Chairman, D. R. LIDIKAY, Superintendent of Schools, Bonner Springs.

Address: DR. HEROLD C. HUNT, Superintendent of Schools, Kansas City, Missouri.

SECOND GENERAL SESSION

Saturday, January 11, 2:00 p.m.

Memorial Union Ballroom

Chairman, DR. J .H. NELSON, Associate Dean, College of Liberal Arts and Sciences, University of Kansas.

"*Follow-up Study of School Leavers*," F. V. BERGMAN, Principal of High School, Manhattan.

"*Individual Inventory — Initiating and Interpreting Data for Guidance Purposes*," C. C. HARDY, Principal of High School, Hoisington.

Summary of Conference, W. T. MARKHAM, Supervisor of Occupational Information and Guidance, State Board of Vocational Education, Topeka.

Conference Committee:

C. B. ALTHAUS H. E. CHANDLER F. O. RUSSELL

THE UNIVERSITY OF KANSAS
SCHOOL OF EDUCATION
LAWRENCE

OFFICE OF THE DEAN

December 16, 1940

Dr. F. C. Allen
105 Robinson Gymnasium

My dear Dr. Allen:

Enclosed are the two dollars' worth of the Tuberculosis Association Christmas seals which you wanted.

Your contribution is appreciated very much, indeed, and I am sure I do not need to tell you of the work which the Association is doing in Douglas County. You will be interested to know, of course, that seventy-five per cent of this money stays right here in Douglas County.

You may make your check to the Douglas County Tuberculosis Association and send it to me in the campus mail at your convenience.

I am, of course, adding your name to Dr. Elbel's list.

Sincerely yours,

Mateel Rich.

Mateel Rich
Chairman, K. U. Drive

Minutes of the Administrative Committee
School of Education, January 10, 1941

The committee met at three-thirty p. m. in 103 Fraser Hall, Dean Schwegler presiding.

Minutes of the previous meeting were read and approved.

Dean Schwegler presented the case of students majoring in history wanting a minor in social science. The question of the value of such a minor was discussed with a view to establishing some policy. The problem of demand for wider teaching fields was also discussed.

Moved by Allen, seconded by Twente, that all college students taking their first course in education, preparatory for the University Teachers Diploma, be required to confer with a designated member of the School of Education faculty regarding their subsequent program.

The discussion of the activities of the faculty was continued. The possibility of a survey of faculty load and activities at the beginning of each semester was discussed. No action taken.

Committee adjourned to January ~~twenty-third~~ seventeenth, same time, same station.

Respectfully submitted,

A. H. Turney, Secretary
Administrative Committee

Minutes of the Administrative Committee
School of Education, January 17, 1941

The committee met at three-thirty p. m. in 103 Fraser Hall, Dean Schwegler presiding. Present were Bayles, OBrien, Schwegler, Turney, and Twente.

Reading of the minutes was postponed.

Previous discussion of allocation of service was continued.

Dean Schwegler stated that there had been no loss of students but the faculty had been reduced, a definite condensation of staff without decrease of total load.

The question of pressure and sources of pressure was discussed.

There seemed to be fairly general agreement as to what the staff should do.

Moved by Twente, seconded by Bayles, that the secretary summarize in writing the position of the faculty. Carried.

Respectfully submitted,

A. H. Turney, Secretary
Administrative Committee

Minutes
Administrative Committee
School of Education
December 21, 1940

The committee met at nine-thirty a. m. in Dean Schwegler's office. Present were Allen, Bayles, OBrien, Schwegler, Turney, and Twente. Dean Schwegler presided. Members tardy were Allen and OBrien.

Minutes of November twenty-second and December sixth were read and approved.

Dean Schwegler reported that he had been unable to see Chancellor Malott personally but had written and expects a meeting with him next week.

Dean Schwegler discussed the problem of our work in the state at large. Currently there is an urgent plea for activity in the field of curriculum. The problem was discussed by the committee from many angles, including load of faculty, value of teaching as state service, possibilities in curriculum service, and so on.

Committee adjourned at ten thirty-five a. m.

Respectfully submitted,

A. H. Turney, Secretary
Administrative Committee

Minutes of Meeting
Administrative Committee
School of Education
November 22, 1940

The Administrative Committee of the School of Education met at three p. m., November twenty-second, Dean Schwegler presiding. Present were Bayles, OBrien, Schwegler, Turney, and Twente.

Discussion of problem under consideration at the previous meeting was continued. Consensus of members was that the following recommendation be made to faculty for insertion in the catalogue.

> That all students who have satisfactorily completed from twenty-four to thirty hours of work shall be classified as sophomores, those who have satisfactorily completed from fifty-four to sixty hours be classified as juniors, and those who have satisfactorily completed eighty-four or more hours shall be classified as seniors.

Adjourned.

Minutes of Meeting
Administrative Committee
School of Education
December 6, 1940

The Administrative Committee of the School of Education met December sixth at three-thirty p. m. Present were Allen, Bayles, OBrien, Schwegler, Turney, and Twente, Dean Schwegler presiding.

The committee proceeded at once to consider the problem of a hygiene course.

Dr. Allen presented the following statement as representing the position of the physical education department (attached).

The matter of recommendations to Dr. Turney, member of chancellor's committee, was discussed. The Administrative Committee seemed to think a new hygiene course would not meet the needs of the School of Education.

The Administrative Committee seemed to favor a conference between Dean Schwegler and the chancellor regarding the position of the School of Education in the matter.

Adjourned.

Respectfully submitted,

A. H. Turney, Secretary
Administrative Committee

In view of the contemplated consolidation of health courses, the following suggestions are herewith presented:

1. That the courses 30, 40, and 63 should be retained in the curriculum as at the present time for the following reasons:

   a. They were carefully designed for specific needs — both course number 30 (Personal Health) for all freshman physical education majors and course 63 (Personal Hygiene) for women majors place an emphasis upon hygiene of muscular activity.

   b. Course #40 (Personal Hygiene and Community Health) was constructed according to the suggestions of the "State Board" primarily for students seeking the 60 hour certificate. This course was sent through the proper channels, accepted and the description was printed in the catalogue previous to the time the College course #1 Personal and Community Health was accepted. This latter course will in all probability be suggested to replace both course 30 and 40.

   c. These courses (30, 40, and 63) are designed for the training of teachers and not merely for the presentation of certain aspects of preventive medicine.

Regarding course 30, aside from the probable difference in content of the course, which will perhaps be suggested, we are faced with two main problems:

1. If the Student Health course is accepted as a requirement for freshmen, we are faced with the task of offering at least five hours to our men majors within the department during their first semester. You will recall that this point was emphasized in the formulation of the four year curriculum.

2. If another course within the department is substituted for the health course (#30) there is a problem of presenting sufficient hours in health to meet the requirements of the "State Board," i. e., Physical Education teachers in Class A schools must present 15 hours of physical education, ten of which must be in the field of physiology, health, school hygiene, and first aid.

In view of the above facts it is further suggested that:

1. That the course #1 for Student Health Department or other courses be accepted only as a last resort.

2. Regarding course 40 we feel that the Student Health Department course and this course have but little in common and #40 needs to be retained in departmental offerings to meet its specific needs.

Alternatives might be in:

1. Attempting to retain course 40 — move course 36 (History and Principles of Physical Education) — three hours — to the freshman year — allowing five hours in the department for first semester freshmen men — #40 as an optional or required course in sophomore year.

2. Dropping #30 and 63 — require #40 of both men and women majors.

3. Attempting to see if #30 with some of same content changed to an introductory course could be accepted by State Board as a health course.

4. If course outside of the department must be substituted — require course #2 of the Physiology Department "Applied Physiology and Hygiene" — two hours — to replace course 63 for women as a requirement other than major.

5. Require course #2 Physiology Department to replace #30 for men as a requirement outside of the major requirement and substitute a three hour course required of all major men "Introduction to Physical Education."

6. Changing the title of course 40 to one which more nearly implies the <u>teaching of health</u>.

7. The last alternative would be to accept #1 (Student Health Course) as a substitute for #30 and #63 as a requirement outside of the major and offer an introductory or orientation course first semester for men or move History and Principles to first semester instead of Personal Health, #30.

NOTE:

It will be noted that no suggestions are made herein regarding course A254 (School Hygiene), which is not a physical education offering, but it is felt that the Student Health course will in no way meet the needs of that course.

Minutes of the Administrative Committee
School of Education
November 8, 1940

Present Allen, Bayles, OBrien, Schwegler, Turney, and Twente, Dean Schwegler presiding.

Minutes of October twenty-eighth approved.

No unfinished business.

Dean Schwegler raised the question of subcommittee on petitions. Moved by Twente, seconded by Allen, that present practice be continued with same personnel, Prof. Chandler ex officio. Carried.

Dean Schwegler pointed out that there is considerable pressure by the administration and the registrar for rulings on a variety of matters such as (1) status of students (fr., so., jr., sr.) (2) conditioned students.

Extensive discussion but no action taken.

Adjourned by common consent to meet a week from today at three-thirty, same place.

Respectfully submitted,

A. H. Turney, Secretary
Administrative Committee

Note: There will be a meeting of the Administrative Committee of the School of Education Friday afternoon, November fifteenth, at three-thirty o'clock in 103 Fraser Hall.

Minutes of the Administrative Committee of the School of Education
October 28, 1940

The Administrative Committee met October twenty-eighth at three-thirty p. m., Dean Schwegler presiding. Present were Bayles, OBrien, Twente, Turney, and Schwegler.

The committee proceeded to consider the matter of standing committees.

Moved by OBrien, seconded by Twente, that Chandler, Russell, and Althaus constitute the Conference Committee. Motion carried.

Twente moved that Althaus be substituted for OBrien on the Curriculum Revision Committee. No second.

Moved by OBrien, seconded by Twente, that Ulmer be substituted for Althaus on the Publications Committee. Carried.

Moved by Bayles, seconded by OBrien, that Althaus be substituted for Russell on the Curriculum Revision Committee. Carried.

Moved by Bayles, seconded by Twente, that the Student Advisement Committee remain as is. Carried.

Moved by OBrien, seconded by Turney, that the Graduate Study Committee remain as is. Carried.

Moved by Twente, seconded by Bayles, that the Committee on Public Relations be discontinued. Carried.

Moved by Twente, seconded by Bayles, that Litchen, Gaston, and Elbel constitute the Committee on Social Activity. Carried.

The constitution of the Administrative Committee was considered. No suggestions for changing were made, and it was agreed that the committee as now constituted and approved by the faculty should stand.

Consideration of Publications Committee and Student Advisory Committee reopened.

Moved by Bayles, seconded by Twente, that Dean Schwegler be added to the Student Advisory Committee as chairman. Carried.

Moved by Bayles, seconded by OBrien, that Hoover be substituted for Elbel on Social Activity Committee. Carried.

Moved by OBrien, seconded by Bayles, to substitute DeGroot for Elbel on Publications Committee. Carried.

The committee personnel resulting from these motions is:

Conference: Chandler, Russell, OBrien.

Curriculum Revision: Althaus, OBrien, Turney, Bayles, Schwegler.

Student Advisory: Schwegler, Russell, Turney, Allen.

Publications: Chandler, Ulmer, DeGroot.

Graduate Study: Twente, Bayles, Nash, Schwegler, Elbel.

Social Activity: Litchen, Hoover, Gaston.

Moved by Bayles, seconded by OBrien, that the above committees be recommended to the faculty. Carried.

It was tentatively agreed to meet Friday, November eighth, at three-thirty p. m.

Committee adjourned.

Respectfully submitted,

A. H. Turney
Secretary

SCHOOL OF EDUCATION
October 24, 1940

F. C. Allen
E. E. Bayles
F. P. OBrien
A. H. Turney
J. W. Twente

The above, with the dean, constitute the administrative committee for the School of Education. Could you meet together on Monday at ten-thirty in this office?

Sincerely yours,

Raymond A. Schwegler
Dean

SCHOOL OF EDUCATION
October 31, 1940

F. C. Allen
E. E. Bayles
F. P. OBrien
J. W. Twente
R. A. Schwegler

The Conference Committee consists of: H. E. Chandler, F. O. Russell, and C. B. Althaus.

Respectfully submitted

A. H. Turney, Secretary
Administrative Committee

October 30, 1940

Dean Raymond A. Schwegler
President, KU Unit, KSTA
Fraser Hall
University of Kansas

Dear Dean Schwegler:

Enclosed please find my check in the amount of two dollars ($2.00) for membership in the Kansas State Teachers Association.

According to your letter of October 25, the tickets are on sale in your office.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg
Enc.

THE UNIVERSITY OF KANSAS
SCHOOL OF EDUCATION
LAWRENCE

OFFICE OF THE DEAN

October 25, 1940

My dear Colleague:

ARE YOU INTERESTED IN YOURSELF?
Of course you are, and you are therefore interested in any co-operative enterprise which has your welfare directly at heart and which undertakes to represent you both before the bar of public opinion and in legislative councils.

I refer to the Kansas State Teachers Association, which is the one official body in the state which undertakes to work for you and your welfare. The annual meetings of this body will take place within the next few weeks at Topeka, Salina, Hays, Wichita, Garden City, and Parsons.

Membership in this organization, as you know, is available at two dollars per year. Tickets are on sale in this office and in the office of the Chancellor.

We most cordially invite you to join with us in supporting this cooperative enterprise. It is our fixed conviction that it is worth our while to look after our own professional affairs with the same degree of care which we exercise in other directions. We shall be happy to receive your application for membership.

You cannot afford to neglect this opportunity to serve your own best interests!

Sincerely yours,

Raymond A. Schwegler

Raymond A. Schwegler
President, KU Unit, KSTA

RAS/MR

October 18, 1940

Dean R.A. Schwelger
School of Education
University of Kansas

Dear Dean Schwegler:

Enclosed is the appointment blank of John Cress as Assistant Instructor in the Department of Physical Education.

The original has been sent to Chancellor Malott, and this copy is for your files.

Sincerely yours,

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA:lg
Enc.