

October 25, 1940

Dear Faculty Member:

We have received the following notice from the Periodical Librarian, Watson Library, and I am passing it on for your information:

"The first No. of our subscription to Riposte (the fencing magazine) has just come in and will be found henceforth in our periodical room (Wall box #574)

Betty L. Hale  
Periodical Librarian  
Watson Library"

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



Prof. Allen  
Robinson Gymnasium.

The first no. of  
our subscription  
to Riposte (the  
fencing magazine)  
has just come in  
and will be found  
henceforth in our  
periodical room  
(Wall box # 574)

Betty L. Hale  
Periodical Lib'n  
Watson Library



Oct. 17, 1940

Dr. Allen:

Miss Rich called to report the following situations:

Don Thompson has not paid his fees yet, and Mr. Klooz says he either pays them today or withdraws from school. Miss Rich says this seems to be a habit with the boy; he has done this several times. It seems, if he could pay his fees when Mr. Klooz puts pressure on him, that he would be willing to save himself time and a few dollars by paying them earlier.

Miss Rich says she thinks the boy needs some straightening out and perhaps guidance; she wondered if you knew him well enough to help him, perhaps.

Thompson is to report to the Ed. office today at 11:30 (I have indicated this on your class roll)

The Other Case:

Both Don Thompson and Warren Newcomber are being tutored in zoology at 11:30 on Tuesday and Thursday. Neither of the boys appeared for the tutoring last Tuesday. (Miss Rich says it really didn't make much difference because the girl tutoring them was ill in the hospital--but of course, they did not know this--nevertheless they should have been there for the tutoring class) Warren Newcomber has been told to appear at the School of Education office today at 11:30 for this class.

*Don T. = 413 W, 14 th*

*Warren Newcomber =  
1621 Edgemoor Rd.*

*Write Don  
& Warren  
re. →*



October 16, 1940

Mr. Del Davidson  
Custodian, Intercollegiate Athletics  
University of Kansas

Dear Mr. Davidson:

Mrs. Stayton of Miller Hall called me and stated that she had not received her ping pong table. I was under the impression that the table had been made and delivered to her.

Doubtless you might have confused this order with an order for Miss Zipple for a table. Miss Zipple wants her table for the Union Building; so that makes an order for Mrs. Stayton and an order for Miss Zipple.

The girls at Miller Hall are playing a ping pong or table tennis tournament in the next week or ten days and I would appreciate it greatly if it would be possible for you to make this table for the girls. It seems as if it was along in the summer that Mrs. Stayton first spoke to me about this.

I am wondering if there is any way that Mrs. Stayton could have the table that you are now making for Miss Zipple, without making anyone angry.

I also want to speak to you about building a driving range for golf and an indoor archery range on the running track. I have tried to get in touch with Mr. Bayles but have not succeeded as yet. I would like for you to plan on something and then if we get the final okay we can go ahead.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg

P.S. The windows on the west side of the balcony in the gymnasium need to be repainted.



C O P Y

November 6, 1940

Dr. Forrest C. Allen  
Director of Physical Education  
University of Kansas

Dear Dr. Allen:

Received your letter of October 29 and I was quite surprised at both the contents and the tone, as I feel that I've been more than fair in giving over three months notice.

I would like to leave with good feeling and that is why I told you of my intentions as early as October 15.

I am sorry that you do not see fit to accept my resignation in a more cooperative spirit, but I feel that the decision of marriage is of most importance and not merely a matter of my convenience, so, I've made up my mind not to return the second semester.

As to finding a person to fill my vacancy and to outlining my work for this person, I will be glad to do all in my power.

Sincerely,

Catherine Dunkel



November 15, 1940

Miss Catherine Dunkel  
Robinson Gymnasium  
University of Kansas

Dear Miss Dunkel:

Confirming our conversation of even date, and in reply to your registered letter of recent date, informing me that it would be absolutely necessary that you be released the second semester, I am kindly informing you that it would be more convenient for us if you should terminate your work with the University as of December 1.

We feel that it would be much easier, under the conditions, to make a change as of December 1 than later in the year when people are much more definitely settled than they are in the late fall or early winter.

I am happy that you have consented to this arrangement, but I am sorry that it was necessary for you to terminate your work so soon after you began.

Wishing you a long, happy and prosperous wedded life, I am,

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
cc: Chancellor Malott  
Miss Hoover



October 29, 1940

Miss Catherine Dunkel  
Robinson Gymnasium  
University of Kansas

Dear Miss Dunkel:

I am sorry to tell you that I had a conference with Chancellor Malott last Friday and he said under no circumstances would he accept your resignation at the end of the first semester. He feels that it is your obligation, inasmuch as you took the job for this year, to continue until the end of the second semester.

Frankly, I feel in entire accord with him because it leaves the University in a position that they are unable to find replacement to fill your position.

Had this resignation been asked on account of your bettering yourself in a professional way, the University would have doubtless considered your request from a different angle, but since your professional responsibility should exceed your convenience in this case, I am passing on the emphatic opinion of the Chancellor.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 28, 1940

Dr. F. C. Allen  
Director of Physical Education  
University of Kansas

Dear Dr. Allen:

I wish to tender my resignation as assistant Instructor in the Department of Physical Education at the University of Kansas. This resignation becoming effective at the end of the first semester, January 1941.

Sincerely,

*Catherine Dunkel.*

Catherine Dunkel

CD:EEH



October 16, 1940

Miss Catherine Dunkel  
Physical Education Dept.  
University of Kansas

Dear Miss Dunkel:

I have your letter of October 15 and  
I will be very happy to talk with you.

Naturally I hope you will postpone  
your plans until the end of the school year, as  
both of us might receive some criticism for  
not knowing more about this beforehand; however,  
I am not opposed to the institution of marriage.

I assure you I will keep this in  
strict confidence.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 15, 1940

Dear Dr. Allen;

Due to your being so busy, I thought I'd write you as to my business and then if you wish to see me personally we could arrange for a conference at your convenience.

Could I be released from my position in the Physical Education Department at the end of the first semester? The cause for this jolting request is the age old institution of marriage, and if I could be released I would certainly appreciate it as I would like to be married in January or early February. I have said nothing about this to anyone as I wanted to talk to you first.

Sincerely,

Catherine Dunkel



# Teaching Schedule and Hours of

E.B. DeGroot, Jr.

Fall Semester, 1940

## I Academic courses

Hours per week

44a Practice Teaching	MTWThF	1:30	5
Class Conference	M	8:30	1
Individual conferences	<del>Th</del> A/P		1-2
(Elementary, junior and senior h.s. supervision??)			2-3)
(300 special problems, Thesis?)			2-4)

## II Activity Courses

47a Equitation	M W	2:30	} 8
47b	M W	3:30	
47c	T Th	2:30	
	T Th	3:30	

(Other hours if courses are crowded as this spring)

31M Swimming	T Th	8:30	2
45a Badminton	M W F	10:30	3
45b			

## III "Other" activities

Faculty recreation	T F	4:15 - 6:30	#
(Intramural - field director	?? } T W Th	4:30 - 6:00	4 1/2) ?

## IV Total hours per week:

Total "sure" hours = 24  
Total possible hours = 32-35



# Spring Semester, 1941

<u>I Academic classes</u>			<u>Hours per Week</u>
36	History & Principles of PE	MWF 8:30	3
75	Track & Field		2.5
94a	Practice Teaching	MTWTF 1:30	1
	General conference	M 8:30	1-2
	Individ conferences	Appt.	2-4
(300)	special problems Thesis		?)

## II Activity classes

47 a, b, c	Equitation	MW 2:30	}	8
		MW 3:30		
		TTh 2:30		
		TTh 3:30		

45a Badminton  
 45b Badminton (or swimming) 3  
3 } ?

## III "Other" activities

Faculty recreation T F 4:15-6:30 4

Oread Basketball supervision (about 2-4 per week)  
 (I don't count this in hours altho I'm  
 at Gym at 1:00 p.m. daily for two months, plus  
 scheduled games)

## IV Total hours per week

"sure"  
 Total hours = 28

Total possible = 34-36



October 15, 1940

Miss Ruth I. Hoover  
Robinson Gymnasium  
University of Kansas

Dear Miss Hoover:

Enclosed is copy of a letter written to Mr. Davidson regarding the side railing and steps leading to the hockey field, and a fence for the southeast corner of the field.

If these matters are not taken care of within a short while, please let us know.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
Enc.



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 11, 1940

Dr. F. C. Allen  
University of Kansas  
Lawrence, Kansas

Dear Dr. Allen,

The ramp has been repaired in grand style. Since that report the side railing of the steps and some of the steps themselves have become loose and need repair.

I, also, would like very much to have some sort of a fence fixed at the southeast corner of the hockey field to prevent people from making a path across the field. The sod of the field is in very good condition this fall, really the best it has been for years.

Thank you.

Sincerely,

*Ruth I Hoover*

RH:HW

Ruth I. Hoover,



October 15, 1940

Mr. Del Davidson  
Custodian  
Intercollegiate Athletics  
University of Kansas

Dear Mr. Davidson:

The ramp has been repaired but the steps and side railing leading to the hockey field have come loose and need repair.

We would also like to have a fence of some sort put up at the southeast corner of the hockey field to prevent people from making a path across the field. Please consult Miss Hoover regarding this.

Thanking you, I am,

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
cc: Miss Hoover



October 15, 1940

Miss Ruth I. Hoover  
Robinson Gymnasium  
University of Kansas

Dear Miss Hoover:

I have sent the Chancellor a copy of your letter of October 7 regarding the Square Dance Party.

I am very sure that this will work out for the benefit and pleasure of all concerned. Certainly the Sasnak would benefit by attending.

By the way, I wonder what has happened to the Sasnak this year. Don't you think it is about time someone resurrected it?

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 7, 1940

Dr. F. C. Allen  
University of Kansas

Dear Dr. Allen:

I wanted to let you know about the results of our first attempt at the Square Dance Party. Friday night we had 25 to 30 students present, all of whom seemed to have a delightful time. They were anxious to know when we would dance again.

As you know Miss Stapleton and I went to Colorado Springs this summer to take a week's course with Dr. Lloyd Shaw of the Cheyenne Mountain School. He has done much to repopularize this type of dancing. We had enjoyed it so much previously that we felt it would be an excellent activity for the social life of the more shy and retiring student.

I believe this type of a program is going to meet the needs, particularly, of the independent student and of the student who has little social life. The men or women can come with dates or not as they wish.

Just after we had finished our dance a group of fifteen or more people came in from the Wesley Foundation. Next week we will have a longer session but for the first time we danced for only an hour and a half.

W. A. A. is interested in having this as one of their projects. We expect, at least for the present, to have such a dance each Friday night. The faculty members and their wives are cordially invited to attend also.

If the interest increases as I feel sure it will, we will need an amplifying system. Even the noise of twenty-five shuffling pairs of feet made it difficult to hear the call.

I believe Sasnak Club would enjoy an evening of Square Dancing, too.

Sincerely,

*Ruth I. Hoover*

Ruth I. Hoover



October 10, 1940

Miss Ruth Hoover  
Robinson Gym.

Dear Miss Hoover:

Congratulations on your "Come and Play"  
letter. It certainly should get the job done.

I am sure that any of the dames who now  
want to play will get their wishes, regardless of  
the form of entertainment they wish to adopt.

Thank you for sending me a copy. I am  
sending my copy on to Chancellor Malott because unless  
it is addressed directly to him it never gets there.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



October 7, 1940

Mr. Gordon Gray  
Freshman Basketball Coach  
University of Kansas

Dear Gordon:

I would like to talk to you regarding the charting of floor plays with different water-color paint. We mix this with LePage's glue.

I can explain it to you and I believe you and Bunn could do a swell job. Will you please drop in the office and talk this over with me?

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



October 6, 1940

Mr. Dell Davidson  
Custodian  
Intercollegiate Athletics  
University of Kansas

Dear Mr. Davidson:

Dr. Elbel reports that the new intramural field has some bad tractor ruts and gulleys, especially in the northeast and southwest corners. He said the depressions were really dangerous and advised their being filled in with dirt. Dr. Elbel would like to have this field fixed on Monday, if at all possible.

I should like to have the windows painted, both upstairs and downstairs, on both sides of the basketball court in the gym. The old paint is falling off in many places and the sun is striking the players in the eyes. This interferes with their practice.

Also, I would like to have you paint some white lines on the floor. I necessarily will have to show you where we want them but it is not much of a job and it would help our floor plays very much.

I would also like to have our basketball backstop cut off so as to conform with the regulations of the smaller board. You will remember that I spoke to you once before and you thought you could do it in the summer. We have a rule book here in the office which shows the dimensions, and anytime that you can get to it it would be a definite help to us. There will be quite a difference in shooting at the smaller boards than at the larger boards.

I would also like to talk with you and have you make me a ping pong or table tennis table.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



October 4, 1940

Mr. Burt DeGroot  
Physical Education Dept.  
University of Kansas

Dear Burt:

Miss Kenney of the Correspondence  
Study Bureau gave the name of Mr. Edgar  
Landsdorf, 1334 Fillmore, Topeka, as the  
gentleman who has an outline for the correspondence  
course in English History. Mr. Landsdorf  
works at the Historical Research Library.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach



October 4, 1940

Dear Faculty Member:

We are asking the members of the Department of Physical Education to communicate their requests for repair work, trimming of branches, mowing and marking fields, and so forth, to the office in writing. In this way there will be no misunderstanding as to where the responsibility lies.

Any written request for work done will receive prompt attention.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:G



October 3, 1940

Miss Ruth I. Hoover  
Robinson Gymnasium  
University of Kansas

Dear Miss Hoover:

This acknowledges receipt of yours of the 2nd instant concerning the course M194, Content and Method of Physical Education.

I have just had a conference with Dr. Elbel, and I am appointing Dr. Elbel and you as a special committee to work out the problem of this course.

I had a conference with Dean Schwelger and he informed me it is necessary to have nine hours of the fundamental educational courses before you can take Content and Method. He is not willing, of course, to change these prerequisites because it is not done in any other school. Therefore, I see no alternative for us, but I trust that you and Dr. Elbel can work out something.

If a number of juniors are enrolled in this course, it is necessary that they have the prerequisites, and the only thing that I can see now is to change back that course--Content and Method--to the senior year. There is no recommendation that I can make on desired changes under the condition.

I wish you and Dr. Elbel, at your early convenience, would bring in a recommendation so that our faculty and the School of Education can act on the same.

Very cordially yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg  
cc: Dr. Elbel



October 3, 1940

Miss Ruth I. Hoover  
Department of Physical Education  
University of Kansas

Dear Miss Hoover:

I am making the suggestion that all requests that have to do with repairs of any kind be made in writing by the members of the faculty. Doubtless Mrs. Hulteen asked Del Davidson to fix the ramp, but when there is no written record you cannot check back on it.

If you want brushes and branches trimmed around the steps that lead out to the field, or if you want wire strung to protect the hockey field from paths, we would appreciate it if you would put your request in writing. We will see that all written requests are promptly handled.

Very cordially yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 2, 1940

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

Dear Dr. Allen:

Last spring the rotten ramp was reported to Mrs. Hulteen two different times. We also asked to have the brushes and branches trimmed around the steps that lead down to the field.

To avoid having the path made across our hockey field by people taking a short cut we asked to have a wire fence put up at the southeast corner. I am sorry the repairs were not made before Dean Schwegler reported the same.

According to Miss Rich, when the course M194, Content and Method of Physical Education was changed from the senior year to the junior year, the description of the prerequisites in the catalogue was not changed. Because of this a number of juniors are enrolled in that course without meeting the prerequisites. As Dean Schwegler objects to these, Miss Rich suggests that a recommendation on the desired changes be sent to the committee within a very short time, so they can be printed correctly in the new catalogue.

Sincerely,

*Ruth I Hoover*

Ruth I. Hoover

RIH:ek



October 3, 1940

Dr. E. R. Elbel  
Department of Physical Education  
University of Kansas

Dear Dr. Elbel:

I think there are certain courses, such as archery and golf, where there is a definite expense attached, for which a laboratory fee should be charged.

I am of the opinion that if we buy balls for golf and targets and arrows for archery that a fee should be attached because this equipment is expensive. Dutch Uhrlaub in teaching golf used 300 golf balls. I believe if we are going to allow students to use this equipment they should help bear the expense.

I would suggest that you talk to Burt DeGroot and Miss Stapleton and get their opinions as to what laboratory fee should be charged, and let me know. I should like to make this fee arrangement a policy for us to follow, beginning with next semester.

Sincerely yours,

Director of Physical Education and Recreation  
Varsity Basketball Coach

FCA:lg