

merit of the Dean's request for a graduate assistant in this department. Increase in 1938-39 budget - - - - -

\$540.00

Physical Education

The School of Physical Education has experienced a marked increase both in major enrollment and in volume of instruction. With a total of 185 majors and lower division service work for an increasing number of lower division students, the school must unavoidably experience an increasing demand on its facilities. It must be recognized also that the activity program with its use of apparatus and equipment, much of which is perishable in nature, partakes somewhat of a science department where requisition accounts are large. The relationship, too, of Physical Education to the program of public health training is another factor that must be given weight in estimating the budget requirements.

The Council recognized the fact that some of the men in Physical Education are paid poorly, and that salary increases are well deserved and long overdue. The recommendations of the Dean were disposed of in the following manner:

1. The Council approved an increase of salary of \$200 for each of the following men: H. S. Hoyman from \$2,400 to \$2,600; E. E. Boushey frp, \$2,400 to \$2,600; R. K. Cutler from \$2,400 to \$2,600. All of these seem to be deserving cases. Increase in 1938-39 budget - - - - -

\$450.00

2. The recommendations affecting Miss Woodruff and Miss Eastburn could not be approved in the light of other demands upon the budget and in the light of the comparative level of salaries for similar positions in other divisions.

3. The Council approved the recommended increase for Bernardine Carrico from \$810 to \$1,080 with concurrent change in status from 9 to 12 months. It will be noted that the monthly rate is unchanged (\$90.00). Increase in 1938-39 budget - - - - -

270.00

4. The council was informed by the Dean that a third girl employed in his office had resigned. The Council discussed with Dr. Leighton the duties of the secretarial staff and the several functions undertaken. The Council believes that comparison with other divisions of the University does ^{not} make clear the necessity for more than two secretaries in Physical Education. Until the need can be more clearly demonstrated the Council believes that the appointment of a third secretary should be deferred and a saving of \$900 realized toward offsetting some other items of necessary increase.

5. The Dean outlined his plan for health and hygiene instruction and indicated the dissatisfaction with the present arrangement. The regular staff of the Health Service have been too much overburdened with active duties to give proper attention to health instruction. The Dean proposed the use of a part-time instructor or "intern" from New College at a cost of \$1,200 as a means of meeting the need. The Council under the presence of many meritorious requests declined to approve this item.

6. The Council could not approve in full the request of the Dean for an added item of \$900 for equipment. While recognizing the heavy demands made upon Physical Education for equipment, the present budget of more than \$9,000 looks large as compared with other schools like Architecture and Allied Arts or Business Administration. After full discussion the Council agreed to an increase of \$500 in the requisition account. Increase in 1938-39 budget - - - - -

\$500.00

Total increase in 1938-39 budget - - - - -

\$1,220.00

Social Science

Whereas, the student enrollment of the current year exceeds that of last year by about 8.4 per cent, the volume of instruction given in Social Science has risen 13.8 per cent. With the exception of Journalism, no school or department on the University of Oregon campus has experienced a more pronounced increase in the student load which it is compelled to carry. Four of the Social Science departments (Anthropology, Economics, Geography, and Political Science) have increased their instruction load by more than 20 per cent, and one department (Political Science) has increased as much as 47 per cent. Even Sociology, where some relief seems imperative, has increased its enrollment 16 per cent.

As in the case of other departmentalized divisions, the decisions of the Council affecting Social Science are presented by departments in alphabetical order.

Anthropology

1. The Council could not in the light of multiform and manifold demands on its limited funds approve Dr. Gressman's request for an additional instructor. The head of the department with a graduate assistant must continue to carry on until the increasing volume of instruction warrants the addition/the staff.

2. The Council did approve a request for \$75.00 additional Requisition budget. Increase in 1938-39 budget - - - - -

\$75.00

Economics

1. In the face of the increasing volume of instruction some addition to the present staff seems imperative. The Council approves the request for an additional half-time instructor in cooperation with Business Administration at \$2,000 a year. Increase in 1938-39 budget - - - - - \$750.00

Geography

1. The Council approves a modest request for increasing the salary of James Stovall from \$1,664.84 to \$1,800. He has proved to be a popular and effective instructor. Increase in 1938-39 budget - - - - - 111.37

2. The Council also approves a slight increase in the requisition budget to provide additional supplies. Increase in 1938-39 budget - - - - - 23.96

History

1. The Council approved a request from Dr. Clark to increase the salary of Harold J. Noble now on leave for the second year of study, from the present figure of \$2,600 to \$3,000. The increase is not only deserved but seems necessary to avoid his loss from the staff. Increase in 1938-39 budget - - - - - 300.00

2. The Council also approved the request for a half-time instructor to fill necessary gaps in History instruction. The new man is to be shared with Social Science Survey. Increase in 1938-39 budget - - - - - 900.00

Total increase in 1938-39 History budget - - - - - 1,200.00

Philosophy

1. The Council approves the plan of the Dean to hire an assistant professor at \$2,400 to replace Dr. Rebec who retires at the end of the current year. A saving of \$1,350 for the year will be realized.

2. The Council could not in the light of the present demands upon the department approve Dr. Townsend's request for a graduate assistant. The need was not clearly indicated and the new instructor will be able to give more time to teaching than was possible in Dr. Rebec's case since he was cumbered with administrative duties.

Psychology

1. The Council approves the re-allocation of Dr. Taylor's time under which 65 per cent of his efforts will be given to Psychology. This involves a slight reduction in the salary charged to Social Science but, of course, a corresponding increase in the two other divisions served.

2. The Council also approves Dr. Taylor's recommendation that Dr. A. R. Moore's salary be divided 75 per cent to Psychology and 25 per cent to Arts and Letters following the new assignment of duties. This will involve no change in the total charge since his salary, unchanged in amount, will be differently distributed.

3. The Council approves the request for another graduate assistant badly needed in connection with large sections in Elementary Psychology. Increase in 1938-39 budget - - \$540.00

4. The need for added laboratory equipment was clearly indicated through increased enrollment in Elementary Psychology and the addition of Dr. Moore's work in Physiological Foundations of Human Behavior. The Council trimmed the request from \$360 to \$250. Increase in 1938-39 budget - - - - - 250.00

5. The Council also acknowledged the need for a slight addition to the travel account. Increase in 1938-39 budget - - - - - 50.00

6. The Council heartily approved a request for \$100 increase in the salary of Lester F. Beck, outstanding scholar and effective teacher. His rank should also be increased to that of Associate Professor. The increase to the 1938-39 budget is - - - - - 75.00

Total increase to 1938-39 Psychology budget - - - - - \$915.00

Sociology

1. The Council approves adding to the amount now available (\$1,750) the sum of \$650 to secure for the department an assistant professor at \$2,400 a year. It appears that there is a need for a greater variety of courses in upper division and graduate fields. Some of these courses badly needed to round out the program of major students had to be suspended this year for the want of qualified staff. The extra charge will be - - - - - \$487.50
(Dean Morse and Mr. Burrell voted in the negative on this item).

2. The Council approved without reservation the recommendation of Department head and dean that the long-standing injustice to Dr. Jameson be undone and compensated in part by granting an increase of \$500 in his salary recommended and approved by the administration in September, 1936, but held up because of charges false and unfounded. Because of long delay this increase should become effective July 1, 1938 and would therefore carry a charge of - - - 500.00

Total increase in 1938-39 budget \$987.50

Social Science Survey

1. The Council approves the plan for the reorganization of the work in the Backgrounds Course with a half-time man in charge (shared by History) at a salary of \$2,400, one-half charged to this division and an addition of 1-1/2 graduate assistants to handle the extra load of quiz work. The extra charge will be: Half of Assistant Professor's salary for 3/4 of

a year - - - - - \$900.00
Extra graduate assistants - - - - - 810.00

Total increase in 1938-39 budget - - - - - \$1,710.00

Municipal Research and Service

1. The Council while recognizing the need for an increase in this budget and the necessity for a permanent assistant to Mr. Kehrli could not approve the Dean's recommendation for a \$2,400 salary for the new position. This among other pressing needs of the University must wait the coming of a more favorable financial situation.

2. The Council does approve an increase in salary for Miss Elma Doris Havemann from \$1,200 to \$1,520. She acts in a double capacity of secretary and librarian of collections. She also cares for important correspondence and assumes responsibility for certain editorial work in the preparation of bulletins. The increase here involved is - - - - - 120.00

Increase in 1938-39 budget - - - - - \$6,642.83

The University Library

The University Library is vital to the whole instruction program. From various directions have come complaints that the funds now provided are inadequate to meet the needs in particular of new book purchases. The Library is far in arrears in book purchases which can not now be made up in a single year but a substantial contribution should be made from year to year until the library approaches the standard for the best of our state universities.

The new library building has proved a boon in many ways but it is at present painfully inadequate so far as furniture and equipment are concerned. Much space now badly needed in connection with the reserve department cannot now be used because chairs and desks are not available. In so far as furniture transferred from the old building is acceptable at all it must be refurnished to harmonize with the dignity and beauty of the building itself.

The librarians presented to the Council an itemized list of furniture and equipment now sorely needed. This list represents but a fraction of the original estimate for adequate equipment. The total cost of these extra provisions for efficient use amounted to \$5,920. - - \$5,920.00

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The librarians presented to the Council an absolutely convincing case in favor of a substantial addition to the present fund available for book purchases, magazine subscriptions, and for book-binding. Judged by the standards of similar libraries elsewhere and by attested needs presented from various schools and departments, accumulated orders, etc., the present allowance of \$18,000 should be supplemented by at least \$12,000 to bring it up to standard. This should be high on the scale of priorities. - - - - - 12,000.00

00.000
00.000
We should not overlook the increasing demands also of the law library now transferred to the stacks of the old building. The imperative need seems to be for an extra \$300 for books; for wages in connection with the library administration, \$100; and for material and binding, an added sum of \$50. This added sum of \$450 should find a place in the general library budget where the law library is carried as a subdivision - - - - - 450.00

Increase in 1938-39 budget - - - - - \$18,370.00

Personnel and Placement

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01.000
Dean Onthank discussed at length with the Council the needs of the various divisions associated with the manifold duties of his office. The Council was impressed with the wide scope of the activity carried on under Dean Onthank's auspices and the increased tendency to thrust upon his office additional duties while making no extra budget provisions. Any adverse decisions the Council was compelled to make must not be construed to mean that the Council failed to appreciate the far-reaching scope of his work and the growing demands it makes on his none too ample budget. The decisions of the Council on the items presented are recorded below:

1. In the light of the pressing demands and the clear necessity for economy in all departments the Council was compelled to rule adversely in a requested increase of \$130 in the budget of the Dean of Men.

2. Despite the multiplying obligations of Dean Onthank's office and his assumption of duties formerly associated with the Executive Secretary's office, the Council could not allow in full the request for an increase of \$500 or \$600 in the requisition account. The approved addition was kept down to \$250. Increase in 1938-39 budget - - 250.00

3. Recognizing the demonstrated efficiency of Miss Stevenson and the increasing responsibility she is compelled to assume, the Council approves an increase in her salary from the present figure of \$1,109.90 to \$1,200. Increase in 1938-39 bduget - \$90.10

4. In the Division of Housing and Employment the Council was impressed with the efficiency and enthusiasm of Miss Janet Smith and the value of the contacts she is making with employers and with prospective students. The Council feels that this type of faithful service should be recognized and her salary increased from \$1,800 to \$2,200, effective July 1, 1938. Increase in the 1938-39 budget - - - - - 400.00

5. The increasing responsibilities of Miss Smith's office and the necessity for travel away from Eugene has enforced the necessity of responsible help in the Employment office. It is proposed to put Miss Violet Runte on a full-time basis, paying her a salary of \$85.00 a month instead of meeting her compensation from the wages item as at present. The position would be on a 12-month basis and involve an annual salary of \$1,020. The present wages item of approximately \$840 would be transferred to the salary account, involving an extra charge of only - - - - - 180.00

6. To the same end of increasing the efficiency of the Employment service, the Council recommends that the travel account should be increased from \$150.00 to \$350.00. Outside contacts made by Miss Smith, so valuable to the University, should not be made at her own expense. Increase in 1938-39 budget - - - - - 200.00

7. The Council was obliged to pass adversely on the increase requested by Mr. Onthank in the budget for convocations and commencement. Council members are in entire sympathy with Mr. Onthank's program for enriching the offerings in the form of scholarly lectures. This is, however, a point where economies may be practiced without serious damage to the fundamentals.

\$1,120.10

Student Health Service

The Council wishes to commend Dr. Fred Miller for the able and efficient way in which he has met the difficult budget situation with which he was confronted when he moved into the new Infirmary. Quite contrary to reasonable expectations, he was compelled to assume the large share of the maintenance and service charges against the new building. Economies which should not have been forced upon him became necessary in order to make ends meet and live within the restricted income.

As a consequence, Dr. Miller was compelled to dispense with a regular full-time member of his medical staff and resort to part-time help and occasional services from a corps of Eugene doctors. The number of nurses was also kept down and the hours of the nursing staff lengthened to undesirable proportions. The incidence of colds, influenza, and contagious diseases has been heavy during the current year but despite the increase in load the Health Service will, barring other emergencies, end the year with all past obligations discharged and a reserve for contingencies for the next year amounting to \$2,000.

With this favorable showing Dr. Miller intends for 1938-39 to budget up to the limit of estimated fee income, \$3,000, and to rely upon emergency funds for any unusual epidemic or unforeseen demands upon the Health Service. This arrangement will make it possible to restore the full-time medical doctor, and to reduce the hours of the nursing staff to a standard consistent with legal requirements and the demands of common humanity. To relieve the strain on the nursing staff, which during this trying year has taken its toll in illness and impaired vitality, the Director expects to add two new nurses to lighten the load and make possible observance of standard hours of employment.

Against the salary of the full-time doctor the Director will have as a partial offset the sums paid for special services this year and the continuity and permanence of the service will make possible a more humane schedule for the entire staff.

To summarize the extra demands upon the budget for 1938-39 occasioned by items which the Council believes to be urgently necessary, we have listed them below by schools and divisions:

Architecture and Allied Arts	\$3,830.00
Arts and Letters	1,500.00
Business Administration	1,602.50
School of Education	510.00
Journalism	675.00
Law School	(4,095.40)
Science and Lower Division	2,232.74
Music School	540.00
Physical Education	1,220.00
Social Science	5,892.83
Library	18,370.00
Personnel and Placement	<u>1,120.10</u>

Total increase in 1938-39 budget

\$41,588.57

It will appear that reasonable minimum provisions for the work of the University in the departments surveyed would require during the next fiscal year an additional sum of \$41,588.57. It will be noted as a partial offset to this increase in the 1938-39 budget that some economies can be realized in other divisions. At least two of these have been indicated - a possible saving of \$1,350 on the budget of the Philosophy Department, and a saving of \$900 by failing to replace a third secretary in Physical Education. These savings alone would equal \$2,250.

Moreover, as indicated in the introduction to this report, the Council has confined its survey to the academic establishments and closely related services. It has not attempted to scrutinize the budgets of the Administration, Business Office, Registrar's Office, campus and grounds, janitorial service, light and power, news bureau or telephone exchange. If the Council can be of further service to the President in scrutinizing these budgets and in passing judgment on the supplementary requests which some will undoubtedly contain, we shall, of course, be only too willing to serve.

Respectfully submitted,

Faculty Advisory Council

Deans

Professors

James H. Gilbert

O. K. Burrell

Wayne L. Morse

Orlando J. Hollis

George Rebec

S. Stephenson Smith

SUPPLEMENTARY BUDGET REPORT
OF
FACULTY ADVISORY COUNCIL
BEARING ON SOME ADDITIONAL REQUESTS
FROM

THE DEANS OF ARTS AND LETTERS and of BUSINESS ADMINISTRATION.

The supplementary requests of the deans of Arts and Letters and of Business Administration contained some items which did not come up for consideration in their first conference with the Advisory Council. The Council has therefore conferred again with Dr. Boyer and Dr. Morris regarding the items which did not appear in the first conference and which concern personnel, additions to staff, and necessary adjustments in salary. This supplementary report covers our recommendations affecting these new requests:

Arts and Letters

1. Dr. Boyer requests an allowance of \$360 for a part-time secretary to be used in connection with the work of the Speech Division. With the addition of a new instructor approved by the Council in previous report, the faculty in speech will consist of four full-time men and the amount of secretarial work will be considerable. Moreover, the Speech Division has introduced and promoted a new form of public discussion which has contributed materially to the realistic training of the students in public speaking, and has made many beneficial contacts for the University. The task of arranging for public appearances before service clubs, chambers of commerce, leagues of voters, granges, etc., naturally calls for extensive correspondence. The Speech Division moreover is taking a more active part in radio training and the presentation of radio programs. Manuscripts must be carefully prepared, typed and submitted in advance of the scheduled appearance. The use of N.Y.A. help or occasional typing service does not meet the need. There must be more of continuity and consistency in the clerical office of the Speech Division.

The Council therefore approves the dean's request for an allowance of \$40.00 a month for a part-time secretary on a nine month basis. The added charge on the 1938-39 budget will be - - - - - \$360.00

2. Dr. Boyer also requests an increase in salary for John C. McCloskey, Instructor in English, who has now spent two years in graduate work at Stanford and completed the requirement for the Ph.D. degree with the exception of the thesis and a single additional term of residence. Mr. McCloskey has been for eight or ten years in the System, he is the author of two standard texts in the composition field, and his present salary of \$1,800 is too low. The Council approves the increase of his salary to \$2,000 but with the understanding that there should be no promotion in rank. The status of assistant professor should, in the opinion of the Council, be withheld until the doctorate is definitely achieved. This increase will involve a charge on the 1938-39 budget - - - - - 150.00

3. Dr. Boyer recommends an increase of \$350 in the salary of S. Stephenson Smith. In 1935 Mr. Smith was promoted to the rank of full professor without the increase in salary that was really deserved and should have attended the promotion. Mr. Smith is a man of broad and thorough scholarship. His books and articles on literary criticism have made a name for him in his chosen fields. He is regarded as one of the University's best representatives in the field of extension lecturing and he serves on a number of important University committees.

The Council (Mr. Smith not participating or voting) unanimously approves the recommendation for the increase from \$3,150 to \$3,500 in Professor Smith's salary. This will involve an addition to the 1938-39 budget of - - - - - 262.50