

Come and Play

~ with ~

Your Faculty Women Friends

Friday - Oct. 15<sup>th</sup>

The fun begins at 8:00 p.m.

THE PHYSICAL EDUCATION DEPT.

— FOR WOMEN —

Ruth L. Hoover

Jane Byrn

Lois L. Stapleton





October 16, 1939

To Members of the Physical Education Faculty:

I desire to call your early attention to the following items:

Compulsory Attendance at Sasnak Dinner

Will you please announce to your classes that attendance is required of all Physical Education majors at the Sasnak Club dinner meeting on Thursday, October 19? We must give the number of reservations to Miss Zipple early Wednesday morning, and for that reason we would like every student to have his ticket not later than 10:30 Wednesday. An attendance check will be kept on the students attending the dinner. No excuses will be accepted, unless prior to the dinner meeting students, desiring to be excused for some exceptional reason, have transmitted their reasons to this office.

There will be only two dinner meetings during the year at which we will require the attendance of all the majors - one in the fall and one in the spring. I do not feel that this is asking too much of them.

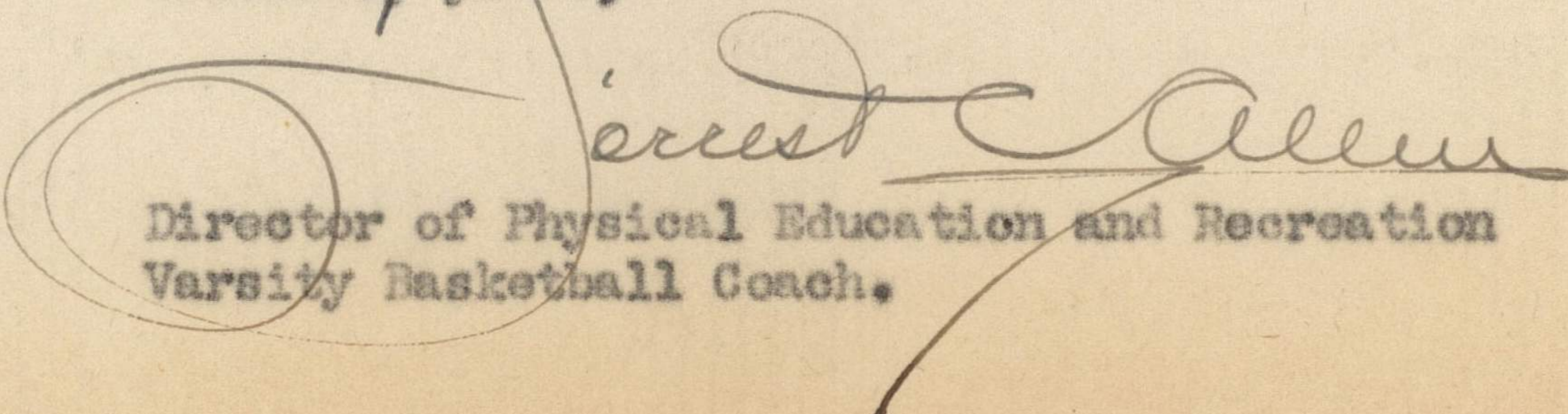
Faculty Meeting Thursday, 8:30 a.m.

There are certain matters which need to be discussed by the faculty group. I am therefore asking that you meet in my office at 8:30 on Thursday morning for about an hour.

Requirement of Extracurricular Activities

Will you kindly bring to the faculty meeting on Thursday some definite ideas on requirements of extracurricular activities for our Physical Education majors which you would like to see incorporated into their program? We have in mind such activities as observation trips for the seniors, annual physical examinations to be given by the student hospital, attendance at required meetings, and so forth. While no extra credit could be given for these activities, a penalty would be affixed if the requirements were not met by the majors,

Sincerely yours,

  
Director of Physical Education and Recreation  
Varsity Basketball Coach.



The Physical Education staff meeting was held October 19, at 8:30 a.m.

Members present:

Dr. Allen	Miss Hoover
Mr. Allphin	Miss Byrn
Mr. DeGroot	Miss Stapleton
Mr. Raport	

A corrected course outline of the Physical Education curriculum was submitted to the staff. Dean Schwegler had asked for such a correction for the catalogue as the outline varied in minor details in different catalogues. Mr. Allphin moved that the revised curriculum outline be accepted. It was seconded by Mr. DeGroot. The motion was passed.

A committee consisting of Mr. DeGroot, Miss Stapleton and Miss Byrn was appointed to study the situation of rhythmic work for the men Physical Education majors.

A report of any other proposed changes in the Physical Education curriculum is to be submitted by Mr. Elbel and Miss Hoover at a meeting to be held two weeks before the Education Faculty meeting.

Each faculty member was asked to submit a course for a Master's in Physical Education to Dr. Allen.

A letter from Dean Swarthout concerning the Physical Education activity classes for Fine Arts students was read. Those students must have 122 hours to graduate, 2 hours of which may be Physical Education.

Dr. Allen suggested that the exact rule governing physical education work in each of the schools of the University be printed in the Physical Education bulletin.

The Committee on the Display for the Cornhusking Contest was asked to submit other ideas and to continue work on the project.

Dr. Allen announced that the faculty children were coming for a play period Saturday morning, October 21. Plans would be made for handling them.

Ruth Hoover, Secretary.



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Mr. Allphin	Miss Byrn
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Ruth Hoover, Secretary.



The P.E. staff meeting was held Oct. 19. at 8:30.

Members present:

Dr. Allen, Mr. De Groot, Mr. Raport,  
Mr. Alphin, Miss Hoover, Miss  
Stapleton, Miss Bryn.

A corrected course outline of the P.E. curriculum was submitted to the staff. Dean Schweigler had asked for such a correction for the catalogue as the outline varied in many details in different catalogues. Mr. Alphin moved that the revised curriculum outline be accepted. It was seconded by Mr. De Groot. The motion was passed.

A committee consisting of Mr. De Groot, Miss Stapleton + Miss Bryn was appointed to study the situation of physical work for the new P.E. majors.

A report of any other proposed changes in the P.E. curriculum are to be submitted by Mr. Elbel and Miss Hoover at a meeting to be held two weeks before the Education



SCHOOL ENTRY BLANK

The State Telegraphic Meet of 1935

For Rules see 1934-35 "Watersports" No. 125R Spalding's Athletic Library, American Sports Publishing Company, New York.

Please return this blank to your sponsor, Miss Ruth Hoover, on or before February 1, 1935. No entries shall be accepted after that date.

School \_\_\_\_\_

Total Enrollment of Women \_\_\_\_\_

Representative \_\_\_\_\_

Address \_\_\_\_\_

Certificate of Entry

We shall enter a team of not more than 15 members in the State Telegraphic Swimming Meet to be held during the month of March, 1935.

Signed \_\_\_\_\_  
Swimming Instructor

Certification of Pool Length

This is to certify that the \_\_\_\_\_ pool in which the meet is to be held has been measured by me with a steel tape at the water's edge and measures exactly \_\_\_\_\_ feet and \_\_\_\_\_ inches, and that the takeoff ledge is in a perpendicular line with the end of the pool at the water's edge.

Signed \_\_\_\_\_  
Engineer - Surveyor

Entrance Fee

Enclosed is the \$1.00 Entrance Fee.



Faculty meeting

Each faculty member was asked to submit a course for a Masters in P.E. to Dr. Allen.

A letter from Dean Swarthout concerning the P.E. activity classes for Fine arts students was read. Those students must have 122 hours to graduate 2 hours of which may be P.E.

Dr. Allen suggested that the exact rule governing physical education work in each of the Schools of the University be printed in the P.E. catalogue.

The Committee on the Display for the Conducting contest was asked to submit other ideas and to continue work on the project.

Dr. Allen announced that the faculty children were coming for a play period Saturday October 27. Plans would be made for handling them.



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Signed \_\_\_\_\_  
Engineer - Surveyor

Entrance Fee

Enclosed is the \$1.00 Entrance Fee.



October 20, 1939.

Miss Ruth Hoover,  
Dr. E. R. Kibel.

Dear Miss Hoover and Dr. Kibel:

Personally I would like to have any suggestions from you which are to be brought up at a faculty meeting prior to this meeting so that I would become acquainted with the problem in advance. If there are any changes in the curriculum which you desire to mention at the faculty meeting I would like to have a conference with you prior to the meeting of the entire group.

Our meeting for last Thursday morning was called on Monday, the 16th, and there would have been time for me to become acquainted with the proposed changes in the curriculum before the faculty meeting.

Thanking you for your full cooperation, I am

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.

ECA:AH



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 25, 1939

Dr. F. C. Allen, Director,  
Physical Education and Recreation,  
Varsity Basket Ball Coach,  
University of Kansas,  
Lawrence, Kansas.

Dear Dr. Allen;

Last summer, while visiting in Chicago, a graduate of our Department asked me if there would be any courses leading to a Master's degree, offered in the summer session this year. She is going back into teaching and is interested in having the newer trends in physical education activities.

While visiting in Kansas City last spring with the senior majors, this same request was voiced by both elementary classroom teachers and high school physical education teachers. A number of teachers, now in service, did not have an opportunity to play or learn how to teach certain activities while they were students. They are now needing and asking for help.

In talking with Miss Hoover the following three courses, which at present do not offer graduate credit, are the ones that we both feel would help meet the needs of those teachers.

Will it be possible to offer these courses in the summer session to satisfy such a need?

1. Personal Hygiene - (Taking up the subject from both the individual's approach, both to himself and as a member of society). Possibly Personal Hygiene might be included as a senior-graduate course, when the revision of courses is made for those seeking a Master's degree.
2. Theory and Practice of Individual and Dual Sports (Covering such activities as archery, badminton, shuffleboard, and darts. This is the material included in 33W during the regular session.)
3. Elementary School Playground Activities

Very sincerely,

Joie L. Stapleton



October 25, 1939.

Dr. E. R. Elbel,  
Department of Physical Education.

Dear Eddie:

The enclosed communication from Dr. Moore came to the office yesterday morning. I have digested the contents, and am passing it on to you for your information. There is just one thing that bothers me -- and that is in regard to the fire extinguisher. I am not yet sure whether we could take one from the gymnasium or not. However, I am calling Dr. Moore on this point.

There were two "Official Car" stickers enclosed, one of which I am retaining for my car and the other one for you to use on your car.

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,  
Varsity Basketball Coach.



Department of Physical Education

October 26, 1939.

Dear Faculty Member:

The first recreation class for the children of faculty members was held last Saturday morning in the gymnasium, and we trust that each and everyone of them enjoyed the hour of play. Beginning next Saturday the hour for this play will be from 9 to 10 o'clock.

Before the children begin participation in the various activities that will comprise the year's program, we request that they have a thorough physical examination by a physician. This examination should include the vital organs and the other usual features of an examination preparatory to participation in vigorous activities. This is a safety measure required of all students participating in physical education activities in the University, and we feel it advisable to request the same of these children. Will you kindly have your children bring a signed statement from the doctor that the examination has been completed when they come to class next Saturday morning?

As a hygienic and health measure we are also asking each child to wear a gymnasium suit on Saturday mornings.

Our faculty committee (composed of Miss Byrn, Mr. Raport and Mr. DeGroot) feel that it would be advisable at this time to limit the age group of the children to 8 to 15 years.

We will welcome any suggestions you may wish to offer concerning the program for these children, and assure you of our desire to cooperate wholeheartedly.

Very sincerely yours,



Director of Physical Education and Recreation,  
Varsity Basketball Coach.



October 26, 1939.

Miss Jane Ryan,  
Department of Physical Education.

Dear Miss Ryan:

I received this morning the following note from  
Mr. Liston, the night watchman:

"The Tau Sigma had meeting of some kind at the gym  
this evening and when I came in at 9:00 the girls  
were sitting on the north approach, as many as  
could be seated, and I think every girl was smoking  
a cigarette, and as you know, everything is covered  
with dry leaves now."

I am writing to you since these girls are under  
your direction, and I wish you would impress upon them  
that these no-smoking regulations must be strictly enforced.  
The night watchman is under orders from Mr. Bayles and Mr.  
Bayles has orders from the State Fire Marshal. If, through  
any negligence of ours, we should lose one of these buildings it  
wouldn't be easy getting another building. We would have  
no place to go.

Will you please issue strict orders to the members  
of Tau Sigma not to smoke in the halls, on the approaches,  
or any where in the building. It may take a little policing.  
We are receiving criticism, and I know you will be glad to  
cooperate in enforcing this regulation.

Sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.

FGA:AH



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Dr. Allen.

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Liston







October 26, 1939.

Miss Jane Byrn,  
Department of Physical Education.

Dear Miss Byrn:

I received this morning the following note from  
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Director of Physical Education and Recreation,  
Varsity Basketball Coach.



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

October 31, 1939.

Dr. Forrest C. Allen,  
Department of Physical Education,  
University of Kansas.

Dear Dr. Allen:

Some time ago you asked the members of the Physical Education staff to suggest extracurricular activities which might be required of physical education majors. No doubt most of our physical education majors already carry a heavy extracurricular activity load. But I believe that any activities which would better prepare them for their future jobs in the field of physical education might justifiably be added to their program. Activities which do not have a direct bearing on their professional training should not be considered. The following points seem to be of sufficient importance to be required:

(1) I have found that the present group of men practice teachers are inadequately prepared in the field of rhythmic. National physical education authorities agree that a physical education program which does not include rhythmic is inadequate. Therefore, I believe that rhythmic should be included in our required courses for physical education majors. If folk dancing is not included in the above courses, I believe that attendance at the folk dancing session would be a reasonable requirement for at least one year during the four year course.

(2) Every physical education major should be required to pass a swimming test (of minimum standards, at least) before graduation. If the student did not learn to swim in 31M or 33M, he would be obliged to repeat those courses, or enroll in other swimming skill courses until he learned to swim. I personally believe that every physical education major should pass the American Red Cross senior life saving test before graduation, although this requirement might seem a bit too rigid.

(3) Every physical education major should be required to referee satisfactorily a minimum number of touch football, basketball, softball and volleyball games and serve as a track official and a field event official during his four year course.



(4) Most of the men physical education majors are varsity athletes. But to insure that every major in the department obtain first hand experience in, and knowledge of, a competitive season and the practice and training methods involved therein, I believe every major should remain on at least one varsity athletic squad during an entire season. If a man is dropped from a squad, he should try another varsity sport or try to make the same squad another year.

(5) All physical education majors should attend lectures or speeches by outstanding leaders in the field of physical education, when such leaders appear on the campus.

Yours sincerely,

*E. B. DeGroot, Jr.*

E. B. DeGroot, Jr.



November 7, 1939.

TO MEMBERS OF THE PHYSICAL EDUCATION STAFF:

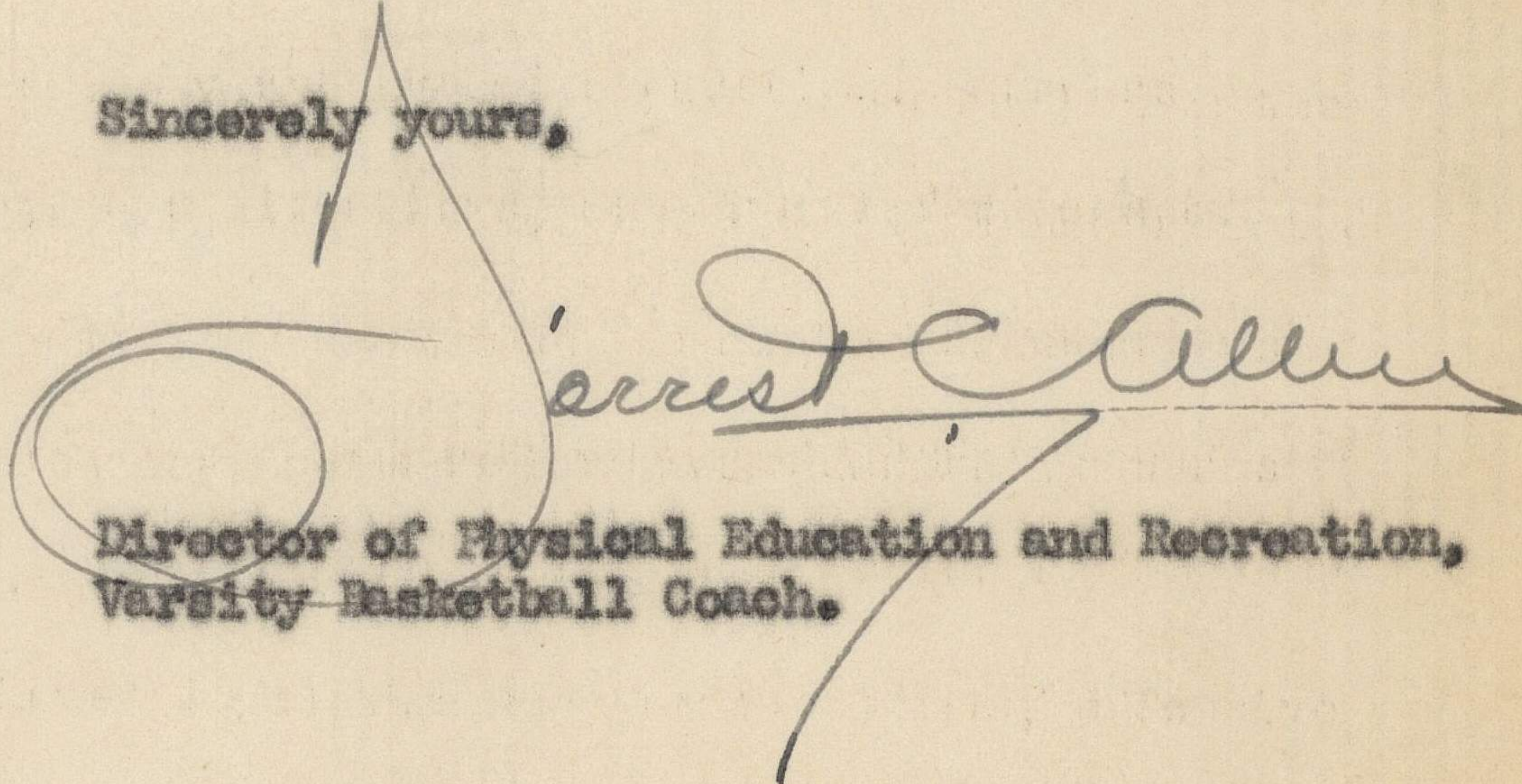
I have recently received a letter from Dr. Mabel Lee, of the University of Nebraska, expressing appreciation for the hospitality and courtesy extended to the group of faculty and students she brought to the Folk Dance Festival.

This brings to mind again the matter of inspection trips for our senior majors each year. It occurred to me that a trip to Lincoln, Omaha, and possibly one or two other schools in Nebraska would be very profitable for our majors to observe the work being done in these schools.

What would you consider a reasonable trip for such a purpose as this? I would like very much to have each of you suggest three different itineraries for our senior group to make each year.

Recognizing the great need for a slide projector for class room work in this department, we are ordering this item for the use of all the members of our staff. I feel it advisable to have the machine checked out from this office whenever one of you desire to use it. I shall advise you as soon as the projector is available, but in the meantime I thought you might wish to think about the slides that you will desire to use.

Sincerely yours,

  
Director of Physical Education and Recreation,  
Varsity Basketball Coach.



November 7, 1939.

Miss Ruth Hoover,  
Mrs. Josephine Sans.

Dear Friends:

Thank you very much for your kindness in assisting our committee in preparing the display on Recreation for the "Resource-full Kansas Exhibit". You did a splendid job, and your cooperation is greatly appreciated.

Sincerely yours,

FCA:AH

Director of Physical Education and Recreation,  
Varsity Basketball Coach.



November 7, 1930.

Dr. H. H. Hibel,  
Mr. James Raport,  
Miss Joie Stapleton.

Dear Friends:

This committee which prepared the display on Recreation for the "Resource-full Homes Exhibit" in connection with the National Cornhusking Contest, did a splendid job and I want to thank you for the time and effort you put on this project.

With best wishes, I am

Sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.

PCA:AH



November 7, 1939.

TO MEMBERS OF THE PHYSICAL EDUCATION STAFF:

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Sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.



UNIVERSITY OF KANSAS  
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

11/8/39

Dear Dr. Allen:

Suggest the following  
inspection trips for seniors:

1. Salina, Wichita, and Emporia
2. St Louis, Missouri and K.S. Mo.
3. Topeka and a consolidated rural  
school

very truly yours  
H. B. A.



UNIVERSITY OF KANSAS

Lawrence

November 9, 1939

TO CHAIRMEN AND HEADS OF DEPARTMENTS:

In planning the class schedule for your department for the spring semester you are requested to schedule at least one-third of your regular lecture and recitation classes for afternoon hours. You will recall that the Senate has adopted a recommendation to this effect.

During the current semester the congestion during the morning hours is doubtless the worst on record. This request is made in an effort to relieve that condition. Every available three-hour classroom is now in use at 9:30 and 10:30. Only a few second or third choice rooms are free at 8:30, 11:30, or 1:30. At 2:30, however, most rooms are not in use, and at 3:30 they are generally free.

Some fear may be felt that 2:30 and 3:30 classes will not fill. It is suggested that this problem will not materialize if required junior-senior courses are scheduled more generally in the afternoon. Several departments have tried this with satisfactory results.

Cooperation of all departments on this important problem is earnestly requested. I feel that the scheduling of more afternoon classes will give much needed relief from the present overcrowding of morning hours and, in addition, will offer some possibility of assignment of additional office space.

Sincerely yours,

RAYMOND NICHOLS,  
Chairman, Committee on  
Assignment of Quarters.



PLEASE READ IN ALL SKILL CLASSES

Equitation 47a. will be offered next quarter, beginning November 20 and 21. Students may transfer to this course even though they had previously registered for some other activity for the second half semester.

Registration for this course must be completed before Friday, November 17, in the Physical Education office, 105 Robinson Gymnasium. The classes are limited in number, but students already enrolled in skill courses will have preference over other students.

Hours for these classes are 11:00 a.m., 2:45 p.m., 3:45 p.m. and 4:45 p.m. - M T W T.

Two hours per week

Only cost - 50¢ per full hour of riding

No special clothes required



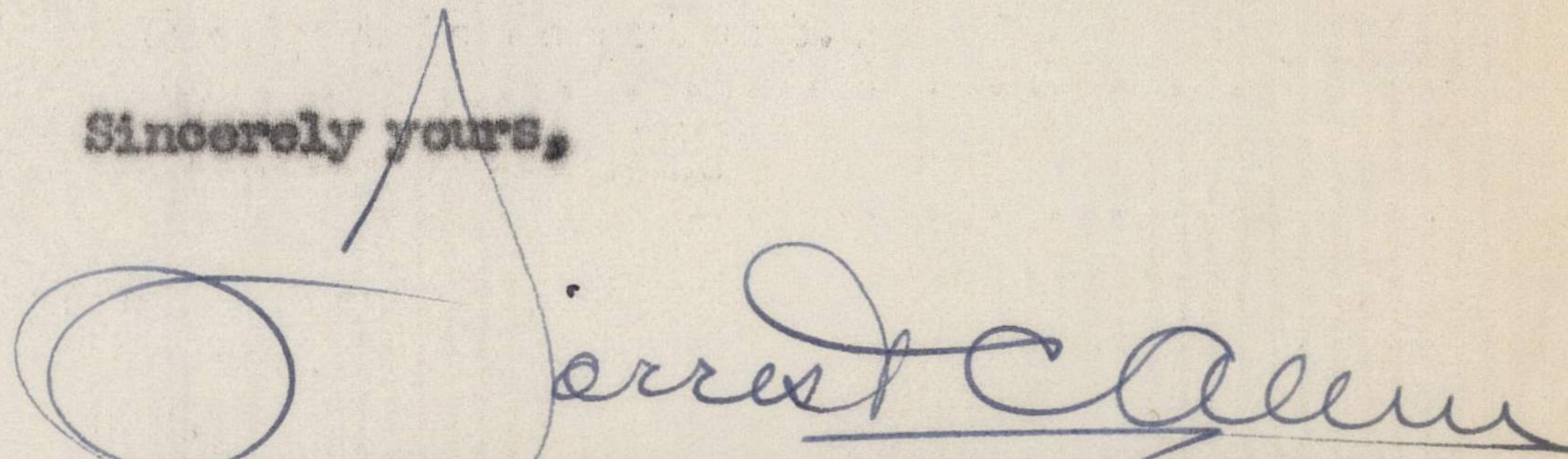
November 10, 1939.

To Members of the Physical Education Faculty:

Will each of you kindly make announcements in each of your Physical Education classes early next week in regard to the elementary course in Equitation. As you know, this is on the same basis as our other activity or skill courses, and those students who have been enrolled in a skill course for the first half of this semester may enroll in Equitation, if they so desire, to secure credit for a semester of physical activity. For more information on the Equitation course the students may see Mr. DeGroot, or call at this office.

We have sent to each major in the department a notice that they must have their physical examinations completed at the Student Hospital by November 24. May I ask your kindly cooperation in urging the majors to take care of this at once?

Sincerely yours,

  
Forrest Allen  
Director of Physical Education and Recreation,  
Varsity Basketball Coach.



November 14, 1939.

Miss Ruth Hoover,  
Department of Physical Education.

Dear Miss Hoover:

I acknowledge receipt of your favor of the 14th instant, and am taking up the matter of unpalatable drinking water with Mr. Bayles at once. If Mr. Bayles feels that he can do nothing about it, I assure you that we will.

Thanking you for calling our attention to this matter, I am

Very sincerely yours,

FCA:AH

Director of Physical Education and Recreation,  
Varsity Basketball Coach.



DEPARTMENT OF PHYSICAL EDUCATION  
November 16, 1939.

Dear Fellow Faculty Members:

We are installing a Foot and Arch Normalizer in both the women's and men's departments. I would suggest that each faculty member try this Normalizer out if you have any foot or arch trouble. Personally, I am of the opinion that this is the greatest thing for flat feet, weakened arches, and general foot troubles that I have ever seen.

When I was in Atlanta, Georgia, last summer Mr. Frederick W. Lang, of Forsyth, Georgia, called on me and asked permission to demonstrate the same. Naturally I did not want to be bothered with so many agents promoting this and that, and I rather gave him a cold shoulder at first. He said, "Just try it once on your own feet." I took off my shoes and rolled my feet over the instrument eight or ten times, and I am frank to say to you that when I got off the machine my feet felt so refreshed that I could hardly believe it.

I have a Normalizer in my own home which I use each morning and night. It is the greatest benefit to tired feet that I have ever seen.

Feeling that we could pass the good word on, we are placing one in each department with a rubber foot bath which will contain sodium Hypochlorite. We will have a wooden platform with clean towels tacked on the board. The procedure for all students should be, of course, to immerse their feet in this bath, then step on the towel to dry their feet, and then work on the Normalizer.

It is thinkable that you may know some older people who would desire to come up and exercise at different times during the day. I would encourage such use of this Normalizer so that it might render the greatest good for the greatest number.

I am convinced if you try it out consistently you will be a most enthusiastic booster.

Very sincerely yours,

Director of Physical Education and Recreation,  
Varsity Basketball Coach.

FCA:AH