

MEETING OF THE ADVISORY COUNCIL

Thursday, January 4, 1940

PRESENT: Burrell, Gilbert, Moore, Morse, Clark.

ABSENT: Taylor, who was out of town.

The Advisory Council met at 3:00 p.m. in the President's office. The minutes of the meetings of December 13 and 22 were approved.

B
After some discussion the Council recommended that the President suggest to Dean Boyer that at budget-making time he include a request that John C. McCloskey be advanced in rank and salary.

le
The President announced that he wished to discuss with the Council a recommendation for a successor to the late Dr. R. C. Clark as head of the history department. Dr. Dan Clark retired from the room during the discussion, at the end of which the Council voted to approve the recommendation of the President that he, Dan E. Clark, be named to fill the vacancy.

The Council adjourned at 4:00 p.m.



Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Friday, January 19, 1940

PRESENT: Burrell, Gilbert, Moore, Morse

ABSENT: Taylor, Clark, who were out of town.

J The President presented a statement from Dean Lawrence that he would not be able to attend the conference of Deans and Professors of Architecture and Allied Arts in Ann Arbor, Michigan, and a request that Wallace S. Hayden be granted the sum of \$85.00 previously allotted to Dean Lawrence in order that he might attend the conference in place of the Dean. The Council recommended that this request be not granted. Later, however, upon receipt of additional information, the President canvassed the members of the Council by telephone and it was recommended that the request be allowed.

SP The Council voted to recommend to the President that Dr. Fred Miller be granted a sabbatical leave of absence during the spring term of the current academic year.

OH2 The Council discussed with the President questions connected with the editorship of the Oregon Historical Quarterly.



MEETING OF THE ADVISORY COUNCIL

Tuesday, February 13, 1940

PRESENT: Burrell, Gilbert, Moore, Morse, Taylor, Clark.

The Advisory Council met at 4:00 p.m. in the President's office. The minutes of the meetings of January 4 and 19 were approved.

R. # The President stated that Professor Herbert Crombie Howe had resigned as faculty athletic representative for the Pacific Coast Conference, and indicated to the Council his plan to appoint Professor Orlando Hollis to fill the vacancy. The announcement of the President was received with unanimous satisfaction.

88. After some discussion Professors Taylor and Burrell were appointed as a sub-committee to study the desirability of a revision of the green sheets and report to the Council.

b The President presented to the members of the Council a statement of the proposed courses in science at the University for study and consideration at a later meeting.

9 The Secretary read a letter from Professor Warren D. Smith (copy of letter at end of these minutes) in regard to the compilation and publication of student grades and grade point averages. After discussion it was voted that the Secretary be instructed to write to Professor Smith, telling him that his letter had been received and discussed and would receive further consideration; but that, in view of the recent faculty action and the individual opinions of members of the Council, it was not deemed advisable to bring the question before the faculty again at this time.

It was voted to hold the next meeting of the Council on Wednesday, February 21, at 3:00 p.m., at which time the Council would begin discussion of the 1940-41 budgets with the President.

The Council adjourned at 5:30 p.m.


Dan E. Clark, Secretary.

February 5, 1940.

Advisory Council,
University of Oregon,
C a m p u s

Gentlemen: The recent publication of the group GPA ratings has impelled me to write to your Council what may be a perfectly useless letter. However, I wish to make this a matter of record, and I have a little hope that your Council will be willing at the proper time to make a real study of this problem. I do not think that the recent faculty action did more than to make a

confession that we were unable to cope with the situation.

In the first place, I wish to make it plain that I have no objection to a legitimate use of grades, but I must protest against the lumping of all kinds of grades in miscellaneous subjects and striking an average which to me means nothing. The method of computing these averages may be done in the most approved statistical manner and yet I think the computing of ratings in this way is fundamentally unsound. There is great danger in using formulae and statistics in matters of this kind. Since many of the leading universities in the country have dropped the practice, it would seem that I am not altogether alone in this opinion. Dr. Moulton of the University of Chicago, department of mathematics, sounded a warning about this several years ago. The use of decimal places in these averages does not make the results any more accurate. They merely make them look so, whereas the figures may be quite misleading.

I object to the emphasis upon grades, first, because I think the GPA is scientifically unsound. Second, it forces the student to shun difficult courses. There is plenty of evidence for this, even though some people persist in denying it. The pressure comes from fraternity groups, from the athletic department, from parents, and from honoraries, Phi Beta Kappa being one of the chief offenders. If it is not generally known, I might say that Sigma Xi pays very little attention to grades and when it does so it scrutinizes very critically where these grades may have been obtained.

We know, and everyone knows who has had any experience, that all A's are not of the same value, and likewise this is true of other grades. To rate an A obtained in Philosophy of Stratigraphy on the same basis as an A in handball or archery is to me absurd. Furthermore, instructors in the same department, or even in the same subject matter, rarely grade alike. This extraordinary device of GPA has caused the unthinking and less serious student to shop around for easy courses. Many students are forced by their fraternity brothers or sisters, athletic coaches, and parents, to shun the very courses which perhaps they may be most in need of. Off the record testimony of numerable students bears witness to this.

I trust that you will not merely pigeonhole this letter, but give it serious thought, for there is a growing resentment in many parts of the campus against the abuse of statistics.

Respectfully yours,

(Signed) Warren D. Smith.

MEETING OF THE ADVISORY COUNCIL

Wednesday, February 21, 1940.

Present: Burrell, Gilbert, Moore, Taylor, Clark.

Absent: Morse, who was out of town.

The Advisory Council met at 3:00 p.m. in the President's office. The minutes of the meeting of February 13 were approved. Thereupon, the President and the Council began consideration of the University budget for 1940-41.

β Mr. George Belknap, University Editor, presented the going-rate budget and supplementary budget requests for his office.

Mr. Elmer Fansett, Alumni Secretary, presented the going-rate budget and supplementary budget requests for his office.

Mr. George Godfrey presented the going-rate budget and supplementary budget requests for the News Bureau.

6 The President announced that Miss Florence Alden would be on leave of absence during the spring term and that, in consequence, there would be a vacancy on the Discipline Committee. The suggestion was made by the Council that Dr. Astrid Williams be appointed to fill this vacancy.

It was agreed that preliminary action on supplementary budgets would be regarded as tentative and would not be recorded in the minutes of the Council meeting by meeting, but would be reviewed and summarized in a statement prepared after all the requests had been presented.

The Council adjourned at 6:00 p.m.



Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Sunday, February 25, 1940.

Present: Burrell, Gilbert, Moore, Taylor, Clark.

Absent: Morse, who was ill.

The Advisory Council met at 2:00 p.m. at the President's house.

Mr. Lindstrom presented the going-rate and supplementary budgets of the University Business Office.

R The President presented and the Council recommended the approval of the following going-rate budgets:

Dean of Personnel Administration
 Dean of Men
 Dean of Women
 Housing and Employment
 Commencement and Convocations

The Council adjourned at 5:30 p.m. and re-convened at 8:00 p.m.

F President Erb stated that complaints had come to him in regard to the conduct of W. L. Thompson, Instructor in English. After some discussion the Council indicated its willingness to give Mr. Thompson a hearing if he so desired.

Dean Gilbert presented the going-rate and supplementary budgets of the various departments included in the College of Social Science.

Il. The Council voted to recommend the approval of Dean Gilbert's application for sabbatical leave during the fall term, 1940-41.

F Upon the recommendation of Dean Gilbert the Council recommended that the following faculty members now on yearly tenure be placed on indefinite tenure: Delbert R. French, Robert W. Leeper, E. H. Moore.

The going-rate budgets were all approved.

The Council adjourned at 11:40 p.m.


 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Thursday, February 26, 1940.

Present: Burrell, Gilbert, Moore, Morse, Taylor, Clark.

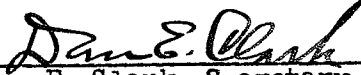
The Advisory Council met at 3:00 p.m. at the President's office.

Mr. W. L. Thompson, Instructor in English, appeared before the Council and presented his view of the complaints which had been made in regard to his conduct. After the close of the hearing the Council discussed the situation at length and finally voted to indicate to the President that, in their opinion, Mr. Thompson's usefulness to the University was at an end.

Dr. L. S. Cressman presented the going-rate and supplementary budgets of the Museum of Natural History. The going-rate budget was approved and the supplementary given preliminary consideration.

Dean Kratt of the School of Music presented his going-rate budget which was recommended to the President for approval.

The Council adjourned at 5:45 p.m.



 Dan E. Clark, Secretary.
MEETING OF THE ADVISORY COUNCIL

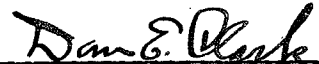
Saturday, March 2, 1940.

Present: Burrell, Gilbert, Moore, Morse, Taylor, Clark.

The Advisory Council met at the President's house at 4:00 p.m.

Although the University Health Service is operated by means of restricted funds, the President asked Dr. Fred E. Miller to appear before the Council and present his budget in order that the Council might have first hand knowledge of the problems of the Health Service. In addition to expressing their opinion in regard to certain budget matters the Advisory Council recommended to the President that Dr. Leslie Porter be advanced in rank from Instructor to Assistant Professor.

The Council adjourned at 5:45 p.m.



 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Sunday, March 3, 1940.

Present: Burrell, Gilbert, Moore, Morse, Taylor, Clark.

The Advisory Council met at 2:00 p.m. at the President's house.

The President presented the going-rate budget of the President's office, which was approved. He indicated that there was no supplementary budget for his office.

The going-rate budget for Diplomas and Certificates was likewise approved.

Dr. Pallett and Mr. Constance presented both the going-rate and supplementary budgets of the Registrar's office.

The President discussed with the Council the desire of the Medical School to hold commencement exercises for its graduates at the Medical School in Portland instead of Eugene at the time of the June commencement. The Council voted to recommend that this plan be approved provided the President confers the degrees and that the names of the Medical School graduates appear on the University commencement programs with an indication that the degrees were conferred at the Medical School.

Mr. Lindstrom and Mr. Lewis presented various Physical Plant budgets. The going-rate budgets were approved and the supplementary budgets given preliminary consideration.


The Council adjourned at 5:50 p.m. and re-convened at 7:00 p.m.

Mr. Willis Warren, in the absence of Mr. Douglass, presented the University Library budgets. The going-rate budgets were approved. The Council voted to recommend that Mr. Warren be placed on indefinite tenure. Mr. Warren also presented the budgets for the Law Library.

Dr. Will V. Norris appeared before the Council, at its request, to discuss various items in the supplementary budget for the Physical Plant.

Dean Morse presented the budgets for the Law School. The going-rate budget was approved and the supplementary budget given tentative consideration.

The Council adjourned at 11:00 p.m.


 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Monday, March 4, 1940.

Present: Burrell, Gilbert, Moore, Morse, Taylor, Clark.

The Advisory Council met at 7:00 p.m. at the President's house.

Dean Allen presented the budgets of the School of Journalism and the going-rate budget was approved.

It was voted to recommend to the President that Charles M. Hulten be advanced to the rank of Associate Professor. The Council's recommendation regarding an increase in salary for Professor Hulten will appear on the complete list of recommended salary increases to be included in the minutes after final review and reconsideration.

Dr. Taylor presented the budgets of the Graduate Division and of the Bureau of Personnel Research. The going-rate budgets, in each case, were approved.

President Erb discussed with the Council certain problems connected with the Mildred Anna Williams bequest establishing the Kenneth A. J. McKenzie Memorial Fund. After some discussion the Council voted to recommend that any agreement regarding the disposition of this fund should indicate a recognition of the organic connection of the University of Oregon Medical School with the University of Oregon proper. It was further recommended that a portion of the income, possibly \$1,500 per year, be set aside for Kenneth A. J. McKenzie Scholarships at the University of Oregon Medical School, to be awarded annually to students who have completed their pre-medical work at the University of Oregon.

The Council adjourned at 9:40 p.m.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Wednesday, March 6, 1940.

Present: Burrell, Gilbert, Moore, Morse, Taylor, Clark.

The Advisory Council met at 2:30 p.m. in the President's office.

R Dean Lawrence presented the budgets of the School of Architecture and Allied Arts. The going-rate budget was approved.

The Council adjourned at 4:00 p.m. and re-convened at 7:00 p.m. at the President's house.

Dean Boyer presented the budgets for the Dean's office and the various departments and divisions of the College of Arts and Letters. The going-rate budgets were approved.

SL It was voted to recommend to the President that Professor John Casteel be granted a sabbatical leave of absence for the year beginning October 1, 1940.

F The Council voted to recommend to the President that Mr. John C. McCloskey be advanced to the rank of Assistant Professor at his present salary and that this advancement be approved as an exception to the general rule that advancement in rank would not be recommended without an increase in salary to bring the salary rate up to the rate for the position.

F The Council voted to recommend to the President that the following persons be placed on indefinite tenure; Horace W. Robinson, Bertram E. Jessup, Frank G. Black, Carl L. Johnson. It was also recommended that Carl L. Johnson be advanced to the rank of Assistant Professor.

F The Council discussed with the President the preparation of a list of increases in staff, totaling an amount not in excess of \$10,000, in accordance with a request to the President by the Chancellor. The Council tentatively recommended such a list to the President subject to further consideration at a later date.

The Council adjourned at 11:00 p.m.


 Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Wednesday, March 13, 1940.

Present: Burrell, Gilbert, Moore, Taylor, Clark.

Absent: Morse, who was out of town.

The Advisory Council met at 2:00 p.m. in the President's office.

R Dean Lawrence was present and discussed with the Council further problems in connection with the budgets of the School of Architecture and Allied Arts. The going-rate budget was approved.

R Dean Onthank presented the supplementary budgets of the various offices and services of the Personnel Division.

R Dean Jewell presented the supplementary budgets of the Placement Bureau, the University High School and the School of Education.

R A supplementary budget of the Bureau of Historical Research was presented.

The Council adjourned at 6:00 p.m.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Thursday, March 14, 1940.

Present: Burrell, Gilbert, Moore, Taylor, Clark.

Absent: Morse, who was out of town.

The Advisory Council met at 2:00 p.m. in the President's office.

R Consideration was given to the supplementary budgets of the various offices and services of the Personnel Division and to the supplementary budgets of the Placement Bureau, the University High School and School of Education.

R Dean Stafford presented the supplementary budgets of the Lower Division and Service Departments.

R Dean Leighton presented the supplementary budgets of the School of Physical Education.

The Council adjourned at 5:30 p.m.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Friday, March 15, 1940.

Present: Burrell, Gilbert, Moore, Taylor.

Absent: Clark, Morse, who were out of town.

The Advisory Council met at 5:00 p.m. in the President's office.

Dean Morris presented a portion of the supplementary budget of the School of Business Administration.

Dean Gilbert presented several additional supplementary budget requests for the Bureau of Municipal Research.

The recommendations of the Advisory Council with respect to all these requests will appear in the statements of recapitulation to be included in the minutes at a later meeting.

O. K. Burrell
 O. K. Burrell,
 Temporary Secretary.

MEETING OF THE ADVISORY COUNCIL

Sunday, March 17, 1940.

Present: Burrell, Gilbert, Moore, Taylor, Clark.

Absent: Morse, who was out of town.

The Advisory Council met at 2:00 p.m. at the President's house.

The Council spent some time in reconsideration of the supplementary budget requests which had previously been tentatively passed upon. A recapitulation of the action of the Council on the requests for additions to staff and for salary increases are indicated on the attached sheets.

President Erb reminded the Council of the long-standing request of the Registrar's office for the addition to the staff of the General Extension Division of a person to be assigned to the Registrar's office to handle the records of Extension students. The Council voted to recommend that this request be renewed again this year.

Dean Gilbert presented the request of the Bureau of Municipal Research for the addition to the staff in Portland of a Director of In-Service Training for Public Officials.

The Council adjourned at 5:00 p.m.

Dan E. Park

ADDITIONS TO STAFF, 1940-41.

The following statement indicates the recommendations of the Advisory Council with respect to additions to staff requested by the various colleges, schools and services of the University in their supplementary budgets for the year 1940-41. These recommendations were made tentatively at the successive meetings of the Council following the presentation of the various budgets, and were reviewed and re-affirmed at the meeting on March 17.

The first column shows the additions to staff, with proposed salaries, requested by the various deans and department heads. Column two contains the staff additions, with the annual salary rate, recommended to the President for approval. The amount to be budgeted for the year 1940-41 in each case is indicated in column three. Those marked by an asterisk constitute a preferred list recommended to the President for submission to the Chancellor in accordance with the latter's request for a list of needed additions to staff, totalling not more than \$10,000, to receive early attention by the State Board of Higher Education.

<u>Staff Additions</u>	<u>Asked</u>	<u>Recommended--Rate</u>	<u>Recommended--Budgeted</u> 1940-41
<u>Dean of Men</u>			
Graduate Assistant	\$550.00	--	--
<u>General Library</u>			
Architecture Librarian	1,500.00	--	--
Map & Reference Asst.	1,500.00	1,300.00	975.00
Serials Assistant	1,500.00	--	--
1/2 Educ. Coll. Asst.	750.00	--	--
1/2 Bur. Mun. Res. Asst.	750.00	--	--
Browsing Room Asst.	1,080.00	--	--
Typist in Cataloguing	900.00	900.00	900.00
Miss Walton + 1/4 time	320.00	320.00	240.00
Barbara Hollis Macmilan to teach one course, 1 term		112.50	112.50*
<u>Architecture and Allied Arts</u>			
Secretary	1,200.00	1,200.00	900.00
Graduate Assistant	550.00	550.00	550.00*
Instructor	1,800.00		
Instructor	2,000.00		
<u>English</u>			
Instructor	1,800.00	1,800.00	1,350.00*
2 Grad. Assts.	1,100.00	(one) 550.00	550.00*
1 Grad. Asst. in Speech	550.00	--	--
<u>German</u>			
Instructor	1,800.00	--	--
<u>Romance Languages</u>			
1/2 Instructor in Spanish	900.00	900.00	675.00*

<u>Staff Additions</u>	<u>Asked</u>	<u>Recommended--Rate</u>	<u>Recommended--Budgeted</u>
<u>Business Administration</u>			
Professor	4,200.00	--	--
2 Grad. Assts.	1,100.00	1,100.00	1,100.00*
<u>Education</u>			
Graduate Assistant	550.00	--	--
<u>Journalism</u>			
Assistant Professor	2,400.00	2,400.00	1,800.00
Graduate Assistant	550.00	550.00	550.00*
<u>Chemistry</u>			
Instructor	1,800.00	1,800.00	1,350.00 - 600.00 Wages <u>750.00*</u>
<u>Zoology</u>			
Instructor	1,600.00	1,600.00	1,200.00
<u>Mathematics</u>			
Part-time Instructor	1,080.00	--	--
<u>Home Economics</u>			
Instructor	1,800.00	1,600.00	1,200.00*
<u>Physical Education</u>			
Assistant Professor	2,200.00	2,200.00	1,650.00 - 550.00 Grad. Asst. <u>1,100.00</u>
<u>Geography</u>			
One-third Professor	1,172.00	--	--
<u>History</u>			
3/4 Assistant Professor	1,800.00	1,800.00	1,350.00*
Graduate Assistant	550.00	550.00	550.00*
<u>Philosophy</u>			
Graduate Assistant	550.00	--	--
<u>Psychology</u>			
2/3 Instructor	1,200.00	1,200.00	900.00 - 550.00 <u>350.00*</u>
<u>Sociology</u>			
Graduate Assistant	550.00	550.00	550.00
<u>Social Science Survey</u>			
1/2 Asst. Professor	600.00	600.00	450.00*
1/2 Grad. Asst.	275.00	275.00	275.00

<u>Staff Additions</u>	<u>Asked</u>	<u>Recommended--Rate</u>	<u>Recommended--Budgeted</u>
<u>Bureau Personnel Research</u>			
1/3 Instructor	\$600.00	\$600.00	\$450.00*
<u>Bureau Municipal Research</u>			
1/2 Consultant on Municipal Finance (Sept. 1, 1940)	900.00	900.00	750.00
1/2 Secretary Portland Office	600.00	600.00	600.00
	<u>\$46,627.50</u>	<u>\$25,957.50</u>	<u>\$19,302.50</u>

SALARY INCREASES, 1940-41

The following statement indicates the recommendations of the Advisory Council with respect to salary increases requested by the various deans and heads of departments and services in their supplementary budgets for the year 1940-41. These requests received consideration at the successive meetings of the Council following the presentation of the supplementary budgets, and were reviewed and re-affirmed at the meeting on March 17. The recommendations to the President here included are tentative, subject to a possible arrangement in order of preference later if it should appear that only a certain number of increases or a definite total amount in salary increases will be considered by the Chancellor and Board. The amount to be budgeted for 1940-41 in each case is not indicated, but will depend upon whether the individual concerned is on the 10-month or 12-month basis of service.

<u>Salary Increases</u>	<u>Asked--Rate</u>	<u>Tentatively recommended</u>
<u>Registrar's Office</u>		
Helen Roberts	\$120.00	\$120.00
Ruth McCornack	120.00	120.00
<u>Business Office</u>		
J. O. Lindstrom	300.00	300.00
Clifford Stalsberg	180.00	--
<u>Physical Plant</u>		
Don Lewis	600.00	--
<u>Alumni Records</u>		
Mrs. Ruth Klonoff	120.00	--
<u>News Bureau</u>		
Secretary	200.00	--
<u>Editor's Office</u>		
George Belknap	200.00	200.00
<u>Dean of Personnel</u>		
Secretary	330.10	--
<u>Housing and Employment</u>		
Janet Smith	300.00	100.00
Secretary	120.00	120.00
<u>General Library and Law Library</u>		
Elizabeth Findley	100.00	100.00
Corwin V. Seitz	120.00	--
Gladys Y. Patterson	200.00	--
Willis Warren	100.00	100.00
Mary Rutherford	100.00	--
Marguerite Carpenter	200.00	--
Lois Baker	100.00	100.00

<u>Salary Increases</u>	<u>Asked--Rate</u>	<u>Tentatively Recommended</u>
<u>Architecture and Allied Arts</u>		
Maude Kerns	\$211.56	\$111.56
Victoria Avakian	500.00	100.00
Eyler Brown	300.00	100.00
Brownell Frasier	250.00	100.00
Harlow Hudson	200.00	--
David Thompson	200.00	--
<u>Romance Languages</u>		
Christina Crane	200.00	--
Carl Johnson	163.55	163.55
Frances Harland	100.00	--
<u>Classics</u>		
Frederick M. Combellack	100.00	100.00
<u>English</u>		
Ottilie Seybolt	200.00	--
E. C. A. Lesch	250.00	250.00
E. G. Moll	250.00	250.00
R. D. Horn	175.00	--
Bertram E. Jessup	400.00	200.00
F. G. Black	163.55	163.55
R. V. Mills	200.00	200.00
E. D. Kittoe	200.00	--
Homer N. Hanna	100.00	--
John McCloskey	100.00	100.00
Part-time Graduate Assistant	6.67	6.67
<u>Business Administration</u>		
Ruth Chilcote Thompson	200.00	--
<u>Education</u>		
Mrs. Leighton	360.00	180.00
<u>Training School</u>		
H. B. Backus	100.00	--
Ray Hendrickson	50.00	100.00
<u>Journalism</u>		
Charles M. Hulten	300.00	300.00
George S. Turnbull	90.00	90.00
<u>Law</u>		
Orlando J. Hollis	500.00	290.91
<u>Geology</u>		
Lloyd Staples	200.00	200.00
<u>Mathematics</u>		
C. F. Kossack	200.00	200.00
A. F. Moursund	500.00	--

<u>Salary Increases</u>	<u>Asked--Rate</u>	<u>Tentatively recommended</u>
<u>Home Economics</u>		
Instructor	\$100.00	\$100.00
Instructor	100.00	100.00
<u>Physical Education</u>		
Janet Woodruff	400.00	200.00
Harriet Thomson	555.56	200.00
<u>Anthropology</u>		
H. G. Barnett	400.00	200.00
<u>Economics</u>		
Beatrice Aitchison	400.00	100.00
Calvin Crumbaker	250.00	250.00
<u>History</u>		
Harold Noble	400.00	400.00
Andrew Fish	200.00	200.00
<u>Philosophy</u>		
C. J. Sullivan	100.00	100.00
<u>Social Science Survey</u>		
Q. Breen	200.00	200.00
<u>Social Science Service Bureau</u>		
Orval Etter	200.00	--
Elma Doris Havemann	120.00	120.00
Russell Barthell (Portland)	300.00	--
 Total	 <u>\$13,905.99</u>	 <u>\$6,536.24</u>

MEETING OF THE ADVISORY COUNCIL

Friday, March 22, 1940.

Present: Burrell, Gilbert, Morse, Clark.

Absent: Morse and Taylor, out of town.

The Advisory Council met at 2:00 p.m. in the President's office.

Consideration was given to the requisition budgets of the University News Bureau and the School of Music.

^B The Council devoted some time to reconsideration of the supplementary requisition requests previously tentatively approved. A recapitulation of these requests will be found on the attached sheets.

The Council adjourned at 3:35 p.m.



Dan E. Clark, Secretary.

ADDITIONAL EQUIPMENT

The following statement indicates the recommendations of the Advisory Council with respect to the requests contained in the supplementary requisition budgets of the various schools, departments and services of the University for additional equipment for the year 1940-41. These recommendations were made tentatively at the successive meetings of the Council following the presentation of the various budgets, and were reviewed and re-affirmed at the meeting on March 22.

	<u>Requested</u>	<u>Recommended</u>
<u>General Library</u>		
Books, periodicals and bindings	\$20,805.00	\$16,305.00
Furniture	6,096.00	715.00
<u>Law Library</u>		
Books,	1,750.00	1,322.50
Typewriter	100.00	100.00
<u>Museum of Natural History</u>		
Typewriter	80.00	80.00
Display equipment	150.00	--
Van de Velde Collection		
\$10,000 at \$1,000 per year	1,000.00	--
<u>Business Office</u>		
Typewriters	140.00	140.00
Filing case	50.00	50.00

	<u>Requested</u>	<u>Recommended</u>
<u>News Bureau</u>		
Lens for enlarging machine, etc.	\$ 75.00	\$ 75.00
<u>Registrar's Office</u>		
Vertical Visible File	650.00	650.00
<u>School of Business Administration</u>		
Typewriters, adding machines, filing cabinets	400.00	400.00
<u>School of Education</u>		
Flash projector and stop watches for Clinical School	45.00	--
<u>Training School</u>		
Mimeograph machine and Physical Education equipment	415.00	415.00
<u>School of Architecture and Allied Arts</u>		
Tables, desks, filing cabinets, etc.	2,612.31	700.00
<u>School of Journalism</u>		
Second-hand service sending mach.	100.00	100.00
<u>School of Law</u>		
Typewriters, filing cabinets, desks, chairs and tables	450.00	--
<u>English Department</u>		
Typewriter for Speech Division	60.00	60.00
<u>German Department</u>		
Miscellaneous equipment	20.00	--
<u>Drama Division</u>		
Curtains and other stage equipment	320.00	320.00
<u>School of Physical Education</u>		
Miscellaneous equipment	350.00	350.00
<u>Social Science Survey</u>		
Typewriter, filing cabinet, etc.	155.00	60.00
<u>Department of Religion</u>		
Filing cabinet	50.00	50.00
<u>Graduate Division</u>		
Typewriter	100.00	100.00
<u>Social Science Service Bureau</u>		
Typewriter stands, cataloguing equipment, etc.	50.00	50.00
<u>Physical Plant</u>		
Rugs for Alumni Hall, Truck replacements, classroom chairs, floor covering for Law Library, etc.	9,760.00	5,735.00

SUPPLEMENTARY REQUISITION REQUESTS

(Exclusive of Equipment)

The following statement indicates the recommendations of the Advisory Council with respect to the supplementary requisition requests, exclusive of equipment, made by the various schools, departments and services of the University for the year 1940-41. These recommendations were made tentatively at the successive meetings of the Council following the presentation of the various budgets, and were reviewed and re-affirmed at the meeting of March 22.

	<u>Requested</u>	<u>Recommended</u>
<u>General Library</u>		
Wages	\$2,141.00	--
Materials	500.00	\$500.00
<u>Law Library</u>		
Materials	50.00	50.00
<u>Editor's Office</u>		
Wages	650.00	650.00
Materials	200.00	200.00
<u>News Bureau</u>		
Wages	320.00	320.00
<u>Registrar's Office</u>		
Materials	1,000.00	500.00
<u>Commencement and Convocation</u>		
Materials	200.00	--
<u>Dean of Women</u>		
Materials	50.00	--
<u>Housing and Employment</u>		
Wages	360.00	120.00
Travel	100.00	100.00
<u>Dean of Personnel</u>		
Materials	50.00	50.00
<u>Teacher Placement Service</u>		
Materials	60.00	60.00
Travel	100.00	--
<u>Business Administration</u>		
Materials	315.10	315.10
Travel	100.00	100.00

	<u>Requested</u>	<u>Recommended</u>
<u>Education</u>		
Materials	\$ 300.00	\$ 100.00
Travel	200.00	100.00
<u>Training School</u>		
Materials	100.00	100.00
<u>Architecture and Allied Arts</u>		
Wages	965.00	400.00
Materials	1,274.38	500.00
<u>Music</u>		
Wages	100.00	100.00
<u>Home Economics</u>		
Wages	100.00	100.00
Materials	100.00	100.00
<u>Journalism</u>		
Travel	100.00	100.00
<u>Law</u>		
Wages	450.00	--
<u>Dean's Office, Arts and Letters</u>		
Wages	50.00	50.00
Materials	50.00	50.00
<u>English</u>		
Wages	225.00	225.00
Materials	190.00	190.00
<u>German</u>		
Wages	30.00	--
Materials	50.00	50.00
<u>Physical Education</u>		
Materials	650.00	650.00
<u>Dean's Office, Lower Division and Service Courses</u>		
Wages	1,080.00	--
<u>Geology</u>		
Wages	100.00	100.00
<u>Physics</u>		
Wages	300.00	--
<u>History</u>		
Wages	150.00	--
<u>Religion</u>		
Travel	100.00	100.00

	<u>Requested</u>	<u>Recommended</u>
<u>Graduate Division</u>		
Materials	40.00	40.00
<u>Social Science Service Bureau</u>		
Wages	50.00	--
Materials	75.00	75.00
<u>Historical Research</u>		
Materials	300.00	300.00
Travel	100.00	100.00
<u>Campus and Grounds</u>		
Wages	1,000.00	1,000.00
Materials	3,000.00	3,000.00

MEETING OF THE ADVISORY COUNCIL

Thursday, April 11, 1940

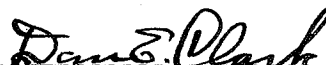
Present: Burrell, Clark, Gilbert, Moore, Morse, Taylor.

The Advisory Council met at 4:00 p.m. in the President's office. Copies of the minutes of the meetings from February 21 to March 22, inclusive, were handed to each member. Action on a motion to approve was deferred until the next meeting in order to give the members opportunity to read the minutes carefully.

The President indicated that there was no special business which required action on the part of the Council. He presented a statement regarding his conference with the Chancellor concerning budgeting requests.

R There was some discussion regarding the Council's report to the faculty. It was agreed that Mr. Morse, as vice-chairman of the Council, should make this report. Mr. Morse indicated that he would insist on the Council's approval of this report prior to its presentation to the faculty.

The Council adjourned at 5:30 p.m.



Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Tuesday, April 30, 1940

Present: Burrell, Clark, Gilbert, Moore, Morse, Taylor.

The Advisory Council met in the President's office at 2:30 p.m. The Minutes of the meetings from February 21 to March 22, inclusive, were approved as corrected in two places.

J It was recommended that the application of Adolf H. Kunz for an allowance toward travel expense for a trip to Seattle in June be approved. Professor Kunz will present a paper at the meeting of American Association for the Advancement of Science.

R Mr. Morse presented a tentative draft of an annual report of the Advisory Council to the faculty.

18 The President discussed with the Council the proposal of the Appointment Bureau that a committee with wider jurisdiction with respect to teacher training be created and that the Appointment Bureau be then discontinued. The Council agreed that any such action would need to be taken by the faculty, since the Appointment Bureau was established by faculty legislation. It was the opinion of the Council that, in the meantime, the Appointment Bureau might consider that the scope of its powers implied some consideration of teacher training.

The Council adjourned at 3:30 p.m.

Dan E. Clark

Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Wednesday, May 1, 1940.

Present: Burrell, Clark, Gilbert, Moore, Morse, Taylor.

R The Advisory Council met in the President's office at 3:30 p.m. and approved the following annual report which was read to the faculty later the same day by Mr. Morse, vice-chairman of the Council.

Dan E. Clark

Dan E. Clark, Secretary.

REPORT OF THE ADVISORY COUNCIL TO THE UNIVERSITY OF

OREGON FACULTY, WEDNESDAY, MAY 1, 1940.

By Wayne L. Morse.

R It has been customary for the Advisory Council to report periodically to the faculty concerning its work and actions. Although there is not any faculty legislation specifically requiring an annual report of the Advisory Council, the faculty has, on occasions, called for a report from the Advisory Council and the Council, on its own initiative, on other occasions, has submitted a report. On November 1, 1933, the faculty passed a resolution calling for written reports from all faculty committees. At a faculty meeting, held on January 10, 1934, it was recommended that reports of the following committees should be read to the faculty: Advisory Council, Appointment Bureau Committee, and the Free Intellectual Activities Committee.

A check of the faculty minutes shows that since 1933 the Advisory Council has submitted reports to the faculty on the following dates: April 10, 1933, November 1, 1933, October 27, 1936, September 22, 1937, and February 2, 1938. In addition to the formal reports last mentioned, the Council has from time to time submitted recommendations to the faculty relative to specific issues. The faculty, on numerous occasions, has referred matters to the Advisory Council for action, and in some instances the faculty has empowered the Council to act for the faculty, especially during the summer months.

The Council this year believes that the custom of submitting an Advisory Council report to the faculty is a good one, and, therefore, it submits the following report to the faculty:

I - Meetings of the Advisory Council

The Advisory Council does not have any regular meeting date, but rather meets at the call of the President of the University or upon the call of the Vice-chairman of the Council whenever a matter within the jurisdiction of the Council is to be considered. Sometimes an individual member of the faculty or a group of faculty members submits to a member of the Council a request that the Council give consideration to some particular problem, and on such occasions it has been customary for a member of the Council, so approached, to present the matter at the next scheduled meeting of the Council, or to request that a special meeting be convened.

Since July 1, 1939, the Advisory Council has held 29 meetings. Very few of the meetings have been short meetings. Ordinarily the meetings last for an hour to two hours, and a four-hour meeting, especially when budget matters are to be considered, is not at all uncommon. Thus far, the Council has spent at least 50 hours in meetings on the 1940-41 budget, and the future promises well for additional meetings on the same subject.

II - Jurisdiction of the Council

The History of the Advisory Council has been a very interesting one, and illustrates the consistent and insistent requests over the years of the faculty of the University for an advisory voice in the formation of University administrative policies. The record of the Council is replete with instances in which the Council has differed with University executive officers, and sometimes, the faculty has approved the recommendations of the Advisory Council on certain matters, even though those recommendations did not meet with the approval of the executive officers. Many members of the faculty will recall the fine service performed by the Council during the so-called re-organization days following the Hall regime. It will be remembered that on April 5, 1933, the faculty instructed the Advisory Council to prepare a report on the budget and submit the same to the faculty for consideration and action. The Council prepared a very lengthy and thorough report, in keeping with the faculty's instructions, and on April 10, 1933, Dr. Townsend, as the representative of the

Advisory Council, presented the report to the faculty. The report was discussed fully at the meeting of April 10, 1933, and the faculty minutes for that date read in part, as follows: "Moved by Professor Erb, seconded by a member of the faculty, and passed, that the faculty approve the report of the Advisory Council, and that a copy of the report be transmitted to the Chancellor and to the members of the Finance Committee of the State Board of Higher Education." Thus we can take pride in the fact that it was our own President, who, as a professor on our faculty, helped establish a very desirable jurisdictional precedent in the interest of independent action on the part of the faculty and the Advisory Council.

However, it is to be noted that certain steps of procedure must be followed if the Advisory Council and the faculty should ever again decide to submit a matter to the Board. The proper channels of procedure require that a report be filed first with the President, with instructions to submit it to the Chancellor, with further instructions to submit the same to the Board, along with such recommendations as the President and the Chancellor may wish to file. It is obvious that this jurisdictional power is one which should never be resorted to except in extreme emergencies, and in the opinion of this year's Council, it is one which will never have to be used so long as we are favored with our present President.

On October 27, 1936, Dr. Boyer presented an Advisory Council report to the faculty, said report containing a series of recommendations for a reorganization of the Advisory Council powers. It probably is desirable to review briefly the action taken by the faculty on that occasion, because ever since the adoption of the report of October 27, 1936, the powers and jurisdiction of the Advisory Council have not been modified. The records show that the faculty has clothed the Advisory Council with the following powers and jurisdiction:

(1) The Advisory Council, as a faculty committee, shall serve the faculty and the President of the University in an advisory capacity. The advisory powers and jurisdiction encompass all matters of policy not specifically delegated to other faculty committees.

(2) The Advisory Council shall be continued as a faculty committee for the purpose of advising the President regarding the formulation of the annual budget.

(3) The Advisory Council shall continue to exercise the power of a committee on tenure and promotion.

(4) The Advisory Council shall be recognized as a committee on committees, with the responsibility of nominating to the President of the University, all committees, originating with the faculty, excepting only those that are elected by the faculty itself. It is definitely understood, however, that in the nomination of committees to the President, no member of the Advisory Council shall be recommended for a place upon any of these faculty committees.

(5) The Advisory Council shall be elected at the regular faculty meeting in May of each year, and each newly elected Advisory Council shall serve from July 1 to June 30.

III - Work of the Council during the year 1939-40

In keeping with the above-mentioned jurisdictional powers, the Council, during the past year, has considered a wide variety of problems and issues.

President Erb has cooperated with the Council whole-heartedly, and he has demonstrated time and time again that he is keenly appreciative of the democratic processes in faculty government, which are traditional on this campus, and which should characterize the relationships between the faculty and the administration. The Council, in turn, has endeavored to approach the various problems presented to it in the spirit of endeavoring to understand the complex groupings of obligations and responsibilities which are inherent in the position of a college president.

As shown by the minutes of the Council, which are kept on file in Dean Gilbert's office and are open to the inspection of the faculty, much of the work of the Council during the year has involved a consideration of the following major topics:

(1) The Advisory Council, acting through a sub-committee, made a study of the organization of faculty committees, and submitted recommendations concerning the same to the President. The recommendations included nominations of appointees for the various committee posts. It is the opinion of this year's Council that there is still a need for further revision of faculty committees in the interests of greater simplification of committee organization. It is the recommendation of the Council that nominations for committee assignments should be made before the end of the spring term of each year, so that members of the faculty assigned to committees can take advantage of the summer months in outlining and planning committee work.

(2) During the past year the Council has advised with the President concerning certain cases in which charges have been filed against members of the faculty, alleging conduct unbecoming a faculty member. Difficult as such cases are, the Council and the President have proceeded cautiously, and we believe, judiciously. The very nature of such cases makes it desirable that hearings be held in executive sessions of the Council, and that open discussion of so-called faculty discipline cases be avoided as much as possible, in order to protect the best interests of the faculty member involved, as well as the institution.

(3) The Council has made recommendations to the President relative to the expenditure of out-of-state travel funds. The total amount of out-of-state travel funds is small, and, therefore, many requests for out-of-state travel money could not be granted. It has been the policy of the Council to recommend the granting of out-of-state travel funds for attendance at educational conferences and conventions, only upon the following showing:

- (a) That the faculty member involved has been invited to deliver one of the principal papers at the convention; or

- (b) That the faculty member is one of the principal officers of the association; or
- (c) That the sending of a delegate to the convention is necessary in order to maintain accredited standing of one of the University schools or departments in the association;
- (d) Or that some clear advantage will accrue to the University by having a member of the faculty attend the conference or meeting, for which funds are asked.

Further it is to be noted that in granting out-of-state travel requests, only railroad fare is allowed. Meals, hotel, and Pullman, and other incidentals must be paid for by the traveler, until such time as the appropriation for out-of-state travel is enlarged. It should be remembered that all requests for out-of-state travel must be approved by the Governor of the State, as well as by the President and the Chancellor.

(4) Last fall, during the months of October and November, individual members of the Council at several of the meetings, presented their views to the President concerning the so-called science issue. The Council asked the President for an expression of his views concerning the matter, and the President presented views which were approved highly by the Council.

It was then agreed that the Council should meet with the Chancellor and present its views to him, and also listen to the Chancellor's analysis of the problem. Such a meeting was held on December 4, 1939. As a result of that meeting, it was agreed that the members of the Science faculty should draft a brief or report, concerning the science problem, and present the same to the Advisory Council, which, in turn, would confer with the President and the Chancellor in regard to the problem. Such a report was prepared by the Science faculty and submitted to a sub-committee of the Council. The sub-committee made suggestions for certain changes to be made in the report, which were approved by the Council. The report was sent back to the Science faculty for revision, and following the revision, it was filed, under relatively recent date, with the President.

It is the opinion of the Council that progress in regard to the matter has been made during the year, and that there are indications that a satisfactory solution of the issue will be reached in due course of time. The Council wishes to make clear to the faculty in this report, that it has taken the position that upper division and graduate work in science should be offered at the University, and that the issue should be determined upon its educational merits, after a full record has been presented to the executive officials of the State System of Higher Education and the Board.

(5) The most difficult and time-consuming task of the Council is its work as an advisory budget committee, and committee on tenure and promotion. The procedure followed by the Council is to have each

Dean appear before the Council and the President and present his budget, and arguments in support of his budget recommendations. Before such meetings are held with the Deans, each member of the Advisory Council is supplied with such budgetary data as are necessary for an intelligent understanding of the fiscal problems of the University.

The limitation of funds makes the task of the Council particularly difficult, because many of the budget recommendations of the Deans cannot be granted, including many of the exceptionally meritorious ones. However, the Council proceeds cautiously and carefully in its study of budgetary problems, and usually its recommendations to the President are by a unanimous vote. We believe that the best evidence of the thoroughness of the budget work of the Council is shown by the fact that the President has usually agreed with the final recommendations of the Council, and the reasons in support thereof.

The recommendations of the Advisory Council in regard to budgetary matters can be found in the minutes on file in Dean Gilbert's office. However, it should be pointed out that because of the human factors and interests involved, the minutes necessarily cannot show the evidence and factors which the Council took into account in reaching its final budgetary recommendations. In that regard, it must assume that the faculty has confidence in its sound discretion.

(6) In addition to the above major fields of Council activity during the past year, it has spent a great deal of time on a large number of miscellaneous matters, too numerous to mention in this report. However, the minutes will show that many matters, affecting the public relations of the University, and academic problems are discussed at Council meetings with the President.

In concluding this report, the Council wishes to emphasize the point that the Advisory Council is a faculty committee. It is responsible to the faculty, and it is obliged to present to the administration faculty viewpoints and attitudes. It can be of maximum service to the faculty, only if individual members of the faculty, groups of faculty members, and the entire faculty itself see to it that the Advisory Council at all times is instructed as to faculty needs and desires. If the faculty is always cognizant of its obligations in that respect, there is little danger that the Advisory Council will ever become an administrative body, but will continue to be a faculty advisory body, cooperating with the administration.

Respectfully submitted,

Wayne L. Morse.

MEETING OF THE ADVISORY COUNCIL

Monday, June 3, 1940.

Present: Burrell, Clark, Gilbert, Morse, Taylor.

Absent: Moore.

The Advisory Council met in the President's office at 3:00 p.m. The minutes of the meetings of April 30 and May 1 were approved.

R
F President Erb stated that he had called the meeting in order that consideration might be given to the question of filling the vacancy in the Department of English created by the resignation of S. Stephenson Smith. After informal discussion of the qualifications of the persons whose credentials had been submitted, it was agreed that it would be desirable for the President and the head of the department to narrow the list to three or four candidates.

The Council adjourned at 4:30 p.m.


Dan E. Clark, Secretary.

MEETING OF THE ADVISORY COUNCIL

Friday, June 14, 1940.

Present: Burrell, Clark, Gilbert, Morse.

Absent: Moore, Taylor, who were out of town.

The Advisory Council met in the President's office at 2:00 p.m. The minutes of the meeting of June 3 were approved.

o President Erb stated that he had called the meeting in order that he might receive the Council's recommendations with regard to committee appointments for the year 1940-41. The entire afternoon was spent in presenting and discussing these recommendations. The Council adhered strictly to faculty legislation and to its own practice in not recommending any of its own members for committee appointments.

The Council adjourned at 5:00 p.m.


Dan E. Clark, Secretary.