

September 19, 1940

A meeting of the Executive Committee of the Faculty was held on Thursday, September 19th at 1:00 p.m. in the conference dining room.

Present: Mr. Park, Miss Patterson, Miss Shelly, Mr. Troy, Mr. Tucker, Mr. Whittinghill, Mrs. Park, Mr. Leigh, Miss Griffiths, Secretary. Mrs. Garrett met with the committee.

Mr. Leigh suggested that the Executive Committee plan to have the Faculty Evaluation Committee report to them from time to time in connection with the educational problems that are investigated.

Divisional Secretaries

Mr. Leigh presented the outline of policy adopted at a meeting of the divisional secretaries with him, Miss Shelly and Miss Griffiths, who is to take over the task of office management. (See Appendix I.)

In discussing this outline it was agreed that the chairmen of the Art, Literature and Science divisions would attempt to arrange schedules enabling the secretary of these divisions to attend the meeting for each division.

In connection with the policy of reporting on bulk work, Miss Patterson suggested that the secretaries indicate how much of this was for the Evaluation Study.

Student Teaching

Mr. Tucker asked what the general College policy is on student teaching both on campus and off campus. There was a general discussion of the findings of the two former committees who attempted to investigate this problem. The problem seems to be greatest in the Music division. The agreement was that if it is to be supervised it becomes a College problem of a vocational nature and a definite policy should be **formulated**. Mr. Leigh proposed that he attend a Music division meeting and that this problem would be brought before the committee again after some concrete material is collected.

Registration

There was discussion of the registration period just completed. The suggestion was agreed upon that returning students register for their next year's courses in the spring rather than waiting until fall. It was pointed out that this would lighten the load in the fall and help faculty by their knowing approximately what their courses would be the next year. It was agreed that a

standard form be used by the divisions in presenting their courses and that the length of the course be indicated. It was suggested that this list be issued prior to the first faculty meeting so that it could be used for discussion at that meeting.

Meetings

It was decided that to avoid conflicts in meetings as much as possible, Miss Bowie would be made the clearing center for all meetings. The division secretaries will inform her of all meetings.

Refugee Scholars

The question was raised as to the status of these lecturers on the campus. They have no regular obligations other than to deliver lectures and to be resident a part of the period of this semester so that faculty or student groups may carry on informal discussions with them concerning the work of their lectures. Miss Bowie is in charge of all contacts for such group or individual interviews. Also, Miss Bowie is in charge of arranging for their social activities.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

Jacquelin Griffiths
Secretary