

GRADUATE SCHOOL

Meeting of the Executive Committee
February 1, 1940
Graduate School Office
1:30 P.M.

Meeting called to order at 1:30 P.M. Thursday, February 1, 1940 in Room 235 Administration Building by Acting-Dean W. S. Miller. Those present: Acting-Dean W. S. Miller, presiding, Messrs. Buchta, Gortner, Heron, C. M. Jackson, Minnich, Searles, and Shippee.

- ✓ I. Voted to apply time-limit rule to all Master's degree candidates, not only those taking work in summers. All requirements, including thesis, to be completed within six years by Plan A candidates, and within seven years by Plan B candidates.
- ✓ II. The request of the Acting Dean to be allowed to refer all requests for an extension of time in which to complete the requirements for the Master's degree to the Executive Committee for action was granted, although by previous action the Acting Dean had been delegated the authority to act on such petitions.
- III. Voted to refer question of satisfying residence requirements for the Ph.D. in summer sessions only and also that of a time limit for Ph.D. degree and regulations regarding doctoral examinations with copy of letter from Dean Stevenson describing action of graduate faculty in Economics to the various group committees for consideration.
- IV. Voted to refer question of granting of a Ph.D. with a major in Industrial Education (case of William J. Micheels) to the group committee in Education for further consideration and recommendation to the Executive Committee.
- V. Voted to approve the assessing of the penalty for late payment of fees for graduate registration beginning uniformly two weeks after the beginning of each quarter.
- VI. Petitions:
 - a. Voted to grant Leonard Blomquist an extension of time until the end of the winter quarter 1940 for completion of all requirements for the M.A. degree. No further extension of time will be granted.
 - ✓ b. Petition of Dorothy J. Campbell for an extension of time for the Master's degree referred to Acting Dean with power. *ok'd to fall '40*
 - ✓ c. Petition of Adeline J. Lundin for extension of time for the Master's degree granted provided she completes all requirements for the degree by the opening of the fall quarter 1940.
 - ✓ d. Petition of Orville C. Peterson for an extension of time for the Master's degree granted until the end of the fall quarter 1940.
 - ✓ e. Petition of Victor W. Ziebarth for an extension of time for the Master's degree granted until the opening of the fall quarter 1940.

VI. Petitions (continued):

- ✓ f. Petition of Tse-Sung Pang to be permitted to substitute English for French as one of the foreign languages for the Ph.D. degree granted.
- ✓ g. Petition of John W. White to substitute Spanish for German for the Ph.D. degree granted.
- ✓ h. Petition of Charles R. F. Smith to have an "E" which he received in Economics 103 removed from the Registrar's record not granted.

VII. Voted to approve a minor in "social sciences" for the Ph.D. degree (case of Kopple C. Friedman) subject to the approval of the group committee in Social Sciences.

VIII. ✓ Voted to approve a research grant to Professor E. C. Abbe for \$300 for research assistance and materials.

✓ Request of Professor W. J. Luyten for \$150 for publication of research results refused.

IX. Approved the following as members of the graduate faculty:

1. Augustine, Donald L.	Prof.	Zoology	Full	SS40
2. Barnes, Charles C.	Prof. Lect.	Education	Gr. Case Cr.	SS40
3. Boddy, Francis M.	Lecturer	Economics	Full	
4. Carr, Charlotte E.	Dir., Hull H.	Sociology	Assoc.	SS40
5. Davis, Edith A.	Lecturer	Ch. Welfare	Assoc.	SS40
6. Frisch, Ragnar A. K.	Visit. Prof.	Economics	Assoc.	Sp31
7. Griffiths, William	Visit. Lect.	Education	Gr. Case Cr.	SS40
8. Gustin, Margaret C.	Prof. Lect.	Education	Gr. Case Cr.	SS40
9. Hart, James	Visit. Prof.	Pol. Sci.	Full	W 40
10. Mason, Marie	Visit. Prof.	Speech	Assoc.	SS40
11. Miller, Fred A.	Visit. Lect.	Education	Gr. Case Cr.	SS40
12. Oppenheimer, J. J.	Visit. Lect.	Education	Assoc.	SS40
13. Reeder, Ward G.	Prof. Lect.	Education	Assoc.	SS40
14. Ryans, David G.	Prof. Lect.	Education	Assoc.	SS40
15. Wright, Barbara H.	Prof. Lect.	Education	Gr. Case Cr.	SS40
16. Zeigel, Wm. H., Jr.	Prof. Lect.	Education	Assoc.	SS40

✓ X. Voted to authorize the Acting Dean to appoint a special committee in the Graduate School composed of members from group committees in (1) Biological Sciences, (2) Agriculture, and (3) Medical Sciences to consider regulations in regard to awarding the Alexander P. Anderson and Lydia Anderson Fellowship in Biological Sciences. This committee is to report back to the Executive Committee.

XI. Voted to authorize the Acting Dean to report to Dean W. E. Peik and Professor H. J. Smith that it is the sense of the Executive Committee that there should not be differential admission requirements to the Graduate School for various departments of the University and to direct their attention to the possibility of setting up a five-year professional degree of Master of Education in Industrial Education.

- XII. Voted to require class cards for graduate students.
- ✓ XIII. Recommended to transmit to Mr. R. M. West, Registrar, that it is the sense of the Executive Committee that some criterion other than payment of full fees as a measure of carrying a full program of work by non-quota foreign students be considered.
- ✓ XIV. Voted to add to mimeographed slip which is sent to committee members for Master's degree candidates an additional sentence, to follow directly after the underlined sentence referring to papers prepared in starred courses by Plan B candidates, as follows:

Such papers should "represent the quality but not the range of a Master's thesis".

- XV. The following items were reported for the information of the committee by the Acting Dean:
- a. Advisability of attempting to offer graduate courses (numbered 200 and above) when number of students involved is very small. (See Dean Freeman's letter etc.)
 - b. Difficulties involved when General College courses are numbered 100 or over. (See Dr. Gortner's letter, also copy of Dean Freeman's letter, etc.)
 - c. Dr. Gortner's letter in re selective admission.
 - d. Consideration of the question of student exchange fellowships with South America, and desirability of making a recommendation concerning them to the President or Board of Regents. (See letter from Inst. of Intern. Educ. & material from Conference on Inter-American Relations - Dr. Chapman's report to the President.)
 - e. For information of committee: Carbons of two letters from Dr. Gortner about Russian.
 - f. For information of committee: In re library fee for graduate students.

On November 7, 1939, the Executive Committee voted as follows:

Voted to recommend to the Senate Committee on Fees that all graduate students who are registered for less than five credits and have not paid an incidental fee be required to pay one dollar library fee in addition to their tuition fees.

The Committee on Fees met January 24 (Mr. Morse representing the Graduate School) and their action is reported in a letter from Mr. Walter to Mr. Willey (see carbon).

Meeting adjourned at 5:00 P.M. sine die.

Horace T. Morse
Secretary

MEMO TO THE GROUP COMMITTEE CHAIRMEN:

From Minutes of the Executive Committee for February 1, 1940:

"Voted to refer question of satisfying residence requirements for the Ph.D. in summer sessions only and also that of a time limit for Ph.D. degree and regulations regarding doctoral examinations with copy of letter from Dean Stevenson describing action of graduate faculty in Economics to the various group committees for consideration."

The material referred to above was sent to you on February 8, 1940
As yet we have received no reports.

Secretary

B

Excerpt from the minutes of the Graduate Medical Committee for
February 20, 1940:

- Item 8. Ten years was suggested as time limit for Ph.D. degree. The degree cannot be obtained in the medical group by summer session residence only. (Question referred by Executive Committee.)

UNIVERSITY OF MINNESOTA
GRADUATE SCHOOL
MINNEAPOLIS

OFFICE OF THE DEAN

March 12, 1940

Report of the Graduate Group Committee on Language and Literature to the Dean of the Graduate School relative to "extracts from revised report of the sub-committee of the graduate committee appointed to prepare recommendations with respect to the time limit for valid credit on graduate courses taken to satisfy course requirements toward the Ph.D. degree", and "revised report of the sub-committee on administration of examinations for the M.A., M.B.A., Ph.D.", both as approved by the Graduate Committee of the School of Business Administration June 16, 1939.

The Group Committee on Language and Literature considered the above documents at its meeting March 11, 1940. It was the understanding of the Committee that you desired them to express their opinion as to whether the recommendations contained in these documents would be suitable for the regulation of the departments represented by the Language and Literature Committee in their administration of graduate studies and examinations leading to the degrees of Master of Arts and Doctor of Philosophy.

Time Limits on Candidates for Graduate Degrees

It is the opinion of the Language and Literature Committee that, apart from the question of a candidate's receiving monetary assistance from the department in which his studies are being carried on, it would not be advisable for the Graduate School to impose any time limits on candidates for the degrees of M.A. and Ph.D. in the departments represented by this committee other than the limitation now in force on candidates for the M.A.; and that the question of imposing a time limit on the continuance of monetary assistance to candidates for graduate degrees is one which does not fall within the proper authority of the Graduate School but ought to be decided by each department for itself in cases where departmental budgets are concerned, and, in cases where assistance takes the form of a loan or prize, by the authorities who award these aids.

The Administration of Examinations for Graduate Degrees

It is the opinion of the Language and Literature Committee that in view of the widely differing nature of the disciplines in the various departments of the University, it would be inadvisable for the Graduate School to impose any one set of regulations regarding the administration of examinations for the graduate degrees on all departments, but that each department should be free within such general regulations as are now in force to make its own rules regarding the

Report to the Dean of the Graduate School

March 12, 1940

administration of such examinations. It is believed that uniformity in this matter would serve no important purpose and might prove detrimental rather than helpful to the best interests of the Graduate School as a whole.

Group Committee on Language and Literature

By Huntington Brown

GRADUATE SCHOOL

Meeting of the Executive Committee
 March 14, 1940
 Graduate School Office
 1:30 P.M.

Meeting called to order at 1:30 p.m. in Room 235, Administration Building. Those present: Acting-Dean W. S. Miller, presiding; Messrs. Buchta, Chapin, Gortner, Heron, C. M. Jackson, Minnich, Searles and Morse.

- I. Dean Miller reported on correspondence with Messrs. Stakman and West regarding fees for non-quota foreign students.
- ✓ II. Request of graduate students to Mr. Vaile's committee for a room in the new Coffman Memorial Union reported. Voted that this committee go on record as favoring the recognition of graduate students as an organized group to receive the same privileges as other groups in the use of the Union.
- ✓ III. With regard to requiring class cards for graduate students (see Exec. Com. minutes, 2-1-40, Item XII), Mr. Miller reported negotiations with the Registrar which revealed that there would be delay because the issuing of class cards would involve extra clerical help which the original abandonment of class cards was designed to obviate.
- IV. Voted to adopt the regulation that in order to pass a candidate for the doctoral degree in the preliminary examination there must be a two-thirds affirmative vote of the examining committee which shall include a minimum of four affirmative votes. It is understood that a "pass with reservations" is an affirmative vote.

V. Voted to approve the following candidates for degrees:

Masters of Arts.....	25
Masters of Science.....	15
Master of Science in Agricultural Engineering.....	1
Masters of Science in Chemical Engineering.....	2
Master of Science in Mechanical Engineering.....	1
Master of Science in Medicine.....	1
Master of Science in Obstetrics and Gynecology....	1
Masters of Science in Surgery.....	3
Doctors of Philosophy.....	9
Doctor of Philosophy in Medicine.....	1
Total.....	<u>59</u>

VI. Voted to approve the appointment of the following to the teaching faculty of the Graduate School:

✓ 1. Allen, Nathan	Asst. Prof.	Dairy Husbandry	Assoc.
✓ 2. Dorroh, Thelma L.	Lecturer	Sociology	Assoc. sp.qu.'40
✓ 3. Folsom, Joseph R.	Professor	Sociology	Assoc. SS'40
✓ 4. Gisvold, Ole	Asst. Prof.	Pharm. Chem.	Full
✓ 5. Greenstein, Harry	Lecturer	Economics <i>Sociology</i>	Assoc.
✓ 6. Lindblom, Charles	Instructor	Economics	Assoc.
✓ 7. Scherberg, Max G.	Instructor	Math & Mechanics	Full
✓ 8. Vaughan, Alfred	Asst. Prof.	Dairy Husb. <i>Physics</i>	Assoc.

VII. The following research grants were approved:

1. Anderson, William \$50.00
2. Voted to authorize the acting dean to approve grant of \$500.00 to M. V. Charnley if upon inquiry it is discovered that the work on Mr. Charnley's project is to begin at the present time..... 500.00
3. Heron, W. T. 30.00
4. Abbe, Ernst C. 557.00

✓ VIII. Voted to approve recommendation of University Fees Committee that foreign language reading examination be regarded as a special examination if repeated because of failure. This regulation is to be applied to students taking their first examination in the fall quarter 1940, at which time the foreign language departments will report to the Graduate School Office not only the names of examinees who pass the examination but also the names of those who fail. No petition will be required for this special examination, and the signature of three examiners will not be required.

✓ IX. Voted to approve recommendation of the University Fees Committee that the same penalties in regard to late payment of fees and late registration be assessed against graduate students as are assessed against undergraduate students, but with the understanding (see Exec. Com. minutes, 2-1-40, Item V) that registration may be completed within the first two weeks of each quarter without penalty.

✓ X. Voted to concur in recommendations made by Mr. Walter, University Librarian, in regard to disposition of second copy of Ph.D. Thesis:

1. That the Graduate School Office require two copies of every thesis presented for the doctorate. That the second copy be collated to be sure of its being complete and as good working material as the original.
2. That the original, with the certificate of passing signed by the examining committee, be sent to the general library of the University for filing as an archival record. At present there is no record whatever aside from printed statements that the thesis has been submitted or that it is the actual manuscript submitted and for which the degree was received. This does not in any way interfere with the present practice of giving a certified copy to the candidate himself but in this case there should be more than one certified copy and the University should be safeguarded as well as the candidate. This will require only one extra sheet and cannot be considered a very large burden either for labor or expense.
3. That the Graduate School collect a second copy for library purposes and that this copy be sent to such departments as shall be designated by the University Librarian on sufficient evidence that it is an official working tool for the department in which it belongs. This designation would be to collections involving broad fields rather than to departmental offices of limited scope.

4. That in case of a request for the use of this thesis, either by the faculty or students or for inter-library loan, that the person be referred to the department in which the thesis is deposited for its determination as to its availability for use outside of the department.
5. That the record of the receipt of all such copies designated for departmental use be sent to the general library by the department to which it was allocated.

- XI. Voted to approve an extension of time until June 1941 to Eleanor J. Gallagher for completing the Master's degree.
- XII. Voted to approve the following statement to be included in the Graduate School bulletin regarding a candidate's publishing part or all of his thesis prior to approval by his thesis committee:

No material which has been published prior to its approval by the thesis committee may be presented to meet the thesis requirement. Candidates contemplating publication of any material which they expect to present for a thesis should therefore arrange through the Graduate School Office to obtain such approval.
- XIII. Voted to consider favorably the proposal of Mr. W. S. Learned of the Carnegie Foundation for the Advancement of Teaching for the examination of graduate students entering in the fall quarter, 1940. Voted to include the Miller Analogies Test, Form G, as part of the test battery.

Meeting adjourned 4:00 p.m. sine die.

Horace T. Morse
Secretary

GRADUATE SCHOOL

Meeting of the Executive Committee
May 2, 1940
Graduate School Office
1:30 P.M.

Meeting called to order at 1:30 p.m. on Thursday, May 2, in Room 235 Administration Bldg. Those present: Acting-Dean Miller, presiding, Messrs. Buchta, Chapin, Gortner, Heron, C. M. Jackson, Minnich and Searles.

- I. Acting-Dean Miller reported correspondence between Prof. Stakman and the late Dean Chapman in regard to the policy of charging full fees for non-quota foreign students, who are working on thesis only. The following motion was made, seconded and approved:

Voted to recommend that the action taken by the Executive Committee December 7, 1931 which permits summer session students who have completed course requirements for advanced degrees to register for thesis only, by paying a flat fee of \$5.00, be made applicable to graduate students registered during the regular year; and that non-quota foreign students with all course work completed be granted the same privilege, even though certified by their advisers to be devoting full time to their theses.

- II. Acting-Dean Miller reported the correspondence between himself and Mr. Learned of the Carnegie Foundation in regard to the graduate record examinations for graduate students. Mr. Heron, chairman of the sub-committee on selective admission made the following recommendations, which were approved:

1. That the Carnegie Corporation for the Advancement of Teaching be requested to give the graduate record examination in October, 1940, to all entering graduate students and others who desire to enter but are required to register as special students in an undergraduate college.
2. If possible, all graduate students registering in the fall of 1940 should be given the examination.
3. That the present system of entrance be maintained subject to a study of the results of the graduate record examination.
4. That the Dean of the Graduate School appoint a special committee to study the examination records and report to the Executive Committee of the Graduate School, and that a sum not to exceed \$1000 be set aside for the purpose of this study.

- III. Acting-Dean Miller presented a petition from Prof. R. M. Elliott that the Executive Committee waive the language requirements for the Ph.D. degree for Dwight J. Ingle. Voted to approve the petition in view of the comprehensive list of publications presented by the candidate.

IV. Prof. Buchta, chairman of the Physical Science Graduate Group Committee, raised the question concerning the final examination of Earl B. Fischer, Associate Professor of Pharmaceutical Botany and Pharmacognosy, for the degree Doctor of Philosophy. Mr. Fischer had been admitted to the candidacy for the Ph.D. degree by passing the preliminary examination January 28, 1938 while holding the title associate professor. This action was contrary to the Graduate School regulation that no University of Minnesota staff member, with the title of assistant professor or higher, may become a candidate for the Ph.D. at the University of Minnesota.

Voted to refer the case to the Acting Dean with authority to act, pursuant to a conference with President Ford relative to any previous agreement with the candidate.

V. The following were approved for membership in the graduate teaching faculty:

✓1. Bowman, Mary Jean	Instructor	Home Econ.	Assoc. SS40
✓2. Carstater, Eugene D.	Visiting Lect.	Education	Gr.Cse.Gr. SS40
✓3. Charnley, Mitchell V.	Assoc. Prof.	Journalism	Full
✓4. Clute, A. Hamilton	Asst. Prof.	Bus. Admin.	Full
✓5. Cook, Stuart W.	Inst. and Clin. Psy.	Psychology	Assoc.
✓6. Doyle, Monica K.	Asst. Prof.	Sociology	Full
✓7. Engene, Selmer A.	Instructor	Agr. Econ.	Assoc. Sp40
✓8. Faegre, Marion L.	Asst. Prof.	Child Welfare	Assoc.
✓9. Fairbrother, Roy	Prof. Lect.	Education	Gr.Cse.Gr. SS40
✓10. Geiger, I. W.	Assoc. Prof.	Anal. Chem.	Assoc.
✓11. Harris, Robert E.	Inst. and Clin. Psy.	Psychology	Assoc.
✓12. Hathaway, Winifred	Visiting Lect.	Education	Gr.Cse.Gr. SS40
✓13. Heisig, Gladstone B.	Assoc. Prof.	Inorg. Chem.	Full
✓14. Hinckley, Robert G.	Asst. Prof. & Mental Hyg.	Sociology & Health Serv.	Assoc.
✓15. Inman, May Frances	Instructor	Home Econ.	Assoc.
✓16. Koehler, Fulton	Instructor	Mathematics	Assoc.
✓17. Kuder, G. Frederic	Lecturer	Education	Assoc. Sp40 & SS40
✓18. McGrath, Earl James	Visiting Lect.	Education	Gr.Cse.Gr. SS40
✓19. Neehan, E.J.	Instructor	Anal. Chem.	Assoc.
✓20. Pollard, L. Belle	Visiting Lect.	Education	Assoc. SS40
✓21. Reitz, Henry C.	Instructor	Ag. Bioch.	Assoc. Sp40
✓22. Stenswick, Mildred L.	Instructor	Home Econ.	Assoc. SS40
✓23. Thomson, Lawrence T.	Prof. Lect.	Education	Gr.Cse.Gr. SS40
✓24. Walker, Virgil R.	Instructor in High School	Mathematics	Gr.Cse.Gr. Sp40 & SS40

VI. The following interim research grants from the non-medical research fund were ratified:

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1. Abbe, Ernst C.	\$150
2. Burnham, C. R.	200
3. Chapin, F. Stuart	125
4. Clark, William G.	205
5. Kirkpatrick, Clifford	100
6. Lind, S. C.	100
7. Lippincott, B. E.	50
8. Oliver, C. P.	125
9. Rosendahl, C. O.	350
10. Schmitt, Otto H.	130
11. Taylor, T. Ivan	150
12. Valasek, Joseph	<u>25</u>
Total	\$1710

Voted to approve a grant of \$250.00 to Dr. Stuart Cook contingent upon an additional grant of \$500.00 from other University sources and a grant of the remainder of the needed funds from the Markle Foundation.

VII. Prof. Ruml, at the suggestion of President Ford, presented the following plan for the publication of Scandinavian Studies and Notes:

1. Three issues yearly in the months of November, February, and May. Each issue to contain a minimum of 48 pages and cover. Size 6 x 9.
2. Responsibility for the editorial contents of the magazine would lie with an editorial board chosen by a committee appointed by the President of the University. (This committee might be the Committee on the Press.) The editorial board would serve without compensation but the Society would provide the necessary clerical assistance.
3. The University Press would be responsible for the lay-out, for the preparation of copy for the printer, and for proofreading. It would mail copies to members of the Society, a correct list to be furnished by the Society. The University Press would also try to increase the number of subscribers.
4. The Society would subsidize the publication to the extent of \$600.00 annually on the basis of a membership of 350, and pay an additional \$1.50 for each additional member subscriber.
5. The University would subsidize the publication to the extent of \$500.00. In return, the University Press would furnish the University Library the copies required for exchange purposes up to 250 copies.
6. It is understood that the University Press might use the pages of the periodical for notices of its own books in the Scandinavian field and might open its pages to the advertising of other publishers of such books.

(Note: Told Mr. Ruml to present to the Executive Committee of the Graduate School for support from publication item in the budget of the Graduate School. G.S.F.)

It was the sense of the Committee that the University Press might well foster research in the Scandinavian languages and in other fields through the medium of periodicals. To this end the Committee moved to approve the allotment of \$500 annually from the publication fund of the Graduate School in partial support of Scandinavian Studies and Notes.

("Society" referred to is The Society for the Advancement of Scandinavian Studies.)

- VIII. Acting-Dean Miller read a letter from Lester Norstad requesting a reconsideration of his petition for an extension of time for completion of the requirements for the Master's degree. Voted to approve the original petition which had been rejected November 7, 1939 by the Executive Committee.
- IX. Voted to approve the curriculum in fine arts for the degrees of Master of Arts and Doctor of Philosophy.
- X. Voted to approve the proposed curriculum in industrial education for the degree of Master of Education in Industrial Education.
- XI. Voted to approve the requests made by the Department of Social Work in regard to special considerations for candidates for the Master's degree in the field of Social Work as follows:
1. In the statement of credits completed to meet the requirements for M.A. degree it is important that all the credits officially required be shown and not some selected 45 credits out of the list, and that it be shown how they were fulfilled, whether in graduate courses in residence, by exemption on account of allowed undergraduate or extension courses, or by transfer from some other School of Social Work. We therefore request either a special form for this department for listing graduate credits in fulfillment of degree requirements in Social Work or that a classified supplementary list be attached to the present blue sheet.
 2. We especially request that when the Registrar makes any statement about the M.A. credits of a social work student or issues any transcript, it should show the student's whole program submitted in fulfillment of the requirement for M.A. in Social Work. Anything less may seriously embarrass the student in his professional status.
 3. We request also that credit requirements for Certificate be shown with complete listing in similar manner.
 4. An extension of the time limit for completion of the requirements for the M.A. is requested. Since a period of six years under Plan A and seven years under Plan B is allowed for completion of a 45-credit requirement we would ask for the 90-credit requirement in Social Work that two years longer be allowed. In making this request we would note that the only persons who would require such time would be persons actually engaged in social work practice and presumably growing in the meantime through a valid experience of social work.

(The above four items were "approved by Social Science Group Committee on April 17, 1940 and rec. to Executive Com. F. S. Chapin, chairman".)

- ✓ XII. Voted to approve the proposed minor in "Social Sciences" for students taking a Ph.D. degree with a major in Education as recommended by the Social Science Group Committee:

The committee suggested that a minor in the Social Sciences might be permissible in such cases if the courses chosen were closely related and integrated within three fields (Economics, History, Political Science, Sociology, etc.). It was also felt that if closely related courses selected, for example, from Economics, History, Political Science, were chosen, the total taken should be about thirty credits. This figure is not suggested as a fixed amount, but to illustrate the principle that a split minor of the kind proposed should require a larger total of credits than the ordinary minor inasmuch as courses have been selected from three fields of the Social Sciences.

(The above action is supplementary to that taken by the Exec. Com. on 2-1-40, Item VII.)

- ✓ XIII. Voted to approve Dr. Glockler's request that Gordon R. Leader be allowed to receive his Ph.D. at the June 1940 commencement, less than seven months after taking his preliminary examination, January 29, 1940.
- XIV. Voted to authorize the Dean of the Graduate School to notify the Deans of the several colleges and others responsible for University bulletins that the regulations pertaining to graduate course work and to the requirements for higher degrees are stated officially in the Graduate School bulletins and that statements therein supercede any conflicting statements appearing in college bulletins. It is the sense of this committee that, with the exception of the Summer Session Bulletin, statements pertaining to graduate work should not appear in bulletins other than the official Graduate School bulletins.
- ✓ XV. Voted that this committee protest to the President of the University the blanket action of the Regents' ruling on the employment of non-academic personnel and ask that it be made to apply to the clerical and service enterprises only and not to the scientific, technological, and professional classifications; and furthermore, that the scientific, technological, and professional classifications be removed from the jurisdiction of the non-academic personnel committee.

Meeting adjourned at 5:00 p.m.

H. T. Morse, Secretary

GRADUATE SCHOOL

Meeting of the Executive Committee
January 11, 1940
Graduate School Office
1:30 P. M.

The meeting was called to order at 1:30 p. m. Thursday, January 11, in Room 235 Administration by Mr. W. S. Miller, Acting Dean. Those present: Acting-Dean W. S. Miller, presiding, Messrs. Buchta, Gortner, Heron, C. M. Jackson, Minnich, Searles and Shippee.

- I. Minutes of last meeting read and approved.
- II. Dean R. R. Shumway described the background of the Committee on Relations of the University to Other Institutions of Learning. It was moved and seconded and carried that the new regulations in regard to admission of graduates of teachers colleges be adopted. These new regulations are:

"Students graduating from institutions, such as teachers' colleges, granting the Bachelor's degree for a narrow concentration on technical and professional courses unsupported by a reasonable amount of work in subject-matter fields represented in a standard or traditional college of arts and sciences, may be matriculated if an examination of their transcript indicates that their undergraduate work fits into one of the following patterns:

- A. Seventy-five per cent of the number of credits required for the Bachelor's degree is in strictly academic fields.
- B. At least sixty per cent of the number of credits required for the Bachelor's degree is in strictly academic fields so distributed that there are at least forty quarter credits in each of two of the following groups of subjects: (a) English, speech, all foreign languages, (b) music and art, (c) social sciences including geography, (d) biological sciences including psychology, (e) mathematics and physical sciences.

"Students who need no more than 6 quarter credits to meet either of the above admission requirements, and who have met the undergraduate prerequisites for graduate work in their major fields will be admitted to the Graduate School.

"Students who need more than 6 credits will register as special students in the College of Science, Literature and the Arts until the credit deficiency is reduced to at least 6 credits.

"If not more than 9 quarter credits are lacking, petition may be filed to carry a limited amount of graduate work (approved courses number above 99) for graduate course credit, such courses not to be used to meet the admission requirements."

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III. Moved to refer proposal regarding admissions made by Mr. Heron to a sub-committee, appointed by the acting dean, which will report back to the Executive Committee for action not later than the middle of the Spring Quarter, 1940. Motion carried.

IV. Voted to approve the following as members to the faculty of the Graduate School:

✓1.	Bond, Elden A.	Prof. Lecturer	Education	Assoc.	Member
✓2.	DeYoung, Chris A.	Prof. Lecturer	Education	Assoc.	Member
✓3.	Hahn, Milton E.	Instructor	Education	Assoc.	Member
✓4.	Hughes, James M.	Prof. Lecturer	Education	Assoc.	Member
✓5.	Watkins, Ralph K.	Prof. Lecturer	Education	Assoc.	Member
✓6.	Knight, Ralph T.	Assoc. Professor	Anesthesia	Full	Member

Voted to empower the Acting Dean to act on applications for the teaching faculty in the Graduate School for the Summer Session appointments.

- ✓ V. Voted to call attention of committees for Plan B candidates to regulations regarding the papers for starred courses as printed in the Graduate School bulletin. The committee should review papers presented by candidate for nine credit requirements before approving him for the degree.
- ✓ VI. Voted to refer the question of exemption from tuition fees for students for advanced degrees who are not enrolled in the Graduate School back to the Fees Committee.
- ✓ VII. Voted to require candidates for the Ph.D. degree to provide two copies of the thesis for filing in the University Library. These two copies are to be delivered to the Graduate School office.
- ✓ VIII. Voted to recommend to the Registrar that the penalty for late payment of fees be assessed beginning one week after the final date for Graduate School registration. *(chgd. to coincide with regis. dates - two weeks)*
- ✓ IX. Morris Newman's petition approved to substitute Russian for French for one of the language requirements for the Ph.D. degree.
- X. Voted to formulate a statement of regulations regarding a candidate's printing part of his thesis, to be presented to this committee for approval at a later date and for inclusion in the Graduate School bulletin.
- ✓ XI. Voted to approve the form prepared for report on preliminary examination with some alterations as suggested. G. S. Mimeo. Form #18
- ✓ XII. Voted to approve a research grant of \$100 for Prof. F. B. Skinner.
- ✓ XIII. Mr. Searles presented recommendations in regard to the regulation for a reading knowledge of foreign languages. Voted to approve the following regulations:

Minutes of the Executive Committee - 1/11/1940 - #3.

1. No fee will be charged for the first language examination; a fee of \$5 must be paid for the first repetition; a fee of \$10 must be paid for the second repetition and for any examination thereafter. Money so paid is to be credited to the Graduate School Research Fund.
2. Reports of failures as well as of successful examinations are to be filed in the Graduate School office.

XIV. Voted to approve the resolution in regard to admission requirements for graduates of technical schools as follows:

"Students graduating from institutions (except teachers' colleges) which are not on the accepted list of colleges and universities approved by the Association of American Universities, may be required by the Dean of the Graduate School to register for a probationary period as unclassified students in the appropriate undergraduate college.* Such an unclassified student must successfully complete one quarter's work in courses acceptable for credit by the Graduate School before being permitted to transfer his registration to the Graduate School. Upon the successful completion of this probationary quarter the student may petition to transfer all work taken while registered as an unclassified student to the records of the Graduate School. Residence credit in the Graduate School shall be automatically granted with such transferred credits."

* This requirement is to ascertain whether or not the undergraduate preparation in the major and minor fields is adequate for the sequence of graduate courses at the University of Minnesota.

The meeting was adjourned to Thursday, February 1, 1940 at 1:30 p.m.

Horace T. Morse
Secretary

GRADUATE SCHOOL

Meeting of the Executive Committee
June 10, 1940
Graduate School Office
1:30 P.M.

Meeting called to order at 1:30 p.m. on Monday, June 10, 1940 in Room 235 Administration Building. Those present: Acting-Dean Miller, presiding, Messrs. Bell, Buchta, Chapin, Minnich, Searles and Wesley. Dean-Elect Blegen attended as an auditor.

- I. Voted that the secretary write into the minutes and forward to C. M. Jackson and L. B. Shippee the following expression of appreciation for their services as members of the Executive Committee:

The members of the Executive Committee deeply regret that ill health has forced the resignation of Dr. C. M. Jackson and Dr. L. B. Shippee. They wish to express their sincere appreciation of Dr. Jackson's fine contribution to high standards in graduate medical study and of Dr. Shippee's excellent work both as chairman of the social science group committee and for many years as secretary of the Executive Committee. They take this opportunity of conveying to both their warm regard and best wishes.

- II. Voted to amend Item XIV of the minutes of the meeting of May 2, 1940 as follows:

"Voted to authorize the Dean of the Graduate School to notify the Deans of the several colleges and others responsible for University bulletins that the regulations pertaining to graduate course work and to the requirements for higher degrees are stated officially in the Graduate School bulletins and that statements therein supersede any conflicting statements appearing in college bulletins. It is the sense of this committee that statements pertaining to graduate work should not appear in bulletins other than the official Graduate School bulletins until approved by the Graduate School office."

(See also letter from Dr. W. T. Heron)

- III. Voted to approve candidates for degrees, June, 1940, as follows:

Masters of Arts	72
Masters of Science	44
Master of Science in Psychometrics	1
Master of Science in Aeronautical Engineering ..	1
Masters of Science in Agricultural Engineering ..	3
Master of Science in Chemical Engineering	1
Masters of Science in Electrical Engineering ...	5
Masters of Science in Mechanical Engineering ...	3
Masters of Science with designation in the medical specialties	37
Doctors of Philosophy	58
Doctor of Philosophy in Bacteriology	1
Doctor of Philosophy in Neuropsychiatry	1
Doctor of Philosophy in Pediatrics	1
Doctor of Philosophy in Radiology	1
Doctors of Philosophy in Surgery	2

Total 231

Exec. Com. Minutes, 6/10/40 - # 2.

- IV. Voted to approve the following as members of the teaching faculty of the Graduate School:

1. Cobb, Arnold C.	Instructor	Mech. Engin.	Assoc.sp40
2. Lippman, Hyman S.	Clin. Assoc. Prof.	Med.(Neur.) & Ped.	Assoc.
3. Mariette, Ernest S.	Clin. Asst. Prof.	Medicine	Full
4. Piret, Edgar L.	Instructor	Chem. Engin.	Full
5. Richert, G. Henry	Prof. Lecturer	Education	Gr.Cse.Cr.SS40
6. Schiele, Burtrum C.	Asst. Prof.	Med. (Neuropsy.)	Assoc.

- V. Voted to table the proposal made by Dr. Gortner concerning the Master's examination (see letters). *May 6, 9, 17 - 1940.*

- VI. Voted to approve the following requests for non-medical research funds for 1940-41:

1. Physical sciences
2. Social sciences
3. Biological sciences — Requests to be referred back to the group committee to consider belated requests, with understanding that the total allotment shall not exceed \$3500.00. Final allotment to be left to the committee and the Acting-Dean with power to act.
4. Education, Psychology, Philosophy and Child Welfare (note footnote No. 2)
5. Request from Dr. J. A. Beach for \$500 to be used by Mr. Sanford in preparing a concordance of the works of Lord Byron (see letter from Prof. J. A. Beach) referred to Language and Literature Group Committee and to the Acting-Dean with power to act. (Recommended by the Language and Literature Group Committee June 12, 1940 and approved by the Acting Dean).
6. Interim research grant to Prof. L. F. Miller for \$30.00.
7. Interim research grant to Prof. D. E. Minnich for \$120.00.

- VII. The Acting-Dean reported a letter of May 15, 1940 from Mr. Learned in response to the request of the Executive Committee (minutes of May 2, 1940, Item II).

- VIII. The Acting Dean suggested a modification of the statement in the Graduate School Bulletin concerning preliminary and final examinations for the Ph.D. degree. Voted to refer it to the Acting Dean for action.

- IX. Voted to amend statement in regard to the date for registration of theses as follows:

A Master's thesis should be filed five weeks before commencement. Both the Master's and the doctoral thesis should be accompanied by a certification from the adviser that the thesis is complete and ready for reading by the committee.

- X. Voted to table consideration of the statements of the different departments concerning prerequisites for graduate work.

Exec. Com. Minutes, 6/10/40 - # 3.

- XI. Petition of Nathan S. Levitan to substitute Russian for French for the Ph.D. degree approved.
- XII. Petitions for extension of time limit for Master's degree:
- | | <u>Extended to:</u> |
|--|--|
| 1. Buckley, Marie C. | June, 1941 |
| 2. Curran, Kenneth A.
(on condition that he pass a satisfactory examination in English usage) | August, 1940 |
| 3. Hegdal, H. C. | September, 1941 |
| 4. Jacobs, Maurice | June, 1940 |
| 5. Johnson, Donald A. | action postponed (later approved for Sept. '41 by the Acting Dean) |
| 6. Johnson, Iner V. | August, 1940 |
| 7. Koch, Lyle | September, 1940 |
| 8. Korpy, Ellen | September, 1940 |
| 9. Leebl, George | August, 1940 |
| 10. Maloney, H. J. | August, 1940 |
| 11. Olson, Elmo W. | September, 1941 |
| 12. Tonn, Ben C. | September, 1941 |
| 13. Zimmermann, S. T. | not granted |
- XIII. Voted to table the proposal concerning a Master of Public Health degree until further data are furnished for consideration by the committee.
- XIV. Request of Harry L. Stein with regard to residence for Ph.D. approved.
- XV. Request of Lawrence Wilcox to take Master's degree without the language requirement approved.

Meeting adjourned at 5:00 p.m. sine die.

H. T. Morse, Secretary

UNIVERSITY OF MINNESOTA
DEPARTMENT OF AGRICULTURE
UNIVERSITY FARM, ST. PAUL

MAY 20 1940

III

*File -
Ex. Com.
See Ex. Com. '40
minutes 6-10-40
N.H.W.*

May 17, 1940

DIVISION OF AGRICULTURAL BIOCHEMISTRY

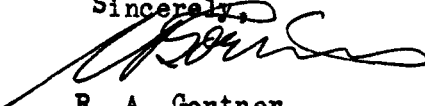
Dr. W. S. Miller
Graduate School
Main Campus

My dear Dr. Miller:

I quite agree with your letter of May 9th that the preliminary examination committee is the one that determines whether or not the candidate can proceed to the doctorate degree. On the other hand, I think there are relatively few individuals who make such a horrible showing on their master's examination that it might be well to have that fact on record and certainly, in some way, your office should be acquainted with the fact that the master's candidate is not regarded as doctorate calibre by the examining committee and, consequently, such individuals should not be appointed to assistantships following such recommendation.

Unfortunately, I will be out of town on June 10th since the colloid symposium will be in session at Ann Arbor on that date. I may add that this is the only instance that I know of where a student having that sort of recommendation has been permitted to go on and at the same time receive an assistantship appointment. I know a number of instances where they have been permitted to go on where the assistantship appointments have been blocked.

Sincerely,



R. A. Gortner
Chief of the Division

RAG:I

May 9, 1940

Dr. B. A. Gortner
SUN 214 (UP)

Dear Dr. Gortner:

The main objection I have to your proposal of entrusting to the committee appointed to conduct the Master's examination the responsibility of determining whether or not a candidate proceeds towards the Ph.D. degree is the present policy of placing that responsibility upon the committee appointed to conduct the preliminary examination for the doctorate. Under present arrangements the preliminary examination and not the Master's examination determines whether or not the student is to be admitted to the candidacy for the doctorate.

I can see no objection to obtaining the reaction of the Master's examining committee to subsequent graduate work by the candidate, but I do not believe that the present policy of the Graduate School would permit this office to elevate the Master's examination to the important position suggested by your letter.

It is unfortunate that our advisors do not exercise more fully their prerogative to decline the advisement of students not qualified to proceed towards the doctorate. On the other hand one might very safely say that the final decision on this important matter might rest with at least a half dozen men at the preliminary examination.

At the present stage of my thinking on this topic I am inclined to recommend that the problem be discussed at the next meeting of our Executive Committee on June 10.

Cordially yours,

W. S. Miller, Acting Dean

WEM:B

MAY 7 1940

UNIVERSITY OF MINNESOTA
DEPARTMENT OF AGRICULTURE
UNIVERSITY FARM, ST. PAUL

May 6, 1940

DIVISION OF AGRICULTURAL BIOCHEMISTRY

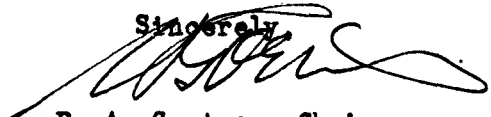
Dean W. S. Miller
Graduate School
Main Campus

My dear Dean Miller:

I was just informed this morning that a year ago a particular individual had a final oral examination for the master's degree and that the examining committee unanimously resolved that the candidate could not and should not proceed on a doctorate program. Furthermore, it has been called to my attention that that individual has been for the past year re-appointed to an assistantship and I presume that the individual is planning to progress toward a doctorate degree although no papers have come through to my office, for example, a three-year program, etc.

I therefore recommend that on the blank reporting the result of the final examination for the master's degree there be added one other item, namely, "The committee recommends that the candidate shall, shall not (cross out one) be permitted to proceed toward the doctorate degree."

Then, if this blank is returned to your office giving an approval of the final oral examination for the master's degree with the recommendation that the candidate shall not be permitted to proceed the doctorate degree, your office should immediately notify the chairman of the Graduate Group Committee concerned and that has been the recommendation of the master's examining committee. It will also provide your office with the essential ammunition to refuse registration of that particular individual when he comes in and applies for further course work if he indicates that the course work will be applied toward the doctorate degree and you can make notification on your records that if he indicates that the course work will be applied toward the doctorate degree; and you can make notification on your records that if he does take additional course work it is simply something that he wants to get that will not be applied on a doctorate program. Furthermore, that will assist administrative officials very definitely in blocking assistantship appointments for persons who have records such as I have indicated.

Sincerely

R. A. Gortner, Chairman
Graduate Group Committee for Agriculture

RAG:I

P.S. Would it be possible to do that for the group of master's candidates coming up this spring? I am perfectly certain that no member of the Executive Committee of the Graduate School will object and, if necessary, you can get a mail vote on this proposal but I do not think that is at all necessary; I feel that it falls definitely within your prerogative. - R.A.G.

GRADUATE SCHOOL

Meeting of the Executive Committee
November 7, 1940
Graduate School Office
1:30 p.m.

Meeting called to order at 1:30 p.m. on Thursday, November 7, 1940 in Room 235, Administration Building. Those present: Dean Blegen presiding, Drs. Bell, Buchta, Chapin, Gortner, Heron, Minnich, and Searles.

I. Voted that Miss Davis assume the duties of secretary of the Executive Committee.

II. Voted to approve the following as members of the teaching faculty of the Graduate School:

1. Anderson, John A.	Instructor	Pediatrics	Assoc. Member
2. Boyd, Willard L.	Professor	Veterinary Medicine	Full Member
3. Carr, Muriel B.	Asst. Prof.	English	Full Member
4. Caverley, Loyst C.	Asst. Prof.	Electrical Engineering	Assoc. Member
5. Christensen, Asher N.	Asst. Prof.	Political Science	Assoc. Member
6. Clark, Wm. G.	Asst. Prof.	Zoology	Full Member
7. Clepton, Herbert E.	Asst. Prof.	Romance Languages	Full Member
8. Davidson, Donald M.	Lecturer	Geology	Full Member
9. Dennis, Clarence	Instructor	Surgery	Assoc. Member
10. Eckert, Ruth E.	Assoc. Prof.	Education	Assoc. Member
11. Engene, Selmer A.	Asst. Prof.	Agricultural Economics	Full Member
12. Everett, Millard S.	Asst. Prof.	Philosophy	Assoc. Member
13. Feigl, Herbert	Professor	Philosophy	Full Member
14. Fischer, Earl B.	Professor	Pharmacognosy	Full Member
15. Gutteridge, Mary V.	Lecturer	Child Welfare	Assoc. Member
16. Hemingway, Alan	Asst. Prof.	Physiology	Full Member
17. Huchthausen, Walter J.A.	Asst. Prof.	Architecture	Assoc. Member
18. Hustrulid, Andrew	Asst. Prof.	Agricultural Engineering	Full Member
19. Kaufert, Frank H.	Assoc. Prof.	Forestry	Full Member
20. Kernkamp, Howard C. H.	Assoc. Prof.	Veterinary Medicine	Full Member
21. King, Joseph T.	Asst. Prof.	Physiology	Full Member
22. Kirkpatrick, Evron M.	Asst. Prof.	Political Science	Full Member
23. Latham, Earl G.	Asst. Prof.	Political Science	Full Member
24. Lien, Marie	Instructor	Art Education	*Assoc. Member
25. Loehr, Rodney C.	Instructor	History	**Assoc. Member
26. Manson, Philip W.	Instructor	Agricultural Engineering	Assoc. Member
27. McLaughlin, Charles H.	Instructor	Political Science	Assoc. Member
28. Netz, Charles V.	Asst. Prof.	Pharmacy	Full Member
29. Olson, Theodore A.	Asst. Prof.	Prev. Med. & Pub. Health	Assoc. Member
30. Ostlund, Harry J.	Assoc. Prof.	Economics	Full Member
31. Paine, John R.	Asst. Prof.	Surgery	Full Member
32. Rotzel, Clare L.	Assoc. Prof.	Business Administration	Assoc. Member
33. Samuels, Leo T.	Asst. Prof.	Physiology	Full Member
34. Schwantes, Arthur J.	Professor	Agricultural Engineering	Full Member
35. Sollner, Karl	Asst. Prof.	Physiology	Assoc. Member
36. Swenson, Esther J.	Instructor	Education	***Cse. Credit Only
37. Wilson, Charles Owen Jr.	Asst. Prof.	Pharmaceutical Chemistry	Full Member

*Approved to teach Art. Ed. 185 and 295 only.

**May act as adviser for Ph.D. theses but only as co-chairman in cooperation with some member of the faculty holding full membership on the graduate faculty.

***Confirmation of interim appointment for I SS 1940 only.

Voted to approve the preceding list for membership on the graduate teaching faculty as noted, with the qualifications stated in the footnotes.

✓ Voted not to approve appointment of Mr. Clarence H. Christopherson as an associate member of the graduate faculty.

III. The following petitions for an extension of time were presented and discussed by the committee:

	<u>Plan</u>	<u>Began Graduate Work</u>	<u>Petition for Extension of Time Through</u>
+ Altermatt, Erwin H.	B	Fall Quarter 1933	Fall Quarter 1940
+ Anderson, Clifford E.	B	I Summer Session 1933	Fall Quarter 1940
+ Anderson, Irvin J.	B	I Summer Session 1933	Fall Quarter 1940
+ Bavolak, Eva	B	I Summer Session 1934	II Summer Session 1941
+ Belsaas, R. M.	B	I Summer Session 1934	Fall Quarter 1942
+ Bjeldanes, A. Mitchell	B	I Summer Session 1932	Fall Quarter 1940
+ Blang, Edward <i>(letter to him by TCB)</i>	B	I Summer Session 1934	Fall Quarter 1945
+ Bockler, Joseph F.	B	Fall Quarter 1932	II Summer Session 1941
+ Bosworth, Grace <i>(refused)</i>	B	I Summer Session 1934	Spring Quarter 1944
+ Cox, Thomas M.	A	Fall Quarter 1933	Fall Quarter 1940
+ Dean, J. George	A	Fall Quarter 1930	Spring Quarter 1941
+ Deuel, Orville P.	B	II Summer Session 1933	Fall Quarter 1940
+ Egertsen, Oswald L.	B	I Summer Session 1932	II Summer Session 1941
+ Elke, Estelle L.	B	I Summer Session 1931	Fall Quarter 1940
+ Hansen, Ethel I.	A	Fall Quarter 1931	Fall Quarter 1940
+ Hervi, William M.	B	I Summer Session 1931	Fall Quarter 1940
+ Hogan, Michael J.	B	Fall Quarter 1933	II Summer Session 1942
+ Horst, Frank J.	B	I Summer Session 1933	Fall Quarter 1940
+ Koch, Lyle	B	Fall Quarter 1931	Fall Quarter 1940
+ Lichtenberger, James F.	B	Fall Quarter 1929	Spring Quarter 1941
+ Lynch, Nellie	B	I Summer Session 1934	II Summer Session 1941
+ McNamara, Margaret	A	I Summer Session 1935	II Summer Session 1941
+ Melby, S. M.	B	I Summer Session 1934	II Summer Session 1941
+ Nolan, William J.	B	Fall Quarter 1930	I Summer Session 1941
+ Otteson, Otto P.	B	II Summer Session 1934	II Summer Session 1941
+ Prickett, Glenn I.	A	Spring Quarter 1934	II Summer Session 1941
+ Sargeant, Willard H.	B	I Summer Session 1931	Fall Quarter 1940
+ Sister Honor MacGregor	B	Winter Quarter 1932	Fall Quarter 1940
+ Skaar, Irene S.	B	Fall Quarter 1932	I Summer Session 1941
+ Street, Thomas M.	B	I Summer Session 1927	II Summer Session 1941
+ Tofte, Theodore H.	B	I Summer Session 1932	Fall Quarter 1940
+ Watson, J. Harold	B	I Summer Session 1934	II Summer Session 1942
+ West, Katharine	A	Fall Quarter 1933	II Summer Session 1941
+ West, Melissa	A	Fall Quarter 1933	Fall Quarter 1940

Voted that the petitions listed above be referred to Dean Blegen for action.

The committee raised two questions: (1) Do other institutions have a time limit for completion of the Master's degree? (2) Would it be possible, after experience with this group of petitions, for Dean Blegen to suggest a policy to be followed in acting on such petitions?

IV. Voted to approve the following petitions for substitution of language for the Ph.D.:

	<u>Substitution</u>	<u>Major</u>
- Adams, John M.	Spanish for French	Pediatrics
- Asseltyne, Mary Eileen	Latin " French	Speech
- Bayley, Ned B.	Spanish " French	Animal Genetics
- Beyer, Carlyle	Spanish " German	History
- Eggert, R. J.	Spanish " French	Agricultural Economics
- Layman, Martha	Spanish " German	Education
- Rebuck, John Walter	Italian " French	Anatomy
- Schroepfer, George J.	Spanish " French	C.E. (Structural)

Voted not to approve the petition of Bjarne E. Landa (major, German) to substitute Swedish for French.

- ✓ V. Voted that the petition of Truman R. Nodland for permission to take his preliminary examination before passing the French examination be refused.

VI. Voted to approve the following research grants:

✓ Brown, Huntington	\$ 200.00	
Chapin, F. S.	105.67	Interim grant
Clark, W. G.	100.00 (additional)	Interim grant
Cooper, W. S.	50.00 (additional)	Interim grant
Freundlich, Herbert	600.00	Interim grant
Livingston, R. S.	200.00	Interim grant
Mann, C. A.	250.00	Interim grant
Taylor, T. Ivan	150.00	Interim grant

The committee discussed the possibility of using a limited portion of the research funds for the following:

1. Permanent equipment - to be the property of the Graduate School and available for use by other graduate faculty members when the original grantee has finished with it.
2. For publication - question raised in connection with a possible request from Prof. Luyten.
3. For providing relief from teaching duties - question raised in connection with request from Prof. Chapin and Dean McConnell. It was the sense of the committee (a) that any grant for such a purpose would establish an undesirable precedent, (b) that funds for this purpose should normally come either from departmental budgets or from the President, and (c) that Mr. Chapin should present his request to the President.

VII. Voted in connection with the use of manuscript theses:

- ✓ 1. That the Graduate School endorse Mr. Russell's plan for restricted use of Masters' and Doctors' theses.
- ✓ 2. That the Graduate School draft a form to use in this connection which shall provide for the signature of the author, giving his consent to use of the thesis after a definitely stated period.

- 3. That any author be given the privilege of withdrawing such consent if circumstances warrant withdrawal.

VIII. Dean Blegen presented the following registration figures (excluding the Mayo Foundation):

Registration fall quarter 1939 --	New Students	575	
	Old Students	<u>1167</u>	
	Total		1742
Registration fall quarter 1940 --	New Students	507	
	Old Students	<u>1190</u>	
	Total		<u>1697</u>
	Loss		45

This loss represents a decrease of 2.5% from the 1939 figure.

- IX. Dean Blegen stated that the Carnegie Foundation had been asked for three copies of the profiles resulting from the Graduate Record Examination, one for the student, one for the Graduate School office for study by a committee, one to be available to the group committees and advisers.

Dean Blegen reminded the committee of Item II, No. 4 in the minutes for May 2, 1940, viz.,

"That the Dean of the Graduate School appoint a special committee to study the examination records and report to the Executive Committee of the Graduate School, and that a sum not to exceed \$1,000 be set aside for the purpose of this study."

He stated that this committee would consist of last year's sub-committee on admission (Profs. Heron, chairman, Gortner, and Chapin) with the addition of Dr. W. S. Miller, to be in charge of the study and the expenditure of funds, and of Dr. E. G. Williamson.

The committee discussed the possible use of the Graduate Record Examination as an aid in the appointment of teaching assistants, particularly in the case of emergency appointments where the candidate's undergraduate and previous record gives little promise of success in graduate work.

The committee informed the dean that the most serious difficulty in securing satisfactory assistants arises because of the very late date, especially in legislative years, when it is possible to give definite assurance of appointment. They asked Mr. Blegen if he would be willing to approach the President in an effort to alleviate this situation.

The committee also discussed other factors in the selection of assistants:

1. Higher fellowship stipends elsewhere.
2. Competition with industry in matter of compensation.
3. Attitude of some departments that assistants are cheap instructors; therefore, heavy programs and slow progress in graduate work.
4. Law of supply and demand; e.g., in Ag. Eng. & Ind. Ed. few applicants.

- X. Dr. Gortner suggested an expanded meeting of the Executive Committee to include all group committee members and possibly other graduate faculty members for the purpose of discussing various problems, e.g.:

1. The Graduate Record Examination.
2. The problem of foreign students.
3. The Plan B set-up.

XI. Dean Blegen presented the attached employment data.

XII. The dean asked the members of the committee to give some thought, before the next meeting, to the remaining items in docket:

1. A Graduate School news bulletin or letter.
2. Resolution of joint War Preparedness Committee of the American Mathematical Society and the Mathematical Association of America.
3. Shall a limit be placed upon the number of low grade credits which may be dropped from the programs of candidates for the Master's degree under Plan B?
4. Musical Composition as a part of the thesis for the Master's degree under Plan A in the Music Department.
5. Proposed curriculum for Master of Public Health degree.
6. A letter from Dean Freeman on the problem of continuing graduate classes with very small enrollment. ✓

Meeting adjourned at 4:30 p.m.

M. L. Davis, Secretary

III

OCT 5 1939

UNIVERSITY OF MINNESOTA
MINNEAPOLIS

*R.H.S.
Put with
minutes
in Executive
for
meeting*

OFFICE OF THE PRESIDENT

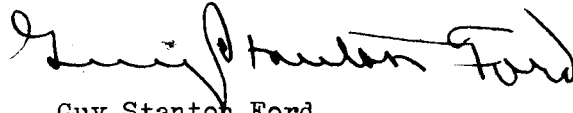
October 3, 1939

Dear Dean Chapman

I note in the minutes of the meeting on September 21, 1939, of the general faculty of the School of Business Administration, the following entry, No. 6:

Report of the Graduate Committee. Prof. Mudgett called attention to the preparation of the statement of procedure for written examinations for advanced degrees and regulations relating to the length of time for advanced degrees which have been filed in the Dean's office and from which copies may be obtained by members of the staff who are interested.

Sincerely



Guy Stanton Ford
President

UNIVERSITY OF MINNESOTA
SCHOOL OF BUSINESS ADMINISTRATION
MINNEAPOLIS

OCT 10 1939

XII

October 9, 1939.

OFFICE OF THE DEAN

Dean R. N. Chapman
The Graduate School
234 Administration Building

Dear Dean Chapman:

You may be interested in the actions taken by the Graduate Committee in this department pertaining to the administration of examinations and the time limits on candidacies for the Ph.D. degree. The actions were taken at a meeting of the Graduate Committee in June.

The action with reference to the conduct of examinations was taken in view of the experiences we have had during the past year. It seems that there has not been any uniformity in the methods under which examinations have been conducted. It seemed desirable to have a uniform plan to be followed by all candidates.

The action on limitation of time is the outgrowth of an experience this last year. A graduate who had been out a number of years appeared for his preliminary examinations. It is obvious that he could not be prepared on the more recent materials in the fields on which he was to be examined. We could not find any rules or regulations in the Graduate School to govern such a situation so the Committee proposed a limitation pertaining to candidates in Economics.

Both of these actions, of course, are subject to any general action taken by the faculty of the Graduate School.

Cordially yours,



R. A. Stevenson
Dean

RAS:CC
Encl. 2

SCHOOL OF BUSINESS ADMINISTRATION
University of Minnesota

Extracts from revised Report of the Sub-Committee of the Graduate Committee appointed to prepare recommendations with respect to the time limit for valid credit on graduate courses taken to satisfy course requirements toward the Ph.D. Degree.

(As approved by the Graduate Committee June 16, 1939)

1. It is the sense of this sub-committee that any graduate student who receives monetary assistance from the department shall secure his M. A. at the end of the second academic year of residence.
2. A student who receives monetary assistance from the department and who completes his M.A. in economics or business administration must at the end of three additional years (fifth year subsequent to entrance upon graduate work) appear for his preliminary examination for the Ph.D. Degree.
3. The candidate for the Ph.D. Degree must appear for his final examination and present his thesis for the Ph.D. not later than two calendar years and one quarter following his first appearance for his preliminary examination, or seven years subsequent to entrance on graduate work.
4. Candidates for the Ph.D. Degree shall be held for current developments in their respective fields at the time of their examinations.
5. The department will not recognize credits earned for the Ph.D. Degree more than seven years prior to the preliminary examination.

University of Minnesota
SCHOOL OF BUSINESS ADMINISTRATION

Revised Report of the Subcommittee on Administration of Examinations for
the M.A., M.B.A., Ph.D.

(As approved by the Graduate Committee June 16, 1939)

1. Written examinations for the M.A., M.B.A., and Ph.D. degrees shall take place and be completed during the last three teaching weeks of each term, including the summer term, the specific dates to be announced at the beginning of each term by the Dean's office.
2. The candidate shall inform his adviser of his intention to take the examination by the fifth week of the quarter in which the examination is to be administered if it is to take place in a regular quarter, or by the beginning of the second week of the term if it is to take place during a summer term.
3. The major adviser shall be responsible for requesting questions for his candidate's examination at least two weeks before the date set for the beginning of the examination period, or at least one week before the date set, if it is to take place during the summer term. When an instructor is asked to submit questions the major adviser shall inform him what courses the candidate took under him and when, and in the case of a seminar, the topic considered.
4. Each question or set of questions submitted by any one instructor on any one subject shall be answered during a single examination session, the length of this session to be determined by the instructor submitting the question, but in no case to exceed four consecutive hours, with five o'clock set as the latest hour for the completion of the examination.
5. The order in which the examination questions are to be answered shall be determined by the Dean's office.
6. The candidate shall be notified of the order in which the examinations are to be given, at least one week in advance of the beginning of the examination period.
7. Unless the instructor submitting the question or set of questions specifies that books or notes may be used, it will be assumed that the use of such books or notes is prohibited.
8. Unless an instructor specifies to the contrary, it will be assumed that the examinations will be written under the supervision of proctors.
9. Answers to examination questions shall be either written in ink or typewritten.
10. Copies of these rules shall be given to all students announcing their candidacy for either degree, at the time of their announcement of such candidacy.

UNIVERSITY OF MINNESOTA

DEPARTMENT OF AGRICULTURE

UNIVERSITY FARM, ST. PAUL

Freeman
OCT 24 1940

File
October 23, 1940

DIVISION OF AGRICULTURAL BIOCHEMISTRY

Dean T. Blegen
Graduate School
Main Campus

My dear Dean Blegen:

With reference to yours of the 21st and your comments about some news bulletins emanating from the Graduate School which will enable the Graduate School to keep in touch with men and women who have taken advanced degrees at Minnesota.

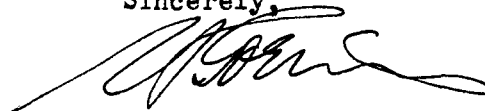
I think this is a most excellent thing. As a matter of fact Dean Freeman has raised the question with the Graduate Group Committee in Agriculture on numerous occasions as to whether the Graduate Group out here should not do something of that sort. Freeman does it for the students in the College of Agriculture, Forestry and Home Economics but, of course, not for the graduate students. We have had the thing under consideration by our Group Committee on numerous occasions, have reacted more or less favorably toward it but we wondered whether or not it might not be the function of the graduate school on a broader scale rather than just the function of the group here in agriculture. We had the thing before us at the last meeting last spring, discussed it for a considerable period of time but then decided to let any action lie over until the problem of the new dean of the graduate school would be solved and, as I remember it, I was instructed by the Group Committee to take the question up with you later on. Since you have raised the question, I would say that I feel sure the Group Committee will very heartily endorse the proposal something like the "letter from the president" perhaps, and I do feel sure that there would be many of the graduate students who have taken their degrees from Minnesota who would be interested in the progress that this institution is making and also a word from the new dean from time to time.

With respect to directory, I do keep in my office a complete card file of all persons who have received an advanced degree from the various divisions represented by the Agricultural Group Committee including as well those in agricultural economics, agricultural education who come under other group committees but, I assume, are chargeable insofar as budget allotments are concerned to the budget of the department of agriculture. I do not have names and addresses of all of these individuals at the present time but I can give the names and addresses of all those graduating from biochemistry and I am rather sure that the other subject matter divisions on this campus can supply the addresses of the vast majority of their graduates so that insofar as Agriculture is concerned, I believe we can give you a nearly complete mailing list of every one who has taken an advanced degree in the department of agriculture. As I

Page 2
Dean Blegen
10/23/40

have already indicated, complete card catalog of graduates is on file in my office for all divisions and many of these cards do have current positions and addresses.

Sincerely,



R. A. Gortner, Chairman
Graduate Group Committee for Agriculture

i

UNIVERSITY OF MINNESOTA
GRADUATE SCHOOL

Miss Davis: To what extent does our
Office try to keep records of
graduates after they have taken their
degrees?

Have we ever issued any
kind of news bulletin about our
graduates?

Has any department or college
in the University issued any bulletins
relating to the activities of former
graduate students? i.e.B.

Memorandum to Dean Blegen

- 1. We have a Ph. D. Directory
2 editions - see attached.
- 2. Any other records in this office are acquired, we might say accidentally, through correspondence.
- 3. As far as I know we have never published a news bulletin or letter.

College	Bulletin or Alumni Directory	Published By	Date Published	Grad. Students Included
Business	Yes	Alumni Ass'n	1939	
Dentistry	"	" "	1938	
Education	"	" "	Being started this fall	
Forestry	Gopher Peavey	Students	Annually (Very inaccurate)	
Law	Yes	Alumni Ass'n	1938	
Medicine*	"	" "	1940	
Mines	"	Sch. of Mines	1940 (biennially)	
Nursing	Quarterly	Sch. of Nursing	Quarterly	
Pharmacy	None	(Addresses at St. Bd. office - Miss Swanson Dr 2040)		
S.L.A.	None			
Technology	Yes (Alphab. (By class (Geog.	Alumni Ass'n	1940	Yes

*Also, Dr. O'Brien because of his connection with CCS has much information about medical graduates.

- 5. Alumni Directory Office and Alumni Weekly have some records.

1. 10/11/40
v. 222 c
v. 222 c

July 10, 1940

Dean N. M. Freeman
Division of Plant Pathology
University Farm

My dear Dean Freeman:

With reference to yours of June 26th and attached carbons of letters to President Ford and Dean Gaffey regarding the annual alumni letter and also with reference to conversations which we have had since I returned from the East.

I think your plan for a survey of the occupations and occupational qualifications of graduates of the College of Agriculture, Forestry and Home Economics is a most excellent one and certainly if that were to be undertaken, the graduate group should likewise be included in the complete survey. I am a little bit uncertain in my own mind as to how much the graduate group would be interested in a considerable number of the items contained in your annual letter. My impression is that graduate students consider their undergraduate colleges their true Alma Mater and are not deeply concerned with the internal affairs of the institution with which they took their doctor's degree. I know, for example, that when I get the reports of the president of Columbia University I immediately turn to the Graduate School, glance that over and never look at any other part of the report. On the other hand, I am not sure that my reaction is the universal reaction and it might be worthwhile to try your annual letter out on the graduate students to see what the reaction would be. In any event I think that the occupational questionnaire might well be sent to the graduate group for I feel that if they knew what we had in mind in sending that questionnaire they would probably respond in larger numbers than the undergraduate students will respond.

The only difficulty involved with the graduate students is the compiling of an address list. I do not know how completely the divisions have kept up address lists for their graduate students. We have kept up the address list of this division so I think we can locate practically every graduate student who has taken an advanced degree with us but whether that is true of all the divisions on the campus I do not know. Several years ago I circularized chiefs of the divisions and got a complete address list but our address list is now out of date. I suppose it is at least five years old. So the first thing we would have to do would be to compile the address list and that will require a rather large amount of clerical labor. I am sufficiently interested that I will be willing to donate the clerical labor involved if that is satisfactory for I have cards in my office listing every person who has taken an advanced degree under the jurisdiction of the Agricultural Group Committee. It will simply mean taking off those names, sending those around to chiefs of the divisions, asking them what they know about addresses and then transferring those addresses to those cards in my office.

Page 2
Dean Freeman
July 10, 1940

We will also take care of the addressing of the envelopes by sending out the occupational questionnaire but we cannot possibly take care of the postage. A rough measurement of the cards in my record file indicates that there are between 1300 and 1400 cards in the file and that does not include the 1939-40 group which will run approximately 100 on a guess. We would have to have presumably postage ^{for} 1500 envelopes. That would come to \$45.00. I assume that we will probably know the actual address of 80% of those but since you will want information which chiefs of divisions may not possess with regard to previous occupations, etc., we will have to mail a questionnaire to everybody. I can not possibly take the \$45.00 postage out of our supply budget and I have no idea where that \$45.00 is going to come from unless it is from the office of the graduate school or perhaps President Ford might make it available as an all-university proposition.

I do not know how completely the graduate school has kept complete lists of graduate records such as I have for the agricultural group but if the graduate school has complete record cards such as mine it would seem to me that the entire graduate school might be circularized through the individual group committees. I am rather sure that the School of Chemistry has a file of their graduate students but I do not know regarding others. Blegan, from the historical standpoint, ought to be tremendously interested in the proposition which you have put up to President Ford and Dean Coffey and if you want to take that matter up with Blegan you can tell him that it has my wholehearted support.

Frankly, I cannot take the time this summer to do a lot of detailed work on these records but I can leave directions for the work to be done here in the office so far as addressing envelopes, compiling the list to send to chiefs of divisions, transferring addresses to the cards, etc., but I am wondering how many chiefs of divisions will welcome a list of perhaps 200 individuals with request that addresses be furnished. I know there will be considerable delay in getting the completed list back to my office and I cannot see how it will be humanly possible to get the envelopes mailed and the necessary data for mailing accumulated during July or August. However, if we can solve the postage problem I will be glad to start the machinery in motion to try and bring names and addresses together.

When all the information comes back, there is going to be a terrific amount of clerical labor involved codifying, sorting and card cataloging the information. I cannot possibly take time off from my other regular duties to do that or even to supervise it. It would mean setting up a classification code perhaps less like the university classification of employees and one individual might have several occupational classifications for which he would qualify. Possibly we could parcel out that job and get it done but I do not know when it could be gotten with our regular teaching, research and administrative duties. In other words, unless some funds are available, preferably in your office, for the enormous amount of detailed work which will

Page 3
Dean Freeman
July 10, 1940

be involved at the beginning we will have to gather up the slack for the past 30 years in bringing the cards together it would be rather purposeless to cut the questionnaires without the assurance that they will be completely analysed.

As usual, this thing boils down not only to the desirability but also the financial support. There is no question in my mind but that it is tremendously desirable. The only question I raise is where is the financial support to come from; so I will put it back on your desk with that question and tell you that if you can solve the question of financial support for postage and analysis, I am with you 100% on sending the questionnaire to graduate students.

Sincerely,

R. A. Gortner - Chairman
Graduate Group Committee for Agriculture

RAG:I

UNIVERSITY OF MINNESOTA
MINNEAPOLIS

MAY 15 1939

May 12
1939

OFFICE OF THE UNIVERSITY DEAN AND
ASSISTANT TO THE PRESIDENT

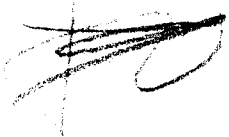
*Very interesting
(same) but a letter
once a year
has a Dept.
of Education
news letter
at least*

My dear President Ford

In the accumulation of materials that come to this office, I find a publication from the University of Southern California. It is apparently issued each two months and I assume sent to all former students of the Graduate School. As a means of keeping their interest and maintaining some contact with them, such a publication seems to me to have merit.

Have we ever considered a similar publication here for the Graduate School?

Cordially yours



Malcolm M. Willey
Malcolm M. Willey

UNIV

MINNESOTA
PRESIDENT

MEMORANDUM

8/8/01

Dean Chapman

This may interest you - perhaps
it comes to your desk too.

M. J. Kelly,

10/10/01

RESEARCH NEWS

The University of Southern California

GRADUATE SCHOOL

ROCKWELL D. HUNT, *Editor*

VOL. IV

LOS ANGELES, MAY, 1939

No. 3

RESEARCH IN PHYSICAL EDUCATION

Research in the field of physical education has taken on increasing importance in recent years, as physical education has become more fully accepted in the educational family. Wider recognition is being given to the fact that proper physical development and continual physical adjustment of the individual can have a vital bearing not only upon his physical health, but perhaps even more profoundly upon his mental-emotional and social health and well-being.

Research in this field, accordingly, is coming to deal more and more with broad fields of subject matter, general teaching techniques, teacher training, tests and measurements, and administration, as these affect the physical, mental, and social welfare of the child. Since physical activity of necessity produces a profound effect upon the life pattern of the child, it is essential that subject matter fields for such activity be carefully selected, and be presented in terms of child needs and interests.

Among significant investigations of this problem is that conducted by the National Curriculum Research Committee of the College Physical Education Association. For the past ten years, this committee has made a nation-wide study of the selection, organization, and administration of the subject matter in the field of physical education, assisted by thousands of leading teachers and administrators. Annual reports have appeared in the *Proceedings* of the society and have been republished in the *Research Quarterly*. In 1937, a condensed manual, entitled *The Physical Education Curriculum, A National Program*, presented the results of the preceding nine years of research. A revised and enlarged edition appearing in 1938 included objective score cards for rating the programs in elementary and secondary schools. The manual serves as a basis for revision in courses of study in many cities and states and as a text in teacher-training courses dealing with curriculum and administration. The score cards are in use for the objective rating of schools in several state-wide surveys sponsored by the respective state superintendents of education under the supervision of the writer. Upon the completion of these surveys, the records of the various schools will be filed in the office of the state superintendent. A number of city and county superintendents are also conducting ratings of their schools under this program. The Curriculum Research Committee is continuing its studies with the hope that ultimately a thoroughly uniform core curriculum in physical education may be established in all states.

WILLIAM RALPH LA PORTE

INSTITUTE OF GOVERNMENT

The eleventh annual Institute of Government, under the general direction of Emery E. Olson, dean of the School of Government, will be held June 12 to 16, 1939. This intensive course of study, developed in thirty-seven sections by lecture and discussion, is professional in attitude and spirit and has as its aim the creation of high standards in the rapidly developing profession of governmental service and, more specifically, the furnishing of inspiration and information to persons engaged in public administration. To provide leadership the committees in the various fields have selected authorities who represent the best minds in governmental service, and annotated bibliographies for each section will be prepared by experienced librarians. Faculty members who will act as section leaders include Shelden D. Elliott, associate professor of law; John M. Pfiffner, professor of government; and W. Ballentine Henley, John McDiarmid, and Carlton C. Rodee, members of the staff in public administration and political science.

WOMEN'S CIVIC CONFERENCE

The ninth annual Women's Civic Conference, a study program arranged through the co-operative efforts of women's organizations in southern California and sponsored by the School of Government, was held on March 29 under the general chairmanship of Mrs. Arthur J. White. The conference theme, "Democracy versus Dictatorship," was based on court trial patterns, in which there were forty-four participants, representing state and local government, the Board of Education, Parent-Teacher Association groups, and members of the faculties of six colleges and universities. With Judge Turney Fox of the Juvenile Court presiding, current governmental problems were presented.

The afternoon was devoted to public hearings of the court on the topics: "How to Assure Vigor and Efficiency Through Political and Organizational Reforms"; "How to Insure Intelligence and Integrity in Public Office"; "How Rationalization, Prejudice, Emotion, and Reason Affect Citizen Decisions"; and "How to Assure Democracy through Home and School." The University was represented on this program by President R. B. von KleinSmid; Alan Nichols (speech); Stanley Howell (law); Carlton C. Rodee (public administration and political science); John M. Pfiffner (government); Shelden D. Elliott (law); William H. Burton (education); Merritt M. Thompson (education); Frank H. Jonas (political science); and Nancy Holme (Associated Students).

RESEARCH NEWS

Published bimonthly under the auspices of the
GRADUATE SCHOOL
THE UNIVERSITY OF SOUTHERN CALIFORNIA
LOS ANGELES, CALIFORNIA

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*Dean J
go back
loc. Wk*
VOL. IV MAY, 1939 No. 3

ALLAN HANCOCK FOUNDATION FOR
SCIENTIFIC RESEARCH

The floating marine laboratory, *Velero III*, recently presented to the University by Captain Allan Hancock as a companion gift to the Allan Hancock Foundation for Scientific Research, is now on her eighth major cruise in equatorial waters of the eastern Pacific, which will take her for the first time into Atlantic waters. With Captain Hancock as director of the expedition, collections of flora and fauna will be sought along the coasts of Mexico, Central America, South America (particularly Venezuela), and in the waters of the Caribbean Sea and the Gulf of Darien.

Participating in this search for rare specimens are Dr. Waldo Schmitt, Curator of Marine Invertebrates, United States National Museum; Dr. William Randolph Taylor, department of botany, University of Michigan; Dr. Harry M. Wegeforth, president of the San Diego Zoological Society; C. B. Perkins, herpetologist of the San Diego Zoo; Karl Koch, ornithologist, San Diego Zoo. Research Associates from The Allan Hancock Foundation of The University of Southern California include Granville Ashcraft, Francis Elmore, John Garth, L. Hogan, Alex Hill, Anker Peterson, Charles Wade, and Fred Ziesenhenné.

Within the next month the following reports of the scientific results of these expeditions will be ready for distribution.

VOLUME TWO

1. A NEW BRITTLE STAR FROM THE GALAPAGOS ISLANDS, FRED ZIESENHENNE. (Plate 1.) 1935.
2. DESCRIPTION OF A NEW BLENNIOID FISH OF THE GENUS *Acanthemblemaria* FROM THE PACIFIC COAST OF PANAMA, GEORGE S. MEYERS and EARL D. REID. 1936.
3. A NEW GENUS OF DISTOMES (Trematoda) WITH LYMPHATIC VESSELS, H. W. MANTER. (Plate 2.) 1937.
4. PARASITIC COPEPODS TAKEN DURING THE THIRD HANCOCK EXPEDITION TO THE GALAPAGOS ISLANDS, CHARLES BRANCH WILSON. (Plate 3.) 1937.
5. SOME MONOGENETIC TREMATODES FROM THE GALAPAGOS ISLANDS AND THE NEIGHBORING PACIFIC, FRANK G. MESERVE. (Plates 4-10.) 1938.

6. THREE NEW TREMATODES FROM THE GALAPAGOS MARINE IGUANA *Amblyrhynchus Cristatus*, PAUL T. GILBERT. (Plates 11 and 12.) 1938.
7. EIGHT NEW SPECIES OF GOBIOID FISHES FROM THE AMERICAN PACIFIC COAST, ISAAC GINSBURG. 1938.
8. LAND AND BRACKISH WATER MOLLUSCA OF COCOS ISLAND, G. DALLAS HANNA and LEO GEORGE HERTLEIN. 1938.
9. NEMATODE PARASITES OF THE GALAPAGOS LAND IGUANA, ASHTON C. CUCKLER. (Plates 13-15.) 1938.
10. A NEW SPECIES OF NYCTERIBIIDAE (DIPTERA PUPIPARA) FROM ISLANDS IN THE GULF OF CALIFORNIA, HUGH SCOTT. (Plate 16.) 1939.
11. A REMARKABLE NEW GENUS OF SEA-URCHIN (SPATANGIDAE), HUBERT LYMAN CLARK. (Plate 17.) 1939.
12. MARINE MOLLUSKS FROM PANAMA COLLECTED BY THE ALLAN HANCOCK EXPEDITION TO THE GALAPAGOS ISLANDS, 1931-1932, A. M. STRONG and LEO GEORGE HERTLEIN. (Plates 18-23.) 1939.

VOLUME THREE

1. MOSSES OF THE G. ALLAN HANCOCK EXPEDITION OF 1934, COLLECTED BY WM. R. TAYLOR, WILLIAM CAMPBELL STEERE. (Plate 1.) 1936.
2. MYXOPHYCEAE OF THE G. ALLAN HANCOCK EXPEDITION OF 1934, COLLECTED BY WM. R. TAYLOR, FRANCIS DROUET. (Plates 2 and 3.) 1936.
3. LICHENS OF THE G. ALLAN HANCOCK EXPEDITION OF 1934, COLLECTED BY WM. R. TAYLOR, CARROLL WILLIAM DODGE. 1936.
4. PLANKTON DIATOMS OF THE GULF OF CALIFORNIA OBTAINED BY THE G. ALLAN HANCOCK EXPEDITION OF 1936, W. E. ALLEN. 1937.
5. PLANKTON DIATOMS OF THE GULF OF CALIFORNIA OBTAINED BY ALLAN HANCOCK PACIFIC EXPEDITION OF 1937, E. E. CUPP and W. E. ALLEN. (Plates 4-15.) 1938.

VOLUME FOUR

1. HYDROIDS OF THE 1934 ALLAN HANCOCK PACIFIC EXPEDITION, C. McLEAN FRASER. (Plates 1-15.) 1938.
2. HYDROIDS OF THE 1936 AND 1937 ALLAN HANCOCK PACIFIC EXPEDITIONS, C. McLEAN FRASER. (Plates 16-18.) 1938.
3. HYDROIDS OF THE 1932, 1933, 1935, and 1938 ALLAN HANCOCK PACIFIC EXPEDITIONS, C. McLEAN FRASER. (Plates 19-21.) 1938.
4. DISTRIBUTION OF THE HYDROIDS IN THE COLLECTIONS OF THE ALLAN HANCOCK EXPEDITIONS, C. McLEAN FRASER. 1939.

VOLUME FIVE

1. THREE NEW ANOMURAN CRABS FROM THE GULF OF CALIFORNIA, STEVE A. GLASSSELL. 1938.
2. NEW BRACHYURAN CRABS FROM THE GALAPAGOS ISLANDS, JOHN S. GARTH. (Plates 1-10.) 1939.

VOLUME SIX

1. A REPORT ON SOME ARENACEOUS FORAMINIFERA, JOSEPH A. CUSHMAN and IRENE McCULLOCH. (Plates 1-12.) 1939.

VOLUME SEVEN

1. POLYCHAETOUS ANNELIDS, PART 1. APHRODITIDAE TO PISIONIDAE, OLGA HARTMAN. (Plates 1-30.) 1939.

NOTES FROM THE DEPARTMENT OF ENGLISH

At two recent meetings of the Philological Association of the University, papers of unusual interest were presented by staff members of the department of English language and literature. Dr. Eleazer Lecky presented an analysis of the critical theory of I. A. Richards, and Dr. Garland Greever reported on the manuscripts of Sidney Lanier, one of the lines of research in which he has been engaged during his recent sabbatical leave. H. W. Hill, professor of English language and literature and University Editor, who was also on sabbatical leave during the first semester of the current academic year, visited England, France, Italy, Switzerland, Holland, and Belgium with the object of studying the Renaissance movement in these countries as reflected in their art and literature.

Recent publications by William H. Davenport, assistant professor of English language and literature, include "An Uncollected Poem by George Crabbe," in *Notes and Queries* (London), Vol. 175, No. 27 (1938); and "Shelley and the British Government," in *Notes and Queries*, Vol. 176, No. 2 (1939). Doctor Davenport discussed "Shelley as a Political Reformer" in the University Lecture Series, April 12, 1939. *Dr. Quicksilver*, a biography of Charles Lever by Lionel Stevenson, professor of English language and literature, was published in London, January 30, and was reviewed in the *London Times Literary Supplement* of February 4, 1939. A Canadian edition of Doctor Stevenson's book has also appeared.

John Edgar Berry, candidate for the A.M. degree in English, has just been awarded the James D. Phelan Fellowship in Literature for the coming year in recognition of the promise he has shown in creative writing. Mr. Berry, who has published poetry in *Lyric* and *First the Blade* and has won several prizes in poetry, including the Teague prize for 1937, received this latest award on the basis of a portion of his narrative poem entitled "The Exorcists." William White, graduate student in English, has recently published "Fifteen Years of Shelley Scholarship: A Bibliography, 1923-1938," *English Studies* (Amsterdam), Vol. XXI (1939), pp. 8-11; "Walt Whitman and Sir William Osler," *American Literature* (1939); "Samuel Richardson: Idealist or Realist?" *Modern Language Review* (London), (April, 1939); "Osler on Shakespeare, Bacon, and Burton," *Bulletin of the History of Medicine* (April, 1939).

EXPERIMENTS IN SPEECH TECHNIQUES

During the summer of 1938, a co-operative study, which involved the use of certain speech techniques in nonspeech subjects such as English and the social sciences, was begun in selected high schools of Detroit by Preston H. Scott, head of the department of speech at Wayne University, and Ray K. Immel, dean of the School of Speech of The University of Southern California, who was a member of the summer session faculty at Wayne University. The results

proved so interesting that these educators projected and initiated an experimental study of speech techniques, especially dramatizations and group discussion setups, in the elementary and intermediate grades, which is still in progress. Dean Immel, during the first semester of 1938-1939, visited many colleges and universities of the Middle East and West and made a study of their various curricular and extracurricular programs in radio, dramatics, and speech correction. He found that instruction and practice in the several fields of radio, the university theater as an educational enterprise, and speech correction techniques are all showing steady development in the majority of larger institutions. Dean Immel also delivered addresses before the Wisconsin State Teachers' Association and at the universities of Wisconsin, Michigan, Oklahoma, Ohio Wesleyan, and Syracuse.

VOCATIONAL PLACEMENT CONFERENCE

Under the general chairmanship of President R. B. von KleinSmid, the annual Vocational Placement Conference was held on the campus, March 14, with W. Ballentine Henley, assistant professor of public administration and director of co-ordination, as conference co-ordinator and Mulvey White, director of the Bureau of Employment and assistant to the Counselor of Men, as program chairman. Supported by a selected group of Los Angeles business and professional leaders, seventeen panel discussions on diversified vocations were conducted. Faculty members of the several departments of the University presided over these discussions: Frederick Woodbridge (accounting), Reid L. McClung (advertising, marketing, and retailing), Clayton M. Baldwin (architecture), Earl W. Hill (aviation and transportation), Harry J. Jordan (banking and finance), Thurston H. Ross (business management), Robert E. Vivian (chemical engineering), Robert M. Fox (civil engineering), Philip S. Biegler (electrical engineering), John M. Pfiffner (government), William G. Hale (law), Thomas T. Eyre (mechanical engineering), John F. Dodge (petroleum engineering and geology), Laird J. Stabler (pharmacy), Richard E. Huddleston (radio), and E. G. Blackstone (secretarial administration).

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS

The University of Southern California was represented by Osman R. Hull and William H. Burton, professors of education, at the sixty-ninth annual convention of the American Association of School Administrators, which convened in Cleveland, Ohio, February 25 to March 2. Both Doctor Hull and Doctor Burton conducted discussion groups at the convention, which had as its general theme, "The Foundations of American Education." Doctor Burton gave an address on "Supervision Which Improves Learning," and Doctor Hull spoke on "What Can Be Done with Old Buildings."

Personal Mention

Reprinted from the *Romanic Review*, February, 1939, is a Dante note by Herbert D. Austin, professor of Italian and French, on "Storpio" (Purg., XXV, 1).

In a recent issue of the *Science of Mind*, Hans Nordewin von Koerber, professor of Asiatic studies and director of the Foundation of Asiatic Studies, has an article on "Lao Tzu and China."

Olga Hartman, research zoologist of the Allan Hancock Foundation for Scientific Research, has been awarded the Sarah Berliner Research Fellowship by the American Association of University Women.

Charles F. Lindsley, Ph.D. 1932, head of the department of speech at Occidental College, has been appointed to honorary membership on the Advisory Council of the Association of Teachers of Speech of Southern California.

Thomas Clements, head of the department of geology, who is at present on sabbatical leave, has been commissioned by the Colombian government to make geological surveys in the eastern range of the Andes.

At a meeting of the Mathematical Association of America, held at Whittier College, March 4, 1939, Franklin R. Butter, Jr., instructor in mathematics, presented a paper on "A Note on a Certain Exponential Equation."

George B. Mangold, professor of social work, has been appointed chairman of the Los Angeles County Probation Commission, which has charge of Juvenile Hall in Los Angeles, a home for delinquent boys, and El Retiro, San Fernando, a similar institution for girls.

Alastair M. Taylor, teaching assistant in general studies, has an article on "The Historical Novel as a Source of History," in a recent number of the *Sevane Review*. Mr. Taylor is president of the Associated Graduate Students of the University.

George R. Johnstone, professor of botany, has an article on "Sodium Hypochlorite for Poison Oak, Poison Ivy, or Poison Sumac," in *The American Biology Teacher*, Vol. I (1939), No. 4, pp. 77-8. Doctor Johnstone has recently been appointed to the board of directors of The Southern California Botanists.

Gregory Mason, Ph.D. 1938, a member of the faculty of New York University, is the author of *Remember the Maine*, a new history of the Spanish-American War. An earlier book by Doctor Mason, dealing largely with archaeological materials, is entitled *Columbus Came Late*.

J. Eugene Harley, head of the department of political science, is co-author of *Contemporary World Problems*, a textbook for use in the field of international relations and related subjects. This volume of some 800 pages is edited by Francis J. Brown, Charles Hodges, and Joseph S. Roucek of New York University.

Southern California Business Review for February, 1939, is devoted to a study of "Governmental Taxation of Business," prepared by Rex Ragan, assistant professor of accounting and taxation. The study offers a number of constructive criticisms against the Federal Revenue System and its actual administration.

Karl Olsen, A.M. 1936, who has held a fellowship in political science at Yale University for the past two years, has been awarded one of the seven fellowships given by the Lady Julia Henry Fund for advanced study in England, which includes a year's study at Cambridge University.

Samuel E. Gates, A.M. 1929, Law '33, has been appointed acting chief of the new international division of the Civil Aeronautics Authority at Washington, D.C. Mr. Gates was awarded the Carnegie Foundation fellowship for international law in 1930, and received a degree in international law from the University of Paris.

Four advanced students of botany under the direction of George R. Johnstone presented the program for the February, 1939, meeting of the Metropolitan Aquarium Society. Earl D. Gowin, 1939, spoke on the culture of blue-green algae in filtered light; Fenton

Feeney, A.B. 1938, on red algae and their uses; Francis Elmore, M.S. 1936, and Charles Herbst, M.S. 1933, on the difficulties encountered in maintaining a balanced water aquarium.

On the comprehensive program of the International Association of Microbiologists, whose third congress will be held in New York City, September, 1939, the University will be represented by John F. Kessel, Anson P. S. Hoyt, and Carl Lindegren of the department of bacteriology. Doctor Kessel is a corresponding member of the sections on Viruses and Viral Diseases, Medical and Veterinary Bacteriology, and Fungi and Fungous Diseases.

Carl Sumner Knopf, dean of the School of Religion, addressed groups in Bishop and Bakersfield, March 2 and 3, on "Democracy and Religion." From March 28 to April 4, Doctor Knopf conducted a community series of lectures and discussions in Tucson, Arizona, before representative groups in the University of Arizona, local service clubs, and churches, with the purpose of promoting the religious factor in varied community interests.

Ernest W. Tiegs, dean of University College and professor of education, is serving as consultant to the College of Medical Evangelists in the study of diagnostic and comprehensive examinations and marking practices. This progressive medical college is investigating the desirability of establishing a unified examination system for all departments in order to improve the validity and comparability of final course marks.

Clinton H. Thienes, professor of pharmacology in the School of Medicine, has just published *A Field Manual in Toxicology* at the request of the Los Angeles County Agricultural Commission. This volume, which is the result of two years' research, is intended as an aid to persons subjected to sprays and other poisons in agricultural pursuits. The manual is now in use by the California State Department of Agriculture and by experts in the Federal Service.

Rockwell D. Hunt, dean of the Graduate School, and Emory S. Bogardus, dean of the Graduate School of Social Work, are making a three months' goodwill tour to South America, where they will visit universities and major points of interest in Argentina, Brazil, Chile, Bolivia, Peru, and the Canal Zone. Dean Hunt is collecting data on economic and political problems in Latin-American countries, and Doctor Bogardus is making a special study of racial problems.

"Co-operative Research Within the Faculty" is the title of a paper presented by Reid L. McClung, dean of the College of Commerce and Business Administration, before the twentieth annual meeting of the American Association of Collegiate Schools of Business, held at the University of Illinois. In this paper, which appears in the *Proceedings* of the Association, Dean McClung pleads for "thorough co-operative research for the study of specific human and business problems."

With Ira L. Wiggins of the Botanical Society of America, Dr. Howard de Forest is engaged in arranging a joint symposium of this organization and the Ecological Society of America, to be held at the June, 1939, meetings of the American Association for the Advancement of Science at Stanford University. The subject of this symposium will be "Recent Contributions of Botany and Ecology to Society." Dr. de Forest is chairman of the executive committee of the western section of the Ecological Society.

Reprinted from *Food Research*, Vol. 3, No. 4 (1938), is an article on "Bactericidal Activity of Crotonaldehyde" by Robert L. Ingersoll, Bernard Scott, and Carl C. Lindegren of the department of bacteriology and Richard E. Vollrath of the department of physics. Other publications from this department include "Physiological Effects of Garlic and Derived Substances" by Maxwell Carl, Robert McKnight, Bernard Scott, and Carl C. Lindegren in *The American Journal of Hygiene*, Vol. 29, No. 1, Sec. B, pp. 32-35 (1939); and "Non-Random Crossing Over in the Second Chromosome of *Neurospora Crassa*" by Carl C. Lindegren and Gertrude Lindegren in *Genetics*, Vol. XXIV (1939), pp. 1-7.

RESEARCH NEWS

The University of Southern California

GRADUATE SCHOOL

ROCKWELL D. HUNT, *Editor*

VOL. IV

LOS ANGELES, JULY, 1939

No. 4

TRAVEL AS AN AID IN RESEARCH

The forms of research are many and varied, appropriate techniques are developed in respective fields; but the spirit of true research is everywhere and always the same—the discovery of new truth, the widening of the horizon of human knowledge, is the main objective in each instance. The test tube, the microscope, the document, the case history—these are a few of the approved instruments of research employed by the strategist whose task is to discover something not previously known.

Travel is an agency of research the employment of which hitherto has by no means been commensurate with its present importance or future potentialities. There is scarcely a field of learning that may not be cultivated and advanced by the prepared mind through travel. The humanities and the social sciences are greatly enriched by it—it makes realistic and authentic the abstract and the distant; it provides a factual test for theory and hypothesis; for it there is no complete substitute.

But the traveler who would turn his wanderings to good account in his research program must be both alert and skillful. It is possible to roam about to the uttermost parts of the earth without receiving any appreciable accretion of genuine culture, for the old saying, "The eye sees what the eye brings means of seeing," has lost none of its cutting truth.

A worthy object of social research is the bringing together of cultivated minds of men of different races to render common and serviceable the discoveries of science and the advances of human learning. Moreover, the actual contact of differing and divergent cultures, where studied and interpreted from the scholar's lofty vantage ground, offers the best hope of achieving significant and enduring progress in the pressing problems of race relations.

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What of the mental attitudes of the student who would have his travel yield generous dividends? In addition to being well informed in advance through extensive reading and serious study and to having the spirit of open-mindedness that must always characterize the scientist, I would emphasize to the traveler the importance of a spirit of friendliness toward other peoples,—for otherwise he cannot gain access

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R. D. H.

THE HEWETT FESTSCHRIFT

Edgar Lee Hewett, honorary professor of anthropology and archaeology and veritable dean of American archaeologists, has been honored by the publication of a seventieth anniversary volume entitled *So Live the Works of Men*, to which such representative men have contributed as W. F. Albright, American School of Oriental Research; F. W. Hodge, Southwest Museum; Arles Hrdlicka of the Smithsonian Institution; and A. V. Kidder of the Carnegie Institute. The two introductory papers, biographical material and words of appreciation, are followed by articles on many phases of Indian culture, Near-East ceramics, primitive poetry, Mediterranean civilization, Pueblo culture, tree ring technique, Central and South American items, and many other valuable contributions. Two members of The University of Southern California faculty are represented in this volume. Hans Nordewin von Koerber, head of the department of Asiatic studies, presents an article which deals with certain aspects of philology, and Carl Sumner Knopf, dean of the School of Religion and professor of Biblical archaeology, has a paper consisting of transcriptions and translations of hitherto unpublished Sumerian and Babylonian documents that have reference to foodstuffs.

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Published bimonthly under the auspices of the
GRADUATE SCHOOL
THE UNIVERSITY OF SOUTHERN CALIFORNIA
LOS ANGELES, CALIFORNIA

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VOL. IV JULY, 1939 No. 4

DOCTORAL DISSERTATIONS, 1938-39

On the occasion of the fifty-sixth annual Commencement, June 10, 1939, The University of Southern California conferred upon 545 students the degree of Master of Arts, or other masters' degrees in the several schools; upon 27, the degree of Doctor of Philosophy; and upon 10, the degree of Doctor of Education. The following résumés of the dissertations for this year will indicate their general scope, method, and main conclusions.

Sterling Kincaid, Jr. (English Language and Literature). *The Dramaturgics of the English Morality Plays and Certain Moral Interludes.*

An analysis of 18 morality plays chronologically surveyed (1400-1560) shows the changes that affected the development of dramatic technique: intrusion of secular forces, compromise between didacticism and entertainment, rise of realism, reduction of characters and plot, development of the "vice" character, erection of new plots, emergence of the author as a personality, borrowings among authors, adoptions from classical drama, and search for forceful dramatic effects.

David Lee Mounts (English Language and Literature). *The Validity of the New Humanist Criticism of Romanticism.*

The New Humanism, whose fundamental tenets comprise cosmological and psychological dualism and evil, the "inner check," and the doctrine of the planes of being, maintains that romanticism is the cause of all evils of the past 150 years. The conclusion is reached that the criticism is fundamentally unsound, being committed to a view of life that distorts vision, and that it cannot be a safe guide to the future of American letters.

Erica Hutchins Weary (English Language and Literature). *The Staging of the English Mystery Plays.*

A comparison of traces of staging in the extant texts of the Cycles with old English homilies, illuminations in psalters and in Books of the Hours, the *Golden Legend* of de Voragine, the poems of Caedmon and Cynewulf, and the *Cursor Mundi*. A review of dramatic offerings of earlier and contemporary cultures available to the medieval playwright, and of the relation of the guilds to the staging of the Cycle plays; a reconstruction of staging of medieval mystery plays.

Baxter M. Geeting (Speech). *An Investigation of Historical Vehicles of Free Oral Discussion in the United States; The Current Open-Forum Movement and Public Education; and Patterns of Forum Procedure.*

A historical review of discussion movements in the United States related to the current open-forum movement; and a reorganization, condensation, and reinterpretation of material to give an informa-

tional background for the forum movement, its relationship to public educational sponsorship, its present extent and influence, and the major problems of discussion procedure adaptable to forum use.

Willard Wilson (Speech). *The Life of the British Actor in the Eighteenth Century.*

A consideration of the actor's off-stage life, emphasizing birth and education, and the physical, social, and economic status of the London player. Eighteenth century sources such as actors' memoirs, comments by contemporaries, casual theatrical records, and journals of the time furnish the bulk of the material.

Edgar Ford Goad (History). *A Study of the Life of Adolph Francis Alphonse Bandelier, with an Appraisal of His Contributions to American Anthropology and Related Sciences.*

An evaluation of the work of Bandelier in the fields of anthropology, pre-Columbian history, and early American literate history, and an examination of his influence on the writings of the present-day anthropologists and historians find that the historical paths pioneered by him have, in general, been followed by subsequent American historians and that his most important generalizations have been vindicated by later research.

John Andrew Howard, Jr. (History). *The Public Inter-American Conferences, 1889-1939.*

A discussion of the Public Inter-American conferences held at Washington (1889), Mexico City (1901), Rio de Janeiro (1906), Buenos Aires (1910), Santiago (1923), Havana (1928), Montevideo (1933), and Lima (1938). These conferences have led to numerous auxiliary meetings on topics of international interest such as arbitration, codification of international law, finances, health, intellectual co-operation, sanitation, transportation, and the Pan American Union.

James Proctor Knott (History). *Evangelicalism and Its Influence on English Social Reform During Part of the Eighteenth and Nineteenth Centuries.*

A description of the vivid as well as the sordid life of England especially during the eighteenth century; a definition of Evangelicalism and a discussion of its dynamic influence on various areas of social need in British life, such as educational reforms, prison reforms, efforts leading to the abolition of the British slave trade, labor reforms, and social welfare.

Donald W. Mitchell (History). *The History of the United States Navy (1883-1939).*

A historical review of the development of the United States navy: the part played in foreign relations, types of ships, activities in time of war, problems arising from private manufacture of munitions, naval policy and movement for naval limitation, and part taken in polar exploration.

William Frederick Norwood (History). *The History of Medical Education in the United States before the Civil War.*

Medicine as a branch of learning was first recognized in 1765, when the University of Pennsylvania established a medical department. During the seventeenth and eighteenth centuries medical literature was imported and a few foreign-trained physicians and surgeons gave private instruction. Seventy-five medical institutions were founded in the nineteenth century; in 1847 the foundation of the American Medical Association gave momentum to the reform movement culminating in the twentieth century.

Harry Lewis Schultz (History). *The Life and Times of the Fifth Marquess of Lansdowne.*

The fifth Marquess of Lansdowne devoted almost his entire life (1845-1927) to the service of Great Britain. Entering the House of Lords in 1868, he actively participated in parliamentary affairs until 1925, and served in many important administrative and official capacities under the British government.

Welcome Agnes Tilroe (Latin). *The Ilias Latina: a Study of the Latin Hymn*, including Translation, Commentary, and Concordance.

A synthesis of the arguments and conclusions of the several scholars upon the history of the text, the purpose, sources, values, general literary characteristics, the acrostics, authorship, and date of composition of the *Ilias Latina*; an English translation, commentary, and concordance.

Vincent Yu-Chung Shih (Philosophy). *A Study of the Concepts of Ti, T'ien, and Tao in Ancient Chinese Philosophy in the Light of Western Religious and Philosophical Thought.*

Ti (Lord) was the original symbol designating the object of supreme worship in historical China. In the Chou era, the term *T'ien* (heaven) replaced it among the intelligentsia. Taoists were the first to use *Tao* (the way) as a metaphysical principle. Parallelisms may be seen between early conceptions of *Ti* and *T'ien* and the Hebraic God; between Motzu and the utilitarians; between Taoism and Spinozism; and between Hisuntzu and the early positivists.

Hendrikus Sjaardema (Philosophy). *A Critical Examination of the Concept of Understanding in the Psychologies of Wilhelm Dilthey, Eduard Spranger, and Karl Jaspers.*

Wilhelm Dilthey, ca. 1890, founded a new psychology based on the method of *verstehen*: a grasping of the meaning of mental acts in their immediate reality. His pupil, Eduard Spranger, redefined the concept as judging by analogy the purposes intended in mental acts; and still later, Karl Jaspers emphasized the view that understanding is based on a partial identification of the psychological observer and the observed individual.

Henry Lee Pechota (Political Science). *Neutrality Legislation and the Foreign Policy of the United States with Special Reference to the Neutrality Statutes of 1935, 1936, 1937.*

An attempt to trace the historical development of the neutrality concept, to determine the forces responsible for World War neutrality legislation, to study co-operation with international organizations for the bringing about of economic and political security, to discriminate between the "mandatory" and "discretionary" features, and to analyze their acts and their application to Italo-Ethiopian, Spanish, and Sino-Japanese conflicts.

Constance Chandler (Psychology). *A Quantitative Study of Behavioral Development.*

A quantitative investigation of the relationship between chronological age and the development of tonal patterns in isolated roller canaries to determine the principles underlying the development of the roller canary song. In the treatment of the data, obtained from a series of phonograph recordings of characteristic song behavior of eight isolated canaries, each bird was considered as an individual, as a member of the total group, and as either an early-starting or late-starting bird.

Barney Katz (Psychology). *The Etiology of the Deteriorating Psychoses of Adolescence and Early Adult Life.*

A statistical evaluation of birth records and family histories of mental patients diagnosed as "dementia praecox" or "schizophrenia," whose symptoms attested to progressive deterioration. Findings indicate that many such psychoses originate in cerebral birth trauma; the factors of primiparity, prolonged labor, and instrumental birth are of etiological significance in the causation of the psychoses, with postnatal head trauma a major precipitating factor.

G. Byron Done (Sociology). *The Participation of the Latter-Day Saints in the Community Life of Los Angeles.*

This study finds that the Latter-day Saints are active and successful in the business, industrial, and professional life of Los Angeles, with a high level of civic and social participation. The church as a whole is emerging from the status of a conflict group into the role of an accommodation group among the religious denominations.

Charles Spaulding (Sociology). *The Development of Organization and Disorganization in the Social Life of a Rapidly Growing Working-Class Suburb within a Metropolitan District.*

An analysis of the development of social organization and disorganization in a rapidly growing population center contiguous to Los Angeles. In the interviewing of 100 resident families the following techniques were employed: individual and group interviews, collection of documentary evidence, the use of public records, life histories of organizations, observation, elementary statistical analyses, and a comparison of findings with those of certain selected writers.

Margaret Gulick Morehouse (Biochemistry). *The Metabolism of the Two Di-Deuterobutyric Acids as Indicated by the Deuterium Content of the Excreted Betahydroxybutyric Acid.*

The alpha-beta and beta-gamma di-deuterobutyric acids, prepared by saturation of the ethyl esters of crotonic and vinyl acetic acids with deuterium in the presence of platinum, were fed as sodium to fasting rats already having an endogenous ketonuria, and the betahydroxybutyric acid excreted was isolated from urine samples as the sodium salt. This procedure is indicated as a satisfactory one for the study of the oxidation of longer chain fatty acids.

Russell George Dressler (Chemistry). *A Critical Study of the Hydrogenation of Talloel.*

A study of the type and structure of talloel's principal components, including analytical methods for their separation and the determination of physical and chemical constants for each of the three fractions, disclosed the presence of a fatty acid never reported as a constituent of talloel, identified as "arachidic acid." Includes an investigation of iodine number and thiocyanogen value methods as applied to talloel; analyses for sulfur content; a study of various catalylists; methods for laboratory hydrogenation of talloel, and the relation of hydrogen pressure to hydrogenation-reaction equilibrium of talloel; and the designing of a pilot plant.

Andrew Hansen (Chemistry). *Contributions to the Chemistry of the Chlorides, Simple and Complex, of Beryllium.*

An investigation of the possible use of nitrosyl chloride as a means of obtaining beryllium chloride from the mineral beryl showed it could not be extracted in practicable quantities. A study of the preparation of nitrosyl chloride by the use of *aqua regis* showed considerable amounts obtainable. Beryllium chloride was found to have an etching effect on glass; and anhydrous beryllium chloride treated with liquid nitrosyl forms an additional compound similar to those of aluminum chloride and ferric chloride.

W. Roy Newsom (Chemistry). *Basic Studies in the Analytical Determination of Beryllium.*

Examination of fifteen methods proposed for the analysis of beryllium ores shows the precipitation of iron by sodium carbonate to be incomplete; possibilities of the use of various amines in the analytical chemistry of beryllium and its phosphates and aluminum; causes for incomplete precipitation of beryllium ores as the phosphate in the presence of small amounts of aluminum and citric acid; approximate molecular ratios between beryllium, aluminum, and citrate solutions and an explanation of their behavior based on the formation of a co-ordinated compound and an electronic shift.

Charles Francis Lombard (Pharmacology). *The Effect of Chronic Nicotine Poisoning on the Growth and Reproduction of Albino Rats.*

Experimentation with inbred albino rats, correlated with the existent published data on chronic nicotine experiments, furnishes evidence that in experimental animals nicotine causes, in the order of increasing daily dosage, increasing mortality of young, decreased reproductive ability, and decreased growth rate, and that the smallest daily amounts of nicotine shown to affect experimental animals only slightly exceed daily amounts of nicotine absorbed by many human smokers.

James Ensign Crouch (Zoology). Studies on the Life History of *Phainopepla nitens lepida* Van Tyne and Correlated Changes in the Testes.

A collection of all significant data about *Phainopepla nitens lepida* Van Tyne through a study of scientific literature, museum specimens, captive birds, birds in their natural habitat, and prepared slides of the testes, with greatest emphasis upon the habits of the birds in the field, and a discovery of their irregular movements, an interpretation of their behavior, a tracing of the histological changes in the testes, and a correlation of such changes with behavior.

George Clive Booth (Education). The Philosophy and Techniques of Indoctrination of the Mexican Socialist School.

A study of the Mexican Socialist school, whose ideal is to raise every citizen of Mexico—Indian, mestizo, or Caucasian—to his saturation point socially, morally, and mentally. Efforts for the redemption of the proletariat include the organization of a vast system of elementary schools, the training of teachers through traveling cultural missions, the establishment of centers of Indian education, and the reorientation of artistic activities in the light of indigenous cultures.

Theodore Hsi-En Chen (Education). Developing Patterns of the College Curriculum in the United States.

A critical examination of different methods of approach used in the reorganization of the liberal arts curriculum, and an attempt to discover major curriculum patterns evolving from changes in colleges in different parts of the country. Each of the six major systems was found to have made valuable contributions to college education, and each was likewise found to be inadequate in certain aspects.

John Leslie Abbott (Doctor of Education). A Study of the Enrollment and Drop-out of Six Representative Los Angeles High Schools for the Years 1931-5 Inclusive.

The tenth year and following summer seem to be the most critical point in high school tenure; foreign background is accompanied by an earlier drop-out; significant population changes are evident; a varied vocational curriculum tends to hold pupils longer; types of employment change only slightly during the time out of school; the family's economic status, social status, and residence definitely influence school retention and vocational status.

Harold Edward Barden (Doctor of Education). The Social Adjustment of California Civilian Conservation Corps Enrollees as Determined by a Critical Analysis of Their School, Camp, and Post-Camp Records.

A determination of the extent of maladjustment to the secondary school program among the youths enrolled in the Civilian Conservation Corps; an analysis of phases of the camp educational program, noting weaknesses in terms of recognized learning situations; an examination of factors contributing to the social adjustment of enrollees; a study of records of cases maladjusted to school, camp, and society on the basis of selected criteria; recommendations for securing better adjustment.

Leroy Lowry Doig (Doctor of Education). A Survey and Analysis of the General Types of High School and Junior College Student Activity.

An examination of student participation in curricular, semicurricular, and extracurricular activities at the high school and junior college level; a classification of data in terms of the extent and quality of participation; a comparison of each activity type to ability and aptitude; and an estimation of the influence of sex, grade, and choice of curriculum upon the extent and quality of participation.

Harry Howard Gilbert (Doctor of Education). The Influence of Secondary Science upon Pupil Prejudice.

The experimental group that contacted science made measurably greater growth in ability to solve the test problems than did the

control group; there was no measurable difference obvious between the respective growth of the two groups in ability to ignore personal prejudice when the growth was related directly to presence or absence of a specific personal prejudice.

Taylor McCoy Joyner (Doctor of Education). The Administration of Equipment Budgets in City Schools.

An investigation of the investment in equipment per average daily attendance in large city school systems; methods employed by school districts to determine the total amount of money needed annually; the bases of annual appropriations to individual schools; method of setting up equipment appropriations in annual budgets and extent to which standard equipment lists are in use; major problems in purchasing; rate of replacement and extent to which school districts manufacture it; and the accounting made.

Lillian Amick Lamoreaux (Doctor of Education). Health as a Factor in Reading: an Evaluation of Different Types of Correction.

A study to determine the relation of the physical condition of the children of Santa Barbara to their reading; predominating characteristics of retarded and successful readers; influence of home and family upon mental and physical health of children; wishes, ambitions, personality traits, and physical growth and development of retarded as compared with successful readers; different types of correction procedures used to improve reading; relation between improvement in health and in intelligence.

John Lester Lounsbury (Doctor of Education). A Study of Curriculum Development at the Junior College Level in Relation to Social and Educational Change.

A determination of the basic principles or policies utilized in curriculum development at the junior college level in relation to social and educational trends; an evaluation of plans for curriculum development and the extent of their adoption; consequent recommendations upon which changes in the curriculum should be made.

Arthur E. Paine (Doctor of Education). Relationship and Treatment of Truancy and Delinquency.

Discovery of the relationships between truancy and delinquency, and suggestions for treatment of these maladjustments with a view to more effective work by the schools and other agencies concerned in developing good citizenship among youth whose social attitude tends to be destructive. Original material was obtained from a study of 1,000 juvenile court delinquency cases.

Ralph H. Pryor (Doctor of Education). Financing Adult Education in the State of California.

An evaluation of various research studies in school finance and of data obtained from records of the State Department of Education, questionnaire reports from 170 principals and 31 state departments of education, and reports from educators to discover an improved method of financial aid for special day and evening classes and evening high schools in California and to determine types of control to be exercised over funds apportioned to individual districts.

Elmer Elroy Wagner (Doctor of Education). An Analysis of the Modern Rural Community and Its High School with Implications for Teacher Training.

An attempt to discover economic and social trends evidenced by data concerning rural areas in Colorado; the degree to which the average rural high school meets community needs; deficiencies exhibited by rural high school teachers in respect to their knowledge of rural trends and the weaknesses of the average rural high school; specific procedures or practices related to the professional training of rural high school teachers available in teacher-training institutions of Colorado; and procedures that might be employed to overcome weaknesses of rural high schools and their teaching staff.

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DEPARTMENT OF MATHEMATICS

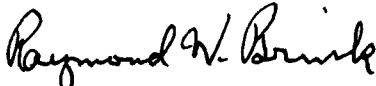
OCT 2 1940
October 2, 1940

Dean Theodore C. Elegen
Graduate School Office
234 Administration Building

Dear Dean Elegen:

I enclose a copy of a resolution that was adopted by the joint War Preparedness Committee of the American Mathematical Society and the Mathematical Association of America. Unless there is some objection from the Graduate School, members of this department propose to adhere to the sentiments expressed in this resolution, both in advising their own students and in reading theses which they are assigned to read for students from other departments. I should appreciate it if you would let me know whether this is agreeable to you.

Sincerely yours,


Raymond W. Brink, Chairman
Department of Mathematics

RWB:bb

AMERICAN MATHEMATICAL SOCIETY
LOW MEMORIAL LIBRARY
531 WEST 116th STREET
NEW YORK, N. Y.

RESOLUTION IN CONNECTION WITH CONTENT OF THESES
FOR THE DOCTORATE IN MATHEMATICS

(Adopted by War Preparedness Committee
at Hanover, New Hampshire, September 9, 1940)

Since it would be unfortunate if investigators were to be deterred from working on problems important for the national welfare by the difficulty of being sure that similar work is not in progress elsewhere, and since an independent check of results may be desirable in itself, the War Preparedness Committee of the American Mathematical Society and the Mathematical Association of America recommends that during the emergency, if research of such a nature as to be contributory to the national defense is done by a graduate student in preparation of a thesis for an advanced degree, the rules governing the granting of such degrees should not be so interpreted as to prevent acceptance of the research in question in partial fulfillment of the requirements for the degree merely because it is found that similar work has been done simultaneously and independently at another institution.

In further explanation it is pointed out that if the principle embodied in this recommendation is not recognized, the Committee may not only find graduate students reluctant to undertake the investigation of problems of importance, but may be itself under the necessity of giving advice tending to restrict activity in the study of such problems.

Ex. com.
Comm.

October 3, 1949

Professor Raymond W. Brink
Chairman
Department of Mathematics

Dear Professor Brink:

I am in agreement with the resolution adopted by the joint Executive Committee of the American Mathematical Society and the Mathematical Association of America, and I cordially support the acceptance by your department of the resolution stated in the resolution. The matter has a wider application than one department, and I am therefore proposing to present it to the Executive Committee of the Graduate School at an early meeting.

Sincerely yours

Theodore G. Blagen, Dean

TGB/H

In re changes in proposed Plan B programs necessitated by failure to make a B average

1. The Executive Committee on December 8, 1938 took the following action:

When a candidate for the Master's degree under Plan B has failed to meet the scholarship requirement, a) he must submit, prior to registration in the new courses to be taken, a modified program to the appropriate Group Committee for approval; b) if his deficiency is a fraction of an honor point, the Dean may, at his discretion, waive the fractional point.

In other words, except in the case of (b), the student has to make out a new contract beforehand which he is expected to fulfill.

2. If, as Mr. Heron recommends, a definite limitation is put on the number of unsatisfactory credits which may be ignored under Plan B (to put it in another way), is it fair to let Plan A candidates take course work to an unlimited extent until they have the required number of credits under Plan A? At present there is nothing (unless it be an adviser) to stop Plan A students from taking an unlimited number of credits until such time as they have acquired the minimum 18 cr. of B in the major and 9 cr. (in the minor of 8)

Also, is a definite limitation fair if instituted for Plan B only, in view of the fact that under Plan B already the standard of course work offered must be higher than for Plan A -- a B average for Plan B, while under Plan A the student may present 18 credits of B and 9 credits of C, or an h.p. ratio of 1.66+ instead of 2.0?

Executive Committee

UNIVERSITY OF MINNESOTA
COLLEGE OF SCIENCE, LITERATURE, AND THE ARTS
MINNEAPOLIS

OCT 25 1940

October 24, 1940

DEPARTMENT OF PSYCHOLOGY

Dean Theodore C. Blegen
Graduate School Office
234 Administration

Dear Dean Blegen:

I am returning herewith the two three-year programs. In the Gundlach case I am at fault in that I overlooked affixing my signature to the program. As I understand it, the two credits of C are, by the rules of the Graduate School, of no value but since that would leave the candidate 49 credits in the major the program meets our requirements. By the way, I think that a study of the number of course credits required in the major for the Ph.D. by various sub-divisions of the Graduate School would likely reveal some marked differences in requirements.

In respect to the Cotton program we (committee members) are all at fault in not noticing the fact that music is designated as the major. Of course, music has never been approved as a major for the Ph.D. degree. If the graduate faculty in music wish that this be done they will need to follow the regular channels established for that purpose.

With reference to the two courses which have no numbers, you will note that they are listed for the third year of study which will be in 1942-43 or later. I presume that Dr. Pepinsky intends to go before the appropriate committee of either the College of Education or Science, Literature, and the Arts, probably the latter, in the near future and present a plea for these courses with every likelihood that they will be approved. His inclusion of them on the program is irregular but perhaps not serious. What is more serious is the fact that the Graduate School does not exercise any authority over courses numbered 100-200 which carry, in most cases, graduate credit. For instance, in the present case, as an example, if Dr. Pepinsky presents these courses to the Advisory Committee of S. L. & A. and that committee approves them they will be listed in the catalog as carrying graduate credit and, so far as I know, the Graduate School as such will have nothing to say about it. This is an anomalous situation which should, I think, be changed. I have never seen a copy of the constitution of the Graduate School but I have heard that some provision is made therein for this function.

While I am writing this letter, which is growing long, may I again call your attention to the lack of a standard procedure with refer-

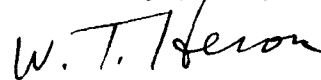
Executive Committee Folder
The problem of elimination of grades of C or less in Plan B programs.

To-Dean Theodore C. Blegen - 2.

October 24, 1940.

ence to how many credits of C grade or less can be eliminated from the record of a ~~plus~~^{plus} B candidate in order not to impair the required B average. Our committee is concerned about this matter as we receive many petitions asking that courses be stricken from the program because of low grades. It would seem that if the adviser and student~~s~~^{together} in the first instance had devised a coherent program looking toward a definite end then their efforts are rendered futile by these changes. We believe that a limitation should be put on the number of credits which may be removed from a program because of low grades.

Sincerely yours,



W. T. Heron

WTH:RB

UNIVERSITY OF MINNESOTA

DEPARTMENT OF AGRICULTURE

UNIVERSITY FARM, ST. PAUL

October 14, 1940

OCT 15 1940

OFFICE OF THE DEAN
COLLEGE OF AGRICULTURE, FORESTRY,
AND HOME ECONOMICS

Dean Theodore C. Blegen
The Graduate School
University of Minnesota

Dear Dean Blegen:

I am attaching hereto copy of a letter I wrote to Acting Dean Miller on January 19, 1940. I wrote the same sort of a letter to Mr. Ford when he was Dean of the Graduate School, and I also wrote a similar one to Dean Chapman. I have never received any replies in regard to the question raised. I am wondering if you won't be good enough to break the precedent of silence and help us put this particular phase of administration of graduate students in a more defensible position.

As an illustration of the fact that this matter pops up every quarter, I have this quarter in Agricultural Biochemistry 118, Laboratory Problems in Biochemistry, no undergraduate registrations but at least seven graduate students. In Plant Pathology 161, Transport, Storage and Ripening of Fruits and Vegetables, there are no undergraduate students and six graduates. I have no official evidence as to the bona fide registrations in the Graduate School in either of these classes. I have merely a statement from the division involved. As far as the undergraduates alone are concerned, I would, of course, ask that these courses be cancelled. Because of the registrations in the Graduate School, however, these two courses should be continued, I presume. This latter decision, however, is one that should be made in the Graduate School and should conform to whatever policy the Graduate School has as to minimum registrations, etc. It is very probable that in these two courses there would be little doubt as to the continuation.

I have never had an opportunity to discuss in detail the problem of administration in connection with such courses either with the Dean of the Graduate School or the Executive Committee. It is true, of course, that administration in these 100 courses overlaps. Since I have wrestled with this problem for a good many years, I have worked out what I think might be a fairly simple understanding, and I would appreciate it if you would consider this carefully and write me.

It has been our practice in this college to approve 100 courses in which we have registrations of six or more students. My suggestion is, then, that if we have no undergraduate students and six or more graduate students, or if we have a combined registration of let's say three undergraduate students and three graduate students, that I approve these classes for continuation without consulting your office.

The more serious problem arises when the total registration in the class is less than six, for instance, one undergraduate and three graduates, or two undergraduates and one graduate. The divisions in general make a strong point of continuing a class if there are any graduate students because they usually claim that it is highly important that this graduate student have the subject at this time. My proposal in connection with such cases would be something like this: That in 100 courses in which the registration is less than six and in which there are graduate students, the approval for continuation of such courses be required both in my office and in your office. As an illustration of how this would work, supposing we had a course in Home Economics 102, with two undergraduates and two graduates, my office would inform you at the end of about the first week and you could signify your approval or disapproval after making such investigation as you cared to make.

The whole point I am raising is that we have here actually a joint responsibility for maintaining a very small class, and the decision should be a joint decision. When I am compelled to make the decision alone I am almost bound to be strongly influenced by a desire not to interfere with the work of graduate students who are not primarily under my jurisdiction.

Very truly yours,

E. M. Freeman

E. M. Freeman, Dean

College of Agriculture, Forestry
and Home Economics

EMF h

C o p y

January 19, 1940

Dean W. S. Miller
The Graduate School
University of Minnesota

Dear Dean Miller:

I have again the problem of authorizing the continuance of classes with very small registrations. Where such classes involve only undergraduate students, our policy and procedure are well defined and present only the ordinary administrative difficulties. I am confronted again, however, with the complications involved in Graduate School registrations in 100 courses. For instance, I have at the present time one class in Agricultural Engineering and one class in Plant Physiology on this campus with one and two students respectively. All of these students are graduate students. If they were undergraduate students both of these classes would probably be discontinued immediately. The instructors involved recommend continuation because the students are graduate students. I have no jurisdiction over the graduate students in question and am in no position to exercise judgment as to whether or not in these particular cases the graduate students concerned should or should not be given the special concession involved in maintaining the classes.

It seems to me that the Executive Committee of the Graduate School should consider this matter carefully and express itself, first, as to the responsibility of the Graduate School administration in such classes of small registration, and, second, as to the administrative procedures which should be adopted in such cases.

The usual result of the system as it works at the present time is that these classes with small registrations are approved as a concession to the graduate students and therefore to the Graduate School. When later we are criticized by the President, as we have been in the past, for maintaining classes with low registrations we have little valid defense because the classes are in the 100 group and therefore under the administration of the college, so our only reply can be that we are continuing the courses in the interests of the Graduate School, which has not asked for such concessions or expressed itself as to the desirability of making such concessions.

Very truly yours,

E. M. Freeman, Dean
College of Agriculture, Forestry
and Home Economics

EMF h

CC to Dr. R. A. Gortner

UNIVERSITY OF MINNESOTA
DEPARTMENT OF AGRICULTURE
UNIVERSITY FARM, ST. PAUL

XIV

Ex. file

January 19, 1940

OFFICE OF THE DEAN
COLLEGE OF AGRICULTURE, FORESTRY,
AND HOME ECONOMICS

Dean W. S. Miller
The Graduate School
University of Minnesota

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Very truly yours,

E. M. Freeman

E. M. Freeman, Dean

College of Agriculture, Forestry,
and Home Economics

EMF h

CC to Dr. R. A. Gortner

UNIVERSITY OF MINNESOTA
DEPARTMENT OF AGRICULTURE
UNIVERSITY FARM, ST. PAUL
December 21, 1939

OFFICE OF THE DEAN
COLLEGE OF AGRICULTURE, FORESTRY,
AND HOME ECONOMICS

DEC 21 1939
Spec. Com. J. J. J.

Mr. H. T. Morse
Assistant to the Dean
The Graduate School
University of Minnesota

Dear Mr. Morse:

I am arranging to have Course 209w in Animal and Poultry Husbandry cancelled for the winter quarter, 1939-40, in accordance with your letter of December 19.

I have raised the question of responsibility for these courses and also for 100 courses, as far as cancellations are concerned, with both Mr. Ford and Dean Chapman. This is a problem which will have to be solved sooner or later. The question of cancellation usually affects graduate students more than undergraduate, and the responsibility of retaining a class with small registration is primarily one of the Graduate School. In the case of 200 courses, they are not published in our college catalog, and my assumption is that the colleges have no responsibility in regard to those courses. Until a new dean is appointed in the Graduate School and the Graduate School makes a decision on the questions I am raising, I should be glad to cooperate with you and assume the responsibility.

Very truly yours,

E. M. Freeman

E. M. Freeman, Dean
College of Agriculture, Forestry
and Home Economics

EMF h

UNIVERSITY OF MINNESOTA

DEPARTMENT OF AGRICULTURE

UNIVERSITY FARM, ST. PAUL

October 12, 1939

OCT 13 1939

OFFICE OF THE DEAN
COLLEGE OF AGRICULTURE, FORESTRY,
AND HOME ECONOMICS

Dean R. H. Chapman
The Graduate School
University of Minnesota

Dear Dean Chapman:

Here is something concerning which I wish you would give some thought, and I hope we will have opportunity to discuss the problem which I am raising.

To begin with, as you know, the President's Office is always concerned with the cost of teaching involved in offering a course to a small number of students. Every college is open to criticism if it has an excessive number of classes with small registrations. In our college we have done what we could to condense such courses, keeping in mind, however, the fact that there are sometimes justifications for small registrations. It devolves upon my office as dean of the college to approve or disapprove of classes with small registrations, and we have used six as the beginning limit. That is to say, any classes with registrations of less than six must be approved in my office before they may be continued. As far as these courses affect our undergraduate students, I am, of course, in a position to exercise the judgment which is expected of me. One difficulty, however, arises concerning which I could never get Dean Ford to express a policy for the Graduate School. The courses numbered 100 to 199 are, as you know, open to undergraduate and graduate students. Frequently a class on our campus with less than six students will have one undergraduate student and three graduate students. If I were to consider only the one undergraduate student I would usually ask that class to be cancelled. The division usually makes a special plea for the graduate students. If I cancelled the course I am really interfering with the offerings in the Graduate School. Even if I approve the course for continuance, I am exercising judgment which I think ought to be exercised by the administration of the Graduate School. I realize that we could spend a lot of time unnecessarily in checking up on all of these cases. The situation becomes further complicated if, for instance, classes in 100-199 courses have a registration of, let us say, three graduate students and no undergraduates. If you as dean of the Graduate School authorize the continuance of the course, such decision involves the whole teaching load of the division and indirectly or possibly directly may affect the offerings in the undergraduate courses of that division.

Of course, we have operated for many years under the present system. The point which troubles me most is that I am strongly inclined and urged by divisions frequently to continue small classes, even classes of one student, because of hesitancy to interfere with the program of a

graduate student. The burden of criticism for any large number of small classes in our college falls on me because this class is considered an undergraduate course -- and there we are.

It may interest you to know of one practice in our college which has eliminated at least some of the bookkeeping. In the case of undergraduate students who register for a course which is regularly offered but in which the registration is less than six and there are no graduate students in it, we may cancel the course but permit the student to register for it as a reading course. This means that he will have to work up the subject matter by himself and has the privilege of taking a final examination for credit without paying a special fee. The student in this case is not entitled to any considerable amount of time of the instructor although, of course, the amount of time that instructors actually give to such students will, I suppose, vary greatly. The distinct understanding, however, is that the student has no right to demand any of the instructor's time in working up the material of the course. I am not suggesting this as a technique in the Graduate School since I know the strong sentiment against giving any credit in the Graduate School for any sort in absentia (excepting, of course, thesis work, which in my opinion is as important as any work).

I shall be glad if, after you have thought this matter over, you might make any suggestions or criticisms of the practice as it now exists. I feel, however, that if we continue it, in some way or other we ought to have the sanction or approval, if not the actual assistance, of the Graduate School in making the decision involved in these small classes.

Very truly yours,

E. M. Freeman

E. M. Freeman

Dean, College of Agriculture,
Forestry, and Home Economics

EMF h

April 21, 1934

Dean E. M. Freeman
College of Agriculture,
Forestry, and Home Economics

Dear Dean Freeman:

You are right in your statement that the Graduate School administration does not assume any responsibility in the discontinuance of small classes in any of the colleges on the University campus. Since the question you raise is of such universal application in all of the colleges, it would seem to me to be advisable to raise the question in the deans' meeting. If there are many cases of small classes in courses under 200 and there is low registration term after term, one might raise the question whether the course should be scheduled at all.

Some time we may be able to discuss this problem more fully. If you have anything in mind that you think this office might do, I shall be very happy to cooperate. However, if any understanding is arrived at, more than two people will be involved since every college on the campus offering graduate work is involved.

Sincerely yours,

WML:D

W. S. Miller, Acting Dean

APR 19 1938

UNIVERSITY OF MINNESOTA
DEPARTMENT OF AGRICULTURE
UNIVERSITY FARM, ST. PAUL

OFFICE OF THE DEAN
COLLEGE OF AGRICULTURE, FORESTRY,
AND HOME ECONOMICS

April 18, 1938

Dean W. S. Miller
The Graduate School
University of Minnesota

Dear Dean Miller:

I have your letter of April 12 in regard to the problem of small classes. Perhaps I have over-emphasized the fact that graduate students register late and so complicate the situation as to whether or not the classes in the 100 group have the minimum registration of six students.

I think this late registration does complicate the matter. The more important question, however, is; What shall I do with a class that has four students, all of whom are graduate students, or a class with three students, one of which is an undergraduate? In the latter case, if this were a class in less than the 100 group I would unhesitatingly cancel it. With graduate students the plea is made by the department that these students must have this course in order to complete their graduate work. The specific point I am raising is: Ought I to continue to take all of the responsibility for continuing these classes with less than minimum registration chiefly because these students are graduate students? The criticism which is made by the President's Office on our maintenance of small classes centers on the college in which the small class is given, and yet we hold these small classes because of what we think is the service we ought to give to the Graduate School. And, the Graduate School administration does not assume any responsibility for the decision nor are the results charged to teaching in the Graduate School but rather to teaching in the college. It is this last phase of the question, namely, the advisability of offering these courses and the responsibility attached which you have failed to discuss in your letter of April 12.

Very truly yours,

E. M. Freeman
E. M. Freeman

Dean, College of Agriculture,
Forestry, and Home Economics

EMF h

April 12, 1938

Dean E. H. Freeman
College of Forestry,
Agriculture, and Home Economics

Dear Dean Freeman:

I think the best solution of the problem discussed in your letter of April 8 would be to require completion of registration of graduate students at an earlier date. This late registration has also complicated the problem of checking up on graduate students in their use of the library. When Mr. Walter's staff asks for evidence that the graduate student is entitled to use the library, he invariably refers to the fact that he is privileged to register late.

Even with the earlier registration, this office would have great difficulty in checking up on your small classes. You see we have no reports from any instructors relative to class size.

To make more evident the difficulty, let us take a hypothetical case. Let us suppose you report Agronomy 174 has three students and that the instructor states that he thinks a couple more graduate students will register. If the information he furnished was no more definite than I have indicated, we would have no way of predicting whether these anticipated registrations would materialize.

I believe the problem would be partially solved by speeding up the registration of graduate students, and I have a notion to bring the matter to the attention of the Executive Committee at its spring meeting.

Sincerely yours,

W. S. Miller, Acting Dean

WEM:D

UNIVERSITY OF MINNESOTA

DEPARTMENT OF AGRICULTURE

UNIVERSITY FARM, ST. PAUL

APR 9 1938

OFFICE OF THE DEAN
COLLEGE OF AGRICULTURE, FORESTRY,
AND HOME ECONOMICS

April 8, 1938

Dean W. S. Miller
The Graduate School
University of Minnesota

Dear Dean Miller:

I want to raise with you informally a problem which has been a perennial nuisance in my office and I suspect it plays the same role in offices of other deans. I refer to the approval which we have to give to the offering of courses with a registration of less than six. You probably know that President Coffman has always emphasized the desirability of eliminating as many courses with registrations less than six as possible. The statistics collected in Dean Willey's office and known as the quarterly reports on full-time teaching are summarized each year. These statistics give the final cost of the weighted student credit hour in each of the departments of the University. This cost (which may possibly be used by President Coffman as an indication of the needs for increases or decreases in staff) are, of course, boosted by low registrations and lowered by large registrations in classes. In our college we have for a number of reasons had a considerable number of small classes. I have gradually reduced these by various devices but am unwilling to admit that all such classes can justifiably be eliminated.

The point of my writing to you is that the Graduate School comes into this picture in a very important way. The small classes, as far as they affect our college, are in the 100 group. I do not know whether you are asked to approve or whether you do approve or disapprove of small registrations in classes in the 200 group. I am, however, required to approve or disapprove of the classes in the 100 group because they affect the undergraduate students. On the other hand, graduate students are also registered in these courses and presumably use the credit from these classes in their graduate program. When I ask a head of a department for some justification for continuing a class, let us say, with three registrations, in probably a very large majority of cases the head of department replies that two out of these three students are graduate students. The inference is that if I refuse to approve the class I am interfering with the work of the Graduate School. I have attempted at one time or another to pass the buck over to the Graduate School and ask them to join me in a decision for or against the continuation of the course. At this point another difficulty arises. Registrations in the Graduate School are permitted for a considerable time after they are closed for the undergraduate students. The letter from the head of the department, therefore, will often say that they have two undergraduates and expect to have three graduate students, or even four graduate students; and in the latter case the registration might amount to six. We do not get the final statistics on the actual registration in the class until several weeks after the opening of the class. It is obviously unfair to the undergraduate student

who has been registered in this class in good faith to discontinue the class at such a late period. The result is that I approve small classes that are charged against the college teaching but that actually are approved primarily in the interests of graduate instruction -- and there you are. I have held tenaciously to this principle, which is, in some respects, quite properly criticized. I think we are justified in making financial sacrifices in the interests of the graduate instruction, but I dislike very much the resultant criticism which centers entirely upon the undergraduate relations of these classes.

What to do about it? I am putting this problem up to you with the idea that you may be able to generate some solution. Would you care to consider taking a joint responsibility in the approval of all classes with registrations of less than six in the group of 100 courses as these cases arise? Specifically such a scheme would work out in the following way: some two or three weeks after the opening of the quarter, or possibly not less than one week after the opening of the quarter, we could telephone to you a list of these courses with the number of undergraduate and graduate registrations in sight at that particular time. You could then telephone back your decision in each case.

Very truly yours,

E. M. Freeman

E. M. Freeman

Dean, College of Agriculture,
Forestry, and Home Economics

EMF h

GRADUATE SCHOOL

Minutes of the Executive Committee
December 9, 1940
Graduate School Office
2:00 p.m.

Meeting called to order at 2:00 p.m. in Room 235, Administration Building. Those present: Dean Blegen, presiding, Drs. Bell, Buchta, Chapin, Gortner, Heron, Minnich, and Searles. Dr. W. S. Miller and Dr. G. W. Anderson appeared before the committee by invitation.

- I. The committee considered the request of Moses Gordon to be allowed to take his final written examination in absentia "on his honor," and recommended that arrangements should be made for him to take this examination through a proctor.
- II. Voted to approve the following candidates for degrees to be granted on December 19, 1940:

Masters of Arts	63
Masters of Science.	25
Master of Science in Psychometrics.	1
Master of Business Administration	1
Masters of Science in Chemical Engineering.	3
Masters of Science with designation in the medical specialties.	27
Doctors of Philosophy	19
Doctor of Philosophy in Medicine.	1
Doctor of Philosophy in Physiology.	1
Doctor of Philosophy in Surgery	<u>1</u>

Total 142

- III. Voted to approve granting the degree Master of Arts to Paul Gilbert, Jr., without his having earned formal credits at the University of Minnesota in his minor, chemistry, in view of the fact (1) that he has earned a large number of graduate credits in chemistry at the University of Wisconsin, and (2) that he has earned 51 credits in mathematics (48 credits A, 3 credits B) at the University of Minnesota. The action of the committee was taken with the understanding that his final examination will cover a minor in chemistry.
- IV. Voted to approve the following resolution presented by the Association of American Universities:

A member institution may offer appointments to such positions [teaching fellowships and assistantships] at any date, but each such offer, whether formal or informal, shall be accompanied by a statement to the effect that no demand is made for acceptance of the offer prior to the date of April 15 preceding the academic year for which the appointment is made. This procedure is not required in the case of students already enrolled in the university making the appointment.

V. Professor W. S. Miller presented a preliminary report on the Graduate Record Examination, including a chart of information (see attached copy) on the 24 students achieving the highest average scores on the 8 A Level Tests. Mr. Miller suggested that the Graduate School supply each member of the various group committees with a copy of the Graduate Record Examination: Summary of Data, 1940 and Spot-Distributions of Scores on Profile Tests of First Year Graduate Students at State Universities Classified by Graduate Major Field of Study; that profiles be drawn in on students' reports and these reports be sent to students with a covering letter suggesting that they may consult their advisers for further information and explanation; that profiles be sent to the appropriate group committee chairmen; and that after individual chairmen and group committees have examined these profiles, a general meeting of all group committee members be called. The committee approved these suggestions and requested Mr. Miller to be present at the general meeting of group committee members to explain the profiles.

VI. Dr. Gaylord W. Anderson presented a proposal for the establishment of the professional degree Master of Public Health to be administered and granted by the Medical School of the University of Minnesota, and he discussed the curriculum planned in this connection. Voted to approve this proposal and to recommend the curriculum and degree to the President and Board of Regents for ratification.

VII. Voted to approve the following research grants:

W. S. Cooper and D. B. Lawrence.	(Interim)	\$ 90.00
Lawrence Schmeckebier.		350.00

The committee suggested that in notifying Mr. Schmeckebier of the grant made to him, the Dean should take up the question of possible support for this project from the Minnesota Historical Society and other institutions.

IX. Voted to authorize, for the M. A. with a major in music, the acceptance of an original musical composition in place of the usual thesis, provided such composition is accompanied by a verbal introduction of some length concerning the purpose and significance of the composition, together with an account of its historical antecedents.

X. The proposal that music be allowed as a minor for the Ph. D. was referred to Dr. Heron for recommendation by his group committee with the suggestion that his committee might investigate the status of graduate work in music at other institutions.

XI. The committee discussed a proposal to limit the number of "research" credits to be allowed toward the Ph. D. degree. Voted to refer this question to the chairmen of the various group committees for discussion, with recommendations to be brought back to the Executive Committee.

XII. The committee discussed the following statement which appears in paragraph two on page 20 of the Graduate School bulletin for 1940-42:

"During the last two years, he shall carry an average of at least one course per quarter in his major in addition to the work from which his thesis is developed."

XIII. Dean Elegen asked the committee to consider the possibility and advisability of compiling a report on research in progress on the University campus.