

No. 2.

January 15, 1941.

Professor Will V. Norris
Department of Physics
C a m p u s

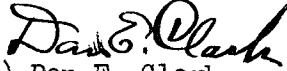
Dear Dr. Norris:

Your letter of December 18, written as chairman of the Science Curricula Committee, was read to the members of the Advisory Council at its meeting on January 14, which was the first meeting of the Council held after the receipt of your letter.

The Council discussed your communication for more than an hour and directed the secretary to assure you and your colleagues that the return of upper division and graduate science to the University curriculum is an object of active and continuing concern to the Council.

As you know, conditions have not been favorable during recent months, to the consideration of questions involving inter-institutional adjustments. Therefore, the most that can be said at this time is to assure you that the science question is receiving careful attention, and that there is an alertness to every opportunity which may lead to a satisfactory solution. Needless to say, the Council is always open to any suggestions from your group.

Sincerely yours,


(Signed) Dan E. Clark,
Secretary, Advisory Council.

MEETING OF THE ADVISORY COUNCIL

Monday, February 3, 1941

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

Absent: Burrell, who was out of town.

The Advisory Council met in the President's office at 4:00 p.m. The minutes of the meeting of January 17 were approved.

J. President Erb reported that he had approved an out-of-state travel allowance for Dr. Lester F. Beck, who will appear on the program of the Inland Empire Teachers Association at Spokane.

C President Erb reported that he had received a request that there should be set up a curriculum in Group Education, with a separate administrative committee. The Council recommended that any request for such a curriculum should come from the School of Physical Education and advised against the establishment of a separate administrative committee.

L President Erb informed the Council that he had asked Mr. Douglass and Miss Lewis to submit to him a list of persons qualified to fill the position of Head Cataloguer, upon the retirement of Miss Beatrice J. Barker.

to The Council recommended to the President that all members of the University faculty and staff participating in extension teaching should clear through their respective deans and the President, or directly through the President in case of those responsible directly to him. It was recommended also, that attention be called once more to Section K19 of the Administrative Code, page 80.

a The Council voted that hereafter the official minutes of the Council should be filed in the office of the Executive Secretary of the University, instead of in the office of the Dean of the School of Social Science, as hitherto.

The President discussed with the Council plans for a schedule of meetings of the Council for the consideration of the University budget for 1941-42.

The Council adjourned at 5:50 p.m.



 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Tuesday, February 18, 1941

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

Absent: Morse, who was out of town.

The Advisory Council met at 3:00 p.m. at the President's home. The minutes of the meeting of February 3 were approved. Thereupon the President and the Council began the consideration of the University budget for 1941-42.

B The President announced that he had been advised by the Chancellor that, in view of the present prospects for legislative appropriations, no supplementary budget requests would be received by the Chancellor until after the beginning of the academic year 1941-42. Nevertheless, it was agreed that the President and the Council would receive and consider supplementary requests, and would prepare a supplementary budget for the University for presentation if or when there should be opportunity.

Following the practice of the two preceding years, it was agreed that preliminary action on supplementary budget requests 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 and embodied in the minutes after all the requests had been presented.

B Dr. Dan E. Clark, Director of Summer Sessions, presented a report on the Summer Session budget for 1941, which has already been approved by the State Board of Higher Education. He also presented the following recommendations, which the Council voted to recommend to the President for approval:

1. That it be the policy of the University to increase the compensation for teaching in the post session, so that as soon as possible the rate of compensation will be approximately two-thirds of that for the six-week session.
2. That the present policy of charging course fees in Summer Session be continued, unless the loss caused by the abandonment of such fees should be compensated from state funds.
3. That Summer Sessions should not be expected to be any more nearly Self-supporting than they are at present.

B Mr. Clark also presented the budgets for Historical Research. The current going-rate budget was approved and the supplementary budget given preliminary consideration.

B Dr. Howard R. Taylor presented the budgets of the Bureau of Personnel Research. The current going-rate budget was approved, including the allocation of Miss Tyler's salary as recommended last year, namely, \$600.00 on the Personnel Research budget and \$120.00 on the budget of the Department of Psychology.

Dr. Taylor presented the budgets of the Graduate Division. The current going-rate budget was approved as revised, and the supplementary budget given tentative consideration.

The Council adjourned at 5:30 p.m.

Dan E. Clark

Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Wednesday, February 19, 1941

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

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

B Dean Lawrence presented the budgets of the School of Architecture and Allied Arts. The current going-rate budget was approved for next year, subject to possible later revision. The supplementary budget was given preliminary consideration.

The Council adjourned at 5:30 p.m.

Dan E. Clark

Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, February 20, 1941

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

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

B Dean Morse presented the budgets of the School of Law. The current going-rate budget was approved for the coming year, and the supplementary budget was given tentative consideration.

Dean Morse also presented the budgets of the Law Library, but consideration was postponed until the University Library budgets are presented.

The Council adjourned at 5:00 o'clock and re-convened at 7:30 o'clock.

Dr. H. G. Barnett presented the budgets of the Museum of Natural History. The current going-rate budget as revised was approved for 1941-42, and the supplementary budget given tentative consideration.

B Mr. Elmer Fansett presented the budgets for Alumni Records. The current going-rate budget as revised was approved for the coming year, and the supplementary budget given tentative consideration. Mr. Fansett raised the question of his rank and tenure. The Council was of the opinion that nothing could be done in regard to these matters at the present time.

The Council adjourned at 10:00 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Friday, February 21, 1941

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

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

B
A Dean Leighton presented the budgets of the School of Physical Education. The current-going-rate budget was approved for the coming year. The Council approved Dean Leighton's recommendation that Mr. Howard Hobson be raised to the rank of assistant professor. The supplementary budget was given tentative consideration.

Dean Leighton indicated that the Chancellor had discussed with him the possibility that he (Dean Leighton) be placed on a twelve-months service basis, in order that he might carry on activities during the summer in connection with the work of the Educational Policies Commission. It had been suggested that, in view of this additional service, Dean Leighton's salary be increased from \$4,500.00 to \$5,400.00, the additional \$900.00 to be added to the University budget from a special fund allocated to the Chancellor's office.

After considerable discussion the Council, by a vote of 5 to 1, recommended to the President: (1) that Dean Leighton's salary from the University be kept at its present level of \$4,500.00; (2) that compensation for the summer services indicated should not be added to the University budget, but should come from centralized funds, possibly from the General Extension Division; and (3) that the total amount paid to Dean Leighton should not exceed \$5,000.00 annually.

Dean Morse voted against the recommendation and requested that the minutes state the reasons for his dissenting vote as follows:

"1. The proposal of Dean Leighton's in his supplemental budget that his tenure be increased from ten months to twelve months and his salary be increased from \$4,500 to \$5,400 would result in a salary which, in my opinion, would be very much out of proportion to the value of Dean Leighton's services to the University.

"2. The recommendation of the majority of the Advisory Council that Dean Leighton's tenure be increased to twelve months and his salary increased to \$5,000 in all probability would have the result of establishing a continuing base rate salary of \$5,000 for the Dean of Physical Education after the completion of his work on the Chancellor's project.

"3. I do not accept as sound budgetary policy the principle that the salaries of all deans should be the same any more than I accept the principle that the salaries of all professors should be the same. Academic qualifications and abilities of deans as well as professors vary and the salary budget should reflect those differences. Likewise, the several schools and departments vary as to their academic values to the University and to the State and, again, that fact should be reflected in the budgetary policy of the institution. I am one of those on the faculty who believes that the School of Physical Education has been dealt with generously in budgetary matters and that an increase in the base rate of the salary of the Dean of the School cannot be justified at this time irrespective of which budget stands the cost.

"4. The Dean of the School certainly is entitled to extra compensation for extra work performed by him during the summer months when he has the right to be on vacation, but he should be paid for that work on the same basis as other members of the staff are paid for summer school work

and not by way of having the base rate salary for the deanship of the physical education department raised at this time. Hence, it is my recommendation that Dean Leighton be paid \$425.00 out of the Extension budget for such work as he may do for the Chancellor during two months in the summer. In view of the fact that the work does not require classroom preparation or teaching, the sum of \$425.00 should be considered adequate even though it requires two months of service.

"5. I am not in favor at this time of changing the tenure of the Dean of Physical Education from ten months to twelve months until action is taken by the Advisory Council and the Administration on the question of the yearly length of service of all deans. As a matter of educational and administrative policy, I think all deans on the campus should be on a twelve months' tenure, but it does not follow necessarily that placing a dean on twelve months' tenure should result in an increase in his salary."

The Council adjourned at 5:10 and re-convened at 7:30 p.m.

B Dean Allen presented the budgets of the School of Journalism. The current going-rate budget was approved for the coming year, and the supplementary budget given tentative consideration. Dean Allen recommended that Charles M. Hulten and Harry S. Schenk be advanced to the rank of associate professor.

X The Council re-affirmed its recommendation of a year ago that Charles M. Hulten be advanced to the rank of associate professor. It was the opinion of the Council that the corresponding advancement should not at this time be given to Professor Schenk, although the Council has the highest opinion of him and of the quality of his services to the University.

Dean Morse wished to have it recorded in the minutes that it was his recommendation to the President that all Deans be expected to do some regular teaching.

The Council adjourned at 9:30 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Saturday, February 22, 1941

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


The Advisory Council met at the President's home at 1:30 p.m.

B Mr. George Belknap presented the budgets of the Editor's Office. The current going-rate budget was approved for the coming year, including the transfer of Mrs. Mae Kobilikin from the wage budget to the salary budget, at an annual salary of \$1,400. There were no supplementary budget requests for the Editor's office.

P There was some discussion of the function, effectiveness, and editorial policy of the Commonwealth Review. It was voted to recommend that the President appoint a sub-committee of the Council to study these questions and report at a later meeting. The President appointed Professor Moore, Taylor, and Burrell as the sub-committee.

B Mr. George Godfrey presented the budgets of the News Bureau. The current going-rate budget was approved for the coming year and the supplementary budget was given tentative consideration.

The Council adjourned at 3:30 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Monday, February 24, 1941

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

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

B Dean Onthank presented the budgets of the offices of the Dean of Men, Dean of Women, Housing and Employment, and Dean of Personnel Administration and of Commencement and Convocations. The current going-rate budgets were approved for the coming year, and the supplementary budgets were given tentative consideration.

The Council adjourned at 5:00 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Tuesday, February 25, 1941

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

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

B Dr. Pallett and Mr. Constance presented the budgets of the Registrar's Office and for Diplomas and Certificates. The current going-rate budgets were approved for the coming year, and the supplementary budget of the Registrar's Office was given tentative consideration.

The Council adjourned at 4:15 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, February 27, 1941

Present: Clark, Gilbert, Moore, Morse.

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

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

B Dean Victor P. Morris presented the budgets of the School of Business Administration, the Bureau of Business Research, and the Miner Building Fund (a restricted fund).

B The current going-rate budget of the School of Business Administration was approved for the coming year. The Council recommended to the President that he approve the request of Dean Morris that the title of Mrs. Ruth M. Thompson be changed from Instructor and Secretary to Instructor, and that the title of Miss Jean Billings be changed from Assistant Secretary to Secretary.

Consideration of the supplementary budget requests of the School of Business Administration was left for further discussion at a later meeting on account of the absence of Professors Burrell and Taylor.

B The current going-rate budget of the Bureau of Business Research was approved for the coming year. There were no supplementary budget requests.

B Although the Miner Building Fund is a restricted fund, the President stated that he and Dean Morris would like to have the opinion of the Council in regard to the use of this fund. After considerable discussion the Council expressed the opinion that the program of activities under this fund should be expanded to include both instruction and research, with a sufficient requisition budget.

J President Erb stated that he had been asked to participate in a conference on research in the social sciences in Seattle on March 15 and 16. The Council expressed its opinion that the occasion justified the payment of the expenses of the trip out of the fund allocated to out-of-state travel.

President Erb indicated that he had received a request from the School of Architecture and Allied Arts for out-of-state travel funds to enable Professor Eyler Brown to attend the annual meeting of the Association of Collegiate Schools of Architecture in Chicago in June. The Council recommended that action on this request be delayed until all the requests for out-of-state travel for the remainder of the fiscal year have been received.

The Council adjourned at 5:00 p.m.


 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Saturday, March 1, 1941

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

Absent: Clark (present after 3:30) who was out of town.

B Dr. Fred N. Miller presented the budget of the Health Service. Although this is a restricted budget, the President stated that it was his desire that the Council be kept informed concerning this service and advise him in regard to it.

The Council recommended that the President approve Dr. Miller's request that Dr. Marian G. Hayes be placed on full time in the Health Service, and be taken off the salary roll of the School of Physical Education. This request had the concurrence of Dean Leighton.

Consideration of other proposals with respect to the Health Service budget was postponed to a later meeting.

B

Mr. J. O. Lindstrom presented the budgets of the Business Office. The current going-rate budget was approved for the coming year. Consideration of the supplementary budget was postponed to a later meeting.

B

Mr. Lindstrom and Mr. D. L. Lewis presented the budgets of Buildings and Grounds. The current going-rate budgets were approved for the coming year. Consideration of the supplementary budgets was postponed to a later meeting.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Monday, March 3, 1941

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

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

B

Dean James H. Gilbert presented the budgets of the College of Social Science, as follows: The dean's office; the departments of anthropology, economics, geography, history, philosophy, political science, psychology, religion, and sociology; the social science survey; and the Social Science Service Bureau, including the Portland branch.

The current going-rate budgets were all approved for the coming year, with the exception of those of the Department of Sociology and the Social Science Service Bureau, which were postponed for later consideration and possible readjustment. It was recognized also that there might be some readjustments in the Department of Political Science.

The Council recommended to the President that Quirinus Breen, assistant professor of history and social science, be placed on indefinite tenure.

The Council recommended to the President that Herman Kehrli be advanced to the rank of associate professor of political science, without change in his salary, which is already above the level set for the recommended rank.

The Council gave preliminary consideration to the supplementary budget requests for the College of Social Science.

The Council adjourned at 5:15 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Tuesday, March 4, 1941

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

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

B Dean Theodore Kratt presented the budgets of the School of Music. The current going-rate budgets, as readjusted, were approved for the coming year.

The Council recommended that the President approve the following requests of Dean Kratt, within the current going-rate budget:

1. That the leave of absence of Professor Anne L. Beck be extended without pay for the academic year 1941-42.
2. That Miss Maude Garnett be advanced in rank to associate professor and be given an increase in salary from \$2,600 to \$3,000, beginning October 1, 1941.
3. That one graduate assistantship, dropped during the current year, be reinstated for the year 1941-42.

The supplementary budget requests of the School of Music were postponed for later consideration.

The Council adopted the following motion:

M The Advisory Council looks with concern upon the continuance of the fee system in the School of Music, and recommends that the President request that Dean Kratt furnish him with a statement setting forth the fee income and academic qualifications of the members of the School of Music faculty, with a view to standardizing salaries and academic ranks.

The Council adjourned at 5:30 p.m.

Dan E. Clark

Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Wednesday, March 5, 1941

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

The Advisory Council met at 7:30 p.m. at the President's home.

B
Dean C. V. Boyer presented the budgets of the College of Arts and Letters, as follows: the Dean's office; the departments of English, Germanic Languages, Classical Languages, and Romance Languages; and the Drama Division.

The current going-rate budgets as readjusted, were approved for the coming year. The Council recommended the approval of the following recommendations and requests made by Dean Boyer, within the current going-rate budgets:

1. The acceptance of the resignations of H. H. Hanna and D. E. Hargis, instructors in speech, to take effect September 30, 1941.
2. The re-appointment of J. L. Bangs as full-time instructor in speech at a salary of \$1,800, beginning October 1, 1941.
3. The granting of sabbatical leave to Carl L. Johnson, assistant professor of Romance Languages, for one year beginning October 1, 1941, for the purpose of further study.
4. The appointment of A. Vargas-Baron as full-time instructor in Romance Languages for the academic year 1941-42, at a salary of \$1,800.
5. The appointment of Frances Harland as part-time instructor in Romance Languages at a salary of \$850.

Consideration of the supplementary budget requests of the College of Arts and Letters was postponed until a later meeting.

After the question was raised by Dean Boyer, the Council voted to recommend that hereafter the budgets, both salary and requisition, of the Speech Division and the Drama Division be kept separate from the budget of the Department of English.

The Council adjourned at 10-30 p.m.

Dan E. Clark

Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, March 6, 1941

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

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

B
Mr. M. H. Douglass presented the budgets of the University Library and of the Law Library, the latter with the concurrence of Dean Morse.

The current going-rate budgets, subject to later readjustment in the University Library budget due to the retirement of Miss Beatrice Barker, Cataloguer, were approved for the coming year. Consideration of the supplementary budget requests was postponed to a later meeting.

The Council recommended that the title of Mr. Willis Warren be changed from Periodical Librarian and Executive Secretary to Assistant Librarian and Periodical Librarian.

The Council adjourned at 5:15 and reconvened at 7:30 p.m.

B
Dean Jewell presented the budgets of the School of Education, the Training School, the Teacher Placement Service, and Educational Research. The current going-rate budgets as readjusted were approved for the coming year, and consideration of the supplementary budget requests was postponed to a later meeting.

The Council recommended that the President approve Dean Jewell's request that Professor F. G. Macomber and Assistant Professor H. W. Bernard be placed on indefinite tenure.

The Council adjourned at 9:30 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Friday, March 7, 1941

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

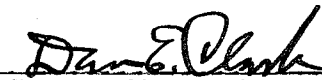
The Advisory Council met at 2:00 p.m. at the President's home.

B Dean O. F. Stafford presented the budgets of the science and lower division departments, as follows: the Dean's office; the departments of botany, chemistry, geology, mathematics, physics, zoology, and home economics; and the physical science survey and the biological science survey. The current going-rate budgets were approved for the coming year; and consideration of the supplementary budget requests was postponed to a later meeting.

The Council recommended that the President approve the following requests made by Dean Stafford:

1. That sabbatical leave be granted to Professor Warren D. Smith for the winter term, 1941-42, for the purpose of study in Australia and elsewhere.
2. That T. S. Peterson, assistant professor of mathematics be placed on indefinite tenure.

The Council adjourned at 5:50 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Saturday, March 8, 1941

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

The Advisory Council met at 7:30 p.m. at the President's home.

B The Council gave tentative consideration to the supplementary budget requests, previously postponed, of the following schools, departments, and services:

Business Administration
Health Service
Business Office
Buildings and Grounds
Music

Arts and Letters
University Library and Law Library
Education, Training School, etc.
Science and Lower Division

B The budgets of the Military Science Department were discussed. The current going-rate budget was approved for the coming year, and tentative consideration was given to the supplementary budget requests.

The Council recommended that Assistant Professor L. K. Shumaker be placed on indefinite tenure.

The Council advised the President that until more definite information was supplied by Assistant Professor A. L. Alderman it could not recommend the sabbatical leave for which he had applied.

The Council adjourned at 11:20 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, March 13, 1941

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

The Advisory Council met at 7:30 p.m. at the President's home.

B The going-rate budget of the Museum of Art (a restricted budget) was presented to the Council by the President, and the Council recommended its approval.

The Council voted to recommend that the title of Bertram E. Jessup be changed from Assistant Professor of English to Assistant Professor of English and Aesthetics.

F The subcommittee of the Council, previously appointed, submitted a report of the Publications Committee relative to the Commonwealth Review, in which report the subcommittee concurred. The main points in this report are as follows:

1. The Publications Committee indicated its dissatisfaction with the present editorial policy and administration of the Commonwealth Review.
2. The Committee recommended that the Commonwealth Review be transformed into a scholarly journal in the general field of the social sciences and that its name be changed to indicate its new scope.

- 3. The Committee recommended that the President appoint a new editor and editorial board to carry out this new editorial policy.

The above report was received and discussed tentatively by the Council and held for later consideration.

B

The Council recommended that a leave of absence without pay be granted to Alton L. Alderman, Assistant Professor of Zoology, for the academic year 1941-42.


The Council recommended to the President that the following requests for out-of-state travel funds be granted:

1

Professor S. H. Jameson, to appear on the program of the annual Conference on Family Relations, to be held in April in Wenatchee, Washington \$21.35

Dean Theodore Kratt, Miss Maude Garnett, Mr. Rex Underwood, and Mr. John Stehn, to attend and appear on the program of the Music Educators Association in Spokane, Washington, March 28 to April 2, a lump sum to assist in travel expenses 30.00

The Council adjourned at 10:30 p.m.



 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Saturday, March 22, 1941

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

The Advisory Council met at 7:30 p.m. at the President's home. The minutes of the meetings of the Council from February 18 to March 8, inclusive, were approved.

B

The President reported on the going-rate budget for the University dormitories which is a restricted fund.

The Council recommended the approval of a revision of the going-rate budget of the Zoology Department made necessary by the proposed leave of absence of Alton L. Alderman for the academic year 1941-42. It was recommended that C. W. Clancy, part-time instructor in Zoology, be made full-time instructor for the coming academic year at a base salary of \$2,000 and that an additional part-time instructor be secured at a base salary of \$1,350.

B
 The President indicated that Professor Philip A. Parsons had requested a sabbatical leave of absence for the year beginning October 1, 1941. The Council recommended the approval of this request. In view of this leave of absence and of the fact that Professor J. D. Barnett will retire at the close of the present academic year, Dean Gilbert recommended that the following revision be made in the going-rate budgets of the Departments of Political Science and Sociology, and of the Social Science Research Bureau:

"It will be noted that the increase in the salary proposed for the new head of the Department of Political Science to \$4,000 instead of \$3,479.31, and the addition of an instructor at \$2,100 besides the increase of \$125.34 in the requisition budget for equipment (two offices to furnish) have increased the budget for the department by \$2,090.86. On the other hand, the leave granted Dr. Parsons on half pay, and the reduction of the requisition account by \$300, have reduced the Sociology budget by \$1,493.91 and the budget of Social Science Service Bureau by \$596.95, or a total saving of \$2,090.86. The rearranged totals of the three departments affected are:

	<u>Indicated Maximum</u> <u>"Bogey Score"</u>	<u>Budgeted</u> <u>1941-42</u>
Sociology	\$15,721.26	\$14,227.35
Social Science Service Bureau	11,663.38	11,066.43
Political Science	<u>7,697.50</u>	<u>9,788.36</u>
	\$35,082.14	\$35,082.14

It will be noted that the revised budget total for the three departments represents no change from the indicated maximum for the three, and the budget for the College of Social Science as a whole conforms to the requirement set by the central office. The Chancellor has given tentative approval to the change affecting Dr. Parsons' leave and the transfer of savings to the budget of Political Science."

The Council recommended that the foregoing proposal of Dean Gilbert be approved, Mr. Moore not voting. It was also recommended, Mr. Moore not voting, that Professor E. H. Moore be named acting head of the Department of Sociology during Professor Parsons' leave of absence. In which case, his own request for a leave of absence during the fall term of 1941-42 would be cancelled.

The Council adjourned at 11:15 p.m.



 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, March 27, 1941


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

Absent: Morse, who was out of town.

The Advisory Council met at 3:15 p.m. in the President's office.

3 The President presented a report regarding the budgetary situation in view of the tentative action of the State Board of Higher Education, due to the decrease in the amount of the state appropriation requested of the General Assembly of Oregon. The Council spent some time in the discussion of this report.

The Council adjourned at 4:30 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, April 3, 1941

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

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

1 Professor Carlton Spencer presented in his capacity as assistant state director of selective service, some of the problems connected with the Selective Training and Service Act as it affects college and university students. After considerable discussion the Council recommended that Major Spencer visit the other institutions in the Oregon State System of Higher Education and later make a report to the President, in order that a uniform procedure may be followed in all the institutions.

The Council adjourned at 4:15 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL
Wednesday, April 9, 1941

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

The Advisory Council met at 4:15 p.m. in the President's office.

The President indicated that he had asked the Council to meet mainly to discuss further applications for funds for out-of-state travel. The following applications were presented and discussed:

Professor Paul Washke, to appear on the program at the annual Conference on Health, Physical Education, and Recreation, to be held at Atlantic City, April 28-May 3.

Dean Ellis F. Lawrence, to attend the meeting of the Collegiate Schools of Architecture, to be held in Chicago.

Dean Victor P. Morris, to attend the meeting of the Collegiate Schools of Business Administration, to be held in Minneapolis.

After some discussion the Council recommended to the President that he allocate \$150 out of the amount remaining in the out-of-state travel fund, and seek to supplement this amount with any other possible funds that might be available and that the total amount be divided among these various applicants in such manner as seemed most equitable.

The Council voted to hold its next meeting on Thursday, April 17, at 3:15 p.m.

The Council adjourned at 5:00 p.m.



Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, April 17, 1941

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


The Advisory Council met at 3:15 p.m. in the President's office. The minutes of the meetings of March 13 to April 9, inclusive, were approved.

U. President Erb reported to the Council that he had conferred with the Chancellor in regard to the presentation to the State Board of Higher Education of the request of the University faculty that voting privileges be extended to full-time instructors.

B The Council spent considerable time in the re-consideration of its tentative recommendations in regard to requests for salary increases, in the light of the Chancellor's request to the President for a list of recommended salary increases totalling approximately \$1500.00. The Council's final recommendations are indicated on the following pages.

The Council reaffirmed its previous tentative recommendations with respect to all supplementary budget requests for 1941-42, other than salary adjustments, and these recommendations, shown on sheets attached thereto, were made part of the minutes of this meeting.

The Council adjourned at 5:30 p.m.



Dan E. Clark, Secretary

ADDITIONS TO STAFF, 1941-42

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 1941-42. These recommendations were made tentatively at the successive meetings of the Council following the presentation of the various budgets, and were reviewed and reaffirmed at the meeting on April 17. It was understood that no action would be taken on these requests by the Chancellor and the State Board of Higher Education until after the opening of the fall term.

<u>Position and Title</u>	<u>Rate Requested</u>	<u>Rate Approved</u>	<u>Amount Required 1941-42</u>
<u>General Library</u>			
Assistant for Catalog & Order Departments	\$1,500.00	\$1,300.00	\$1,300.00
Typist for Catalog Department	900.00	900.00	900.00
Assistant for Reference and Circulation Departments	1,500.00	--	--
Miss Walton + one-fourth time	320.00	320.00	320.00
<u>Architecture and Allied Arts</u>			
Graduate Assistant + one-third time	183.33	183.33	183.33
Arthur Pulos, increase to full time	675.00	--	--
Assistant School Secretary	1,200.00	1,200.00	900.00
<u>Law</u>			
Additional member of teaching staff	3,500.00	--	--
<u>English</u>			
Instructor in Speech Division	1,800.00	--	--
<u>Chemistry</u>			
Nils Carlsen--increase from 10 to 12 mos.	250.00	250.00	250.00
<u>Mathematics</u>			
Instructor (\$600 from wages)	1,200.00	--	--
<u>Political Science</u>			
Assistant Professor	2,400.00	2,400.00	1,800.00
<u>Social Science Survey</u>			
Half-time Graduate Assistant	275.00	275.00	275.00
TOTAL	<u>\$15,703.33</u>	<u>\$6,828.33</u>	<u>\$5,928.33</u>

SALARY ADJUSTMENTS 1941-42

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 1941-42. These requests received tentative consideration at the successive meetings of the Council following the presentation of the supplementary budgets. Later the President informed the Council that the Chancellor had requested him to recommend a list of salary increases amounting to approximately \$1500.00. Accordingly, at a meeting on April 17 the Council reviewed its tentative action on requests for salary increases, and made final recommendations as indicated below.

The first column shows the salary increases recommended by deans and heads of departments. In the second column are shown the increases tentatively recommended to the President for approval. Column three contains the Council's final recommendations for increases in salary rate, and column four the amounts to be budgeted for 1941-42 in accordance with the recommendations shown in column three. The recommendations in column four which are starred total \$1580.00 and constitute the Council's recommendations to the President of a list of salary increases totalling approximately \$1500.00 as requested by the Chancellor. The recommendations in column four which are not starred are other salary increases which the Council considered especially meritorious.

<u>Department and Name</u>	<u>Increase Requested Rate</u>	<u>Tentatively Recommended Rate</u>	<u>Finally Recommended Rate</u>	<u>Amount Required 1941-42</u>
<u>General Library</u>				
Willis Warren	\$ 200.00	\$ 200.00	\$ 100.00	\$ 100.00*
Miriam Yoder	180.00	--	--	--
Ella Carrick	100.00	--	--	--
Elizabeth Findly	100.00	100.00	100.00	100.00
True Morris	100.00	--	--	--
Mary Ward Rutherford	100.00	--	--	--
Corwin Seitz	120.00	--	--	--
<u>Law Library</u>				
Mrs. Lois Baker	200.00	--	--	--
<u>News Bureau</u>				
Harriet Whalley	200.00	200.00	60.00	60.00*
<u>Registrar's Office</u>				
Grace Griggs	60.00	60.00	60.00	60.00*
<u>Dean of Women</u>				
Hazel P. Schwering	No amt. indicated			
Alice Macduff	No amt. indicated			

<u>Department and Name</u>	<u>Increase Requested Rate</u>	<u>Tentatively Recommended Rate</u>	<u>Finally Recommended Rate</u>	<u>Amount Required 1941-42</u>
<u>Housing and Employment</u>				
Janet Smith	\$ 300.00	\$ 100.00	--	--
<u>Dean of Personnel Adminis.</u>				
Peggy Jane Peebler	90.10	90.10	--	--
<u>Business Administration</u>				
Ruth May Thompson	333.33	133.33	133.33	100.00*
Jean Billings	120.00	--	--	--
A. B. Stillman	200.00	250.00	100.00	75.00*
<u>Education</u>				
H. W. Bernard	300.00	200.00	100.00	75.00*
<u>Architecture & Allied Arts</u>				
Victoria Avakian	200.00	--	--	--
Oliver Barrett	300.00	--	--	--
Brownell Frasier	450.00	--	--	--
Wallace Hayden	300.00	200.00	--	--
Harlow Hudson	400.00	--	--	--
David E. Thompson	400.00	200.00	100.00	75.00*
<u>Law</u>				
C. G. Howard	200.00	200.00	100.00	75.00*
K. J. O'Connell	600.00	300.00	200.00	150.00*
<u>English</u>				
Frank Gees Black	100.00	100.00	100.00	75.00*
Robert D. Horn	200.00	200.00	100.00	75.00*
Bertram E. Jessup	200.00	200.00	100.00	75.00*
E. D. Kittoe	200.00	200.00	100.00	75.00*
John C. McCloskey	100.00	--	--	--
William Hoppe	200.00	200.00	--	--
Adrian Martin	630.00	--	--	--
Horace W. Robinson	200.00	200.00	200.00	150.00
Ottillie T. Seybolt	300.00	--	--	--
<u>Classical Languages</u>				
Edna Landros	250.00	250.00	100.00	75.00
Frederick M. Combella	100.00	100.00	100.00	75.00
<u>Romance Languages</u>				
Christina A. Crane	100.00	--	--	--
<u>Military Science</u>				
Joseph J. Pfeiffer	240.00	240.00	60.00	60.00*
<u>Physical Education</u>				
R. W. Leighton	900.00	--	--	--
H. S. Hoyman	400.00	200.00	100.00	75.00*

<u>Department and Name</u>	<u>Increase Requested Rate</u>	<u>Tentatively Recommended Rate</u>	<u>Finally Recommended Rate</u>	<u>Amount Required 1941-42</u>
<u>Chemistry</u>				
Roy Andrews	\$ 225.00	\$ 225.00	\$ 100.00	\$ 75.00*
<u>Geology</u>				
L. W. Staples	200.00	200.00	200.00	150.00*
<u>Mathematics</u>				
A. F. Moursund	500.00	200.00	--	--
<u>Physics & Phys. Sci. Survey</u>				
M. A. Starr	200.00	--	--	--
D. L. Hunter	300.00	--	--	--
<u>Anthropology</u>				
H. G. Barnett	200.00	200.00	200.00	150.00
<u>Economics</u>				
Beatrice Aitchison	200.00	200.00	200.00	150.00
<u>History</u>				
Quirinus Breen (Half of increase to be added to Social Science Survey budget)	200.00	200.00	100.00	75.00*
Gordon Wright	100.00	--	100.00	75.00*
<u>Philosophy</u>				
C. J. Sullivan, Jr.	100.00	--	--	--
<u>Social Science Service Bureau</u>				
Orval Etter	200.00	200.00	--	--

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 1941-42. These recommendations were made tentatively at the successive meetings of the Council following the presentation of the various budgets and reaffirmed at the meeting on April 17. It was understood that no requests would be considered by the Chancellor and the State Board of Higher Education until after the opening of the fall term.

<u>School or Department</u>	<u>Addition Requested</u>	<u>Addition Approved</u>
<u>General Library</u>		
Books, periodicals and binding	\$7,000.00	\$7,000.00
Tables and chairs	1,000.00	--
Two card catalog cases	550.00	--
Shelving and lights--book and newspaper storage room	250.00	250.00
<u>Law Library</u>		
Books	500.00	500.00
Typewriter and filing cabinet	125.00	125.00
<u>Museum of Natural History</u>		
Two steel cases for Herbarium specimens	196.00	196.00
<u>Business Office</u>		
Replacement of two typewriters	140.00	140.00
<u>News Bureau</u>		
Kodatron light (one-half to be charged to Journalism)	150.00	150.00
<u>Dean of Personnel Administration</u>		
Typewriter replacement	50.00	50.00
Floor covering for Dean's office	100.00	--
<u>Business Administration</u>		
New office equipment and replacement of two typewriters	450.00	250.00
<u>Education</u>		
Equipment for Curriculum Library	75.00	--
<u>Training School</u>		
Sound projector	100.00	100.00
Files, Globe and Blackboard	87.00	--
<u>Architecture and Allied Arts</u>		
Equipment	1,000.00	500.00

<u>School or Department</u>	<u>Addition Requested</u>	<u>Addition Approved</u>
<u>Music</u>		
Grand piano for Theory Studio	\$ 800.00	\$ 800.00
Victrola	60.00	60.00
<u>Journalism</u>		
Kodatron light (one-half to be charged to News Bureau)	150.00	150.00
Equipment for Graphic Journalism course	150.00	150.00
<u>Law</u>		
Office furniture and equipment	200.00	50.00
<u>English</u>		
Filing cabinet and sterilizer--Speech Division	40.00	40.00
Kymograph	50.00	--
<u>Drama</u>		
New sewing machine and typewriter	100.00	--
Band saw	50.00	50.00
<u>Physics</u>		
Equipment	175.00	175.00
<u>Zoology</u>		
Equipment	59.00	30.00
<u>Physical Science Survey</u>		
Equipment	300.00	--
Joint Request for computing machines for Statistical Laboratory	350.00	350.00
<u>Physical Plant</u>		
No action taken on Physical Plant requests		
Total for University	<u>\$14,257.00</u>	<u>\$11,116.00</u>

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 1941-42. These recommendations were made tentatively at the successive meetings of the Council following the presentation of the various budgets, and were reaffirmed at the meeting on April 17. It was understood that no requests would be considered by the Chancellor and the State Board of Higher Education until after the opening of the fall term.

<u>School or Department</u>	<u>Additions Requested</u>			<u>Additions Approved</u>		
	<u>Wages</u>	<u>Materials</u>	<u>Travel</u>	<u>Wages</u>	<u>Materials</u>	<u>Travel</u>
<u>General Library</u>						
Printed Library of Congress cards	\$ 500.00			--		
<u>Law Library</u>						
Rebinding and mending		50.00			50.00	
<u>Museum of Natural History</u>						
Travel--Geology trips			50.00			25.00
<u>Business Office</u>						
Additional stenographic help	600.00			600.00		
<u>News Bureau</u>						
Photographic material		100.00			50.00	
Repair photographic equipment		100.00			--	
<u>Alumni Records</u>						
Additional help in filing	455.00			--		
Additional supplies		200.00			200.00	
Additional postage		50.00			50.00	
<u>Dean of Women</u>						
Additional materials to care for increased enrollment		100.00			--	
<u>Commencement & Convocations</u>						
Increased allowance for Assembly speakers	200.00			--		
<u>Housing and Employment</u>						
Increased wages for Miss Smith's secretary	120.00			120.00		
Additional half-time stenographer	360.00			--		
Additional travel allowance			150.00			150.00
Increase wages--Housing Secretary	130.00			45.00		

<u>School or Department</u>	<u>Additions Requested</u>			<u>Additional Approved</u>		
	<u>Wages</u>	<u>Materials</u>	<u>Travel</u>	<u>Wages</u>	<u>Materials</u>	<u>Travel</u>
<u>Dean of Personnel Adminis.</u>						
Increased office supplies		50.00		50.00		
<u>Teacher Placement Service</u>						
Additional travel allowance			100.00			100.00
<u>Business Administration</u>						
Maintenance contracts on business machines, post- age, office supplies, and mimeographing		415.10		415.10		
<u>Education</u>						
Half-time librarian for Curriculum Library	450.00			--		
Postage for Curriculum Laboratory		50.00		--		
<u>Architecture & Allied Arts</u>						
Models and Assistants	500.00			--		
Materials and expense		600.00			500.00	
Additional travel			50.00			--
<u>Home Economics</u>						
Additional wages	100.00			--		
Materials		199.35		--		
<u>Journalism</u>						
Increased travel allowance			100.00			100.00
Supplies for Graphic Journal- ism course		50.00			50.00	
Honoraria for speakers	100.00			--		
Reader for Prof. Thacher	20.00			--		
<u>Law</u>						
Additional stenographic and student help	95.61			95.61		
Materials and expense		102.46			102.46	
Increased travel allowance			50.00			50.00
<u>English</u>						
Telephone rentals, office supplies, etc.		142.00			100.00	
<u>Drama</u>						
Increased costs of materials	100.00			--		
Outlets for electric connections		50.00		--		

<u>School or Department</u>	<u>Additions Requested</u>			<u>Additions Approved</u>		
	<u>Wages</u>	<u>Materials</u>	<u>Travel</u>	<u>Wages</u>	<u>Materials</u>	<u>Travel</u>
<u>Physical Education</u>						
Student Assistants to supervise gymnasium and swimming pool	150.00			150.00		
Increased travel allowance			75.00			--
<u>Dean's Office, Science</u>						
Secretarial help --Mr. Shumaker	100.00			50.00		
Office supplies		100.00			50.00	
<u>Geology</u>						
Increased travel allowance			25.00			25.00
<u>Physics</u>						
Wages	330.00			--		
Materials		60.00			60.00	
<u>Zoology</u>						
Wages	30.00			20.00		
Materials, supplies, repairs		785.05			350.00	
<u>Graduate Division</u>						
Materials		88.00			88.00	
<u>Physical Plant</u>						
Two gardeners, 7 mos. each	1,540.00			1,540.00		
Materials, Campus & Grounds		2,460.00			2,460.00	
Note: No action taken on other Physical Plant requests.						
	<u>\$5,280.61</u>	<u>\$6,352.76</u>	<u>\$600.00</u>	<u>\$2,570.61</u>	<u>\$4,575.56</u>	<u>\$450.00</u>

MEETING OF THE ADVISORY COUNCIL

Monday, April 28, 1941

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

The Advisory Council met at 4:00 p.m. in the President's office in the absence of President Erb.

J.

The Council voted to recommend to the President that out of any money which may be remaining in the out-of-state travel fund as much as possible be allotted to Professor A. R. Moore, to help defray the expenses of a trip to Pasadena in June to appear on the program of the Pacific Branch of the A.A.A.S.

R.

The main purpose of the meeting was to consider candidates for the professorship of religion made vacant by the resignation of Dr. J. R. Branton. Dean Gilbert presented in detail the qualifications of the two outstanding candidates for this position, and indicated the recommendation of the Committee on Religious and Spiritual Activities, by a vote of five to two, that Dr. Paul B. Means be chosen to fill this position. After careful consideration the Advisory Council voted unanimously to recommend to the President the appointment of Dr. Means.

The Council adjourned at 5:15 p.m.

Dan E. Clark
Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Monday, May 5, 1941

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

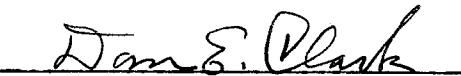
The Advisory Council met at 4:00 p.m. in the President's office. The minutes of the meetings of April 17 and 28 were approved.

1. Dean Gilbert presented the recommendation of the Commencement and Assembly Committee that hereafter acknowledgment of gifts to the University should not be printed in the commencement program, but should be separately printed and distributed along with the commencement program. The Council approved the recommendation.

2. Some time was spent in the consideration of the position of Cataloguer in the University Library in view of the approaching retirement of Miss Barker to a part-time status.

It was decided that the Council would meet at 3:15 p.m. on May 7 to approve the annual report of the Council to be made to the faculty on that day by Dean Morse.

The Council adjourned at 5:30 p.m.


Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Wednesday, May 7, 1941

Present: Burrell, Clark, Gilbert, Morse, Taylor

Absent: Moore, who had a class.

R. The Council approved the annual report to the faculty prepared by Dean Morse. (This report was made a part of the minutes of the faculty meeting of May 7, and therefore, is not included in the Council minutes.)

U. The Council also considered and approved a legal opinion prepared by Dean Morse concerning the authority of the University faculty to determine eligibility to voting privileges. Dean Morse was authorized to request that the report of a detailed investigation made by Professor J. C. McCloskey be included with his opinion and filed with the President.

The Council adjourned at 3:50 p.m.


Dan E. Clark, Secretary

MEETING OF ADVISORY COUNCIL

Monday, May 19, 1941

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

The Advisory Council met at 4:00 p.m. in the President's Office. The minutes of the meetings of May 5 and May 7 were approved.

B President Erb presented a statement of the added savings required of the University by the State Board of Higher Education because of the failure of the legislature to appropriate sufficient funds with which to maintain the educational institutions at the going rate during the coming biennium. He indicated, particularly, that it would be necessary to save \$5,200 each year in instruction by not filling vacancies, and \$1,625 each year in the amounts spent for publications.

The Council discussed at considerable length the problems involved in making these required savings.

The Council adjourned at 5:15 p.m.

Dan E. Clark

 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, May 22, 1941

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

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

R President Erb presented a proposal from the managers of Radio Station KGW, The Oregonian, in Portland, that the University of Oregon sponsor and give its name to a forum or round-table discussion to be broadcast from that station at regular intervals during the coming year. After considerable discussion the Council expressed general approval of the plan, if upon further investigation the President finds it possible and advisable for the University to accept the invitation.

B After considerable discussion the Council recommended that the required saving of \$1,625 in the publication fund be made as follows:

	<u>Savings</u>
Eliminate <u>Commonwealth Review</u> , except for \$250 to pay for printing the proceedings of the annual Commonwealth Conference	\$750.00
Reduce cost of printing the <u>Oregon Law Review</u>	150.00
Reduce cost of printing for Dad's Day	100.00
Eliminate the purchase of the <u>Daily Emerald</u> and the <u>Oregana</u> for distribution to officials, high schools, etc.	590.00
Miscellaneous	<u>35.00</u>
Total	<u>\$1,625.00</u>

The Council discussed possible savings in instructional costs by not filling vacancies, and made up a tentative list for later consideration and revision after the President had opportunity to consult with the deans and heads of departments concerned.

The Council adjourned at 6:15 p.m.



 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Friday, May 23, 1941

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

The Advisory Council met at noon at the College Side Inn.

President Erb reported that he was holding conferences with deans and heads of departments in regard to possible savings in their budgets, and that several revisions would be necessary in the tentative list previously prepared.

X. Dean Gilbert presented a report of his search for a new head of the Department of Political Science to succeed Professor James D. Barnett, who retires at the end of the present academic year. After listening to Dean Gilbert's report and recommendation and after considerable discussion the Council voted unanimously to recommend to the President that Dr. William C. Jones, now professor of public administration and business at Willamette University, be appointed Professor of Political Science and Head of the Department beginning October 1, 1941, at a salary of \$3,500.

The secretary announced the receipt of a communication from Professor H. S. Hoyman. Because of the lateness of the hour it was decided to postpone the reading and consideration of this communication to a later meeting.

The Council adjourned at 2:00 p.m.

Dan E. Clark
Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Thursday, May 29, 1941

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

The Advisory Council met at noon at the College Side Inn.

B The President stated that he had consulted with various deans and heads of departments in regard to possible savings in instructional costs for the year 1941-42 by not filling vacancies. After discussion the Council recommended to the President that the savings be made as follows:

Architecture and Allied Arts \$1,347.22

This amount includes savings made by filling the position of the late Lance Hart by an instructor at \$1,800, by substituting a graduate assistant for a part-time instructor, and by other minor adjustments, but including a salary increase of \$200 for David McCosh.

English 873.67

Accomplished by the elimination of one graduate assistantship and a part-time instructorship for the fall term.

Education 266.67

Accomplished by securing a substitute for Dr. Macomber for the fall term at \$900 instead of \$1,166.67 as budgeted.

Political Science 375.00

Accomplished by securing a new head for the department to succeed Professor J. D. Barnett, retired, at a salary of \$3,500 instead of \$4,000 as budgeted.

Business Administration	\$550.00
Elimination of one graduate assistantship.	
Economics	275.00
Elimination of half-time of one graduate assistant.	
Psychology	275.00
Elimination of half-time of one graduate assistant.	
Speech Division	550.00
Elimination of one graduate assistantship. One-third of the time of W. E. Hoppe to be transferred from the drama division to the speech division.	
Zoology	105.00
Savings from wage budget.	
President's Office	583.33
Amount temporarily transferred to President's Office budget from the budget of the School of Education on account of the leave of absence of Dr. Macomber.	
Total	
<u>\$5,200.89</u>	

The Council adjourned at 1:45 p.m.

Dan E. Clark

 Dan E. Clark, Secretary

MEETING OF THE ADVISORY COUNCIL

Wednesday, June 11, 1941

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

m The Advisory Council met at noon at the Anchorage and later adjourned to the President's office. The minutes of the meetings from May 19 to May 29, inclusive, were approved.

President Erb made a brief report of the actions of the State Board of Higher Education at its last meeting, with special reference to the relation of the Medical School to the University and the granting of advanced degrees in science.

9 The secretary read a communication to the Council from Dr. Kenneth S. Ghent of the Oregon Chapter of Sigma Xi, inclosing letters from the national officers of the organization, indicating that a motion would be presented at the next national convention of Sigma Xi to revoke the charter of the Oregon chapter, unless in the meantime the situation with respect to advanced work in science at the University is improved. After considerable discussion the secretary was instructed to write to Chancellor Hunter expressing the concern of the Council and urging that steps be taken during the summer to avert the threatened revocation of the charter of the Oregon Chapter of Sigma Xi. A copy of this letter will be attached to the official copy of the minutes of the Council.

A President Erb requested the advice of the Council in regard to the recommendations of Dean Morris with respect to two appointments to be made in the School of Business Administration under the Miner Building Fund. After discussion the Council recommended to the President the following appointments: Edward Daniel, as full professor, on a ten-months basis at an annual salary of \$3,500; and Lloyd Faust, as assistant professor and research associate, on a twelve-month basis at an annual salary of \$2,500.

A The Council also discussed with the President the selection of a person to fill the vacancy caused by the resignation of Assistant Professor Arthur G. Dudley. After considering the available persons the Council recommended the appointment of Dr. Wesley C. Ballaine as assistant professor, on a ten-month basis at an annual salary of \$2,700.

A A communication from Assistant Professor Howard S. Hoyman, the consideration of which was postponed at a previous meeting, was read by the secretary. Mr. Hoyman requested the Council to consider the advisability of revising its policy with respect to the recommendation of advances in rank without corresponding increases in salary. After considerable discussion the secretary was directed to write to Mr. Hoyman telling him that the Council did not consider it advisable to change its policy in this matter, and explaining the reasons. A copy of this letter will be attached to the official copy of the minutes.

R President Erb indicated that Board approval had been given to the plan for a forum or round-table discussion, sponsored by the University of Oregon, to be broadcast over Station K G W in Portland. As members of a temporary advisory committee for the summer the Council recommended the appointment of W. A. Dahlberg, chairman, Charles M. Hulten, Miss Leona E. Tyler, and Lawrence S. Bee.

The Council adjourned at 2:30 P.M.


 Dan E. Clark, Secretary

C
O
P
Y

June 12, 1941

Dr. Frederick M. Hunter, Chancellor
Oregon State System of Higher Education
Eugene, Oregon

Dear Chancellor Hunter:

At a meeting on Wednesday, June 11th, the Advisory Council received and considered a communication from the Oregon Chapter of Sigma Xi, enclosing two letters from the national officers of that organization. The Advisory Council was much disturbed to learn from these letters that a recommendation that the charter of the Oregon Chapter be revoked will be presented at the national convention of Sigma Xi on December 30th, unless in the meantime there is prospect of improvement in the nature of the work in science offered at the University.

The Advisory Council recalls that at a conference with you and on other occasions you have expressed a willingness and a desire to consult with, and receive the advice of, the Advisory Council in regard to problems affecting the University. Consequently, it was unanimously voted that the secretary of the Council should write to you expressing our deep concern over the danger to the standing and reputation of the University involved in the threatened revocation of the charter of the Oregon Chapter of Sigma Xi. Members of the Council have noticed in the newspapers since the last meeting of the State Board of Higher Education the statement that a thorough study is to be undertaken leading to a solution of curricular adjustments by October 28th. The Council would therefore express its hope that the matters involved in the communication from Sigma Xi will be given careful consideration and that a solution may be achieved during the summer months. The Advisory Council, as always, will be available for discussions with you if you should so desire.

Sincerely yours,

DEC:k
cc: President Erb

Secretary of Advisory Council
University of Oregon

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June 13, 1941


Professor H. S. Hoyman
School of Physical Education
Campus

Dear Professor Hoyman:

At a meeting of the Advisory Council on Wednesday, June 11, your recent communication was read and discussed after having been postponed at an earlier meeting on account of urgent business. The Council wishes me to assure you that we all have a very high opinion of your qualifications and services, and that this opinion was indicated to the extent of our ability when we recommended you for a modest increase in salary. After thorough discussion, however, the Council did not feel that it would be advisable at this time to make any modification of its rule that advances in rank will not be recommended without corresponding increase in salary.

We hope you will agree that this general policy is for the best interests of both the individual and the University in the long run.

Sincerely yours,


Dan E. Clark, Secretary
Advisory Council

DEC:k