


Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
TEACHER BUREAU
Harrisburg

3076
Cope

P R O C E E D I N G S
of the
Meetings of the Board of Normal
School Principals
June 1, 1928 to May 31, 1929

Harrisburg



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of Normal School Principals, June 1,
1928 to May 31, 1929"

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Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

MEETING OF THE BOARD OF NORMAL SCHOOL PRINCIPALS

Friday - September 21, 1928

D O C K E T

1. Reading and consideration of the minutes of the last meeting of the Board held in the Department of Public Instruction, May 25, 1928.
- II. Unfinished Business
 1. Report of the Curricular Revision Committee
 - a. Equivalent courses creditable in transferring from one curriculum to another
 - b. Credit for tours conducted under the auspices of the State Teachers Colleges *Ga. 10/2/28*
 - c. Curriculum for the preparation of "Special Class" teachers
 - d. Change of name from Health Education to Health and Physical Education
 2. Report of Committee on "Class Rings and Pins" and "School Annual"
 3. Report of the Committee on "Activities of the Pennsylvania State Normal School Athletic Association" by the Secretary of the Board of Control
 4. Report of Committee on "Revision of Article XX"
 5. Report of Committee on "Student Conferences"
 6. Report of Committee on "Uniform Publications by the State Teachers Colleges and State Normal Schools"
 7. Report of Committee on "Uniform Fees in the State Teachers Colleges and Normal Schools" including fees for breakage, transcription of credits, et cetera

8. Proposed revision of the "Certification Regulations"

III. New Business

1. Cooperation with the Carnegie Foundation in its study of the relation of secondary and higher education
2. Out-of-State students enrolled in the State Teachers Colleges
3. Tentative enrollments in the State Teachers Colleges and State Normal Schools
4. Revision of rates for Day and Boarding students
5. Accreditation by other States of Pennsylvania State Teachers Colleges
6. Evaluation of all irregular credentials submitted by students for admission to State Teachers Colleges and meeting expenses incident thereto
7. Credit for Teacher Institutes conducted by the State Teachers Colleges
8. Qualifications of teachers to be recommended for positions in classified four-year high schools
9. Length of Summer Session in the State Normal Schools and State Teachers Colleges
10. What shall be done when forty or more students are doing student teaching at one time in a center distant from the normal school re classroom instruction that should be concurrent with student teaching?
11. Normal School Faculty Conference *W.C. -*
12. The Superintendent's letter to the Normal School Trustees
13. The audit by Main & Company

NORMAL SCHOOL

PRINCIPALS' MEETING

September 21, 1928

A regular meeting of the Board of Normal School Principals of the Commonwealth of Pennsylvania was held in the Department of Public Instruction, Harrisburg, Pennsylvania, September 21, 1928.

The meeting was called to order at 9:00 A.M. by Doctor J. N. Rule, Deputy Superintendent of Public Instruction.

The following members were present:

Francis B. Haas	Bloomsburg
Robert M. Steele	California
Leslie Pinckney Hill	Cheyney
G. C. L. Riemer	Clarion
T. T. Allen	East Stroudsburg
C. C. Crawford	Edinboro
Charles R. Foster	Indiana
A. C. Rothermel	Kutztown
D. W. Armstrong	Lock Haven
W. R. Straughn	Mansfield
E. H. Gordinier	Millersville
Ezra Lehman	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester
Henry Klonower	Department of Public Instruction
Johas E. Wagner	Department of Public Instruction

1. Approval of the minutes of the previous meeting of the Board.

A copy of the minutes having been sent to each Principal subsequent to the meeting, they were not read.

On motion of Doctor Armstrong seconded by Mr. Allen, it was voted that the minutes be approved.

Doctor Cameron suggested that it might be well to have a complete index of all previous meetings of the Board of Normal School Principals.

Doctor Riemer suggested that all reports of committees accepted or approved by the Board be placed in the minutes immediately following the acceptance of the report.

II. Unfinished Business

1. Report of the Curricular Revision Committee
 - a. Equivalent courses creditable in transferring from one curriculum to another
 - b. Credit for tours conducted under the auspices of the state teachers colleges
 - c. Curriculum for the preparation of "Special Class" teachers
 - d. Change of name from Health Education to Health and Physical Education
 - e. Uniform syllabi for the state normal schools and state teachers colleges
 - f. Four year kindergarten curriculum

Doctor J. Linwood Eisenberg, Chairman of the General Curricular Revision Committee, reported as follows:

"A meeting of the Curricular Revision Committee was held Thursday, September 20, 1928, at two o'clock. Messrs. Eisenberg, Allen, Straughn and Klonower were present. The Committee reports as follows:

- A. Where a student has completed Group I of the present two-year curriculum and returns to the State Teachers College to complete the four-year junior high school curriculum, credit should be given for equivalent courses as indicated on the sheet accompanying this report. (See page 345)

The additional required courses and the courses in the first and second elective fields, making a total of eighty-four semester hours, can be completed by good students in two years and a summer session.

Where a student has completed Group II of the present two-year curriculum and returns to the state teachers college to complete the four-year curriculum, credit should be given for equivalent courses as indicated on the sheet accompanying this report. The additional required courses and the courses in the first and second elective fields, making a total of seventy-five semester hours, can be done by good students in two years. (See page 346)

B. Credit for tours conducted under the auspices of the State Teachers Colleges

Your committee recommends approval in principle of the granting of credit for properly conducted tours under the auspices of the state normal schools and state teachers colleges, but recommends that your committee be authorized to submit at a subsequent meeting such courses which in its opinion are adaptable to this type of instruction.

C. Curriculum for the preparation of special class teachers

Your committee recommends that the Board approve the establishment of a curriculum for the preparation of special class teachers. This curriculum is to be offered in certain of the state teachers colleges to be designated by the Department of Public Instruction.

The curriculum is to be set up on a thirty-four semester hour basis, and that students who have completed the normal school course be granted credit for equivalent courses completed in the present normal school curriculum. Advanced credit to the extent approximately of seventeen semester hours may be granted for courses already completed. This would permit a student holding a normal school certificate to complete the required additional preparation in one semester or three summer terms.

D. Change of name from Health Education to Health and Physical Education

The committee recommends to the Board that we adhere to the present designation of the health education curriculum.

E. Uniform syllabi for the State Normal Schools and State Teachers Colleges

The Committee has examined the material submitted by the special committees of the faculties preparing uniform syllabi. It recommends that mimeographed copies of this material be prepared by the director of the Teacher Bureau, for distribution to the respective committees at the next meeting of Normal School Faculties for further development. It is further recommended that the expenses incident to mimeographing these reports be pro-rated among the several schools to the extent of twenty-five (\$25.00) dollars each.

F. Four-year kindergarten curriculum

The Committee reports that it has arranged the substitute courses in the four-year kindergarten curriculum to be offered at the State Teachers College, Lock Haven, as authorized at the last meeting of the Board of Normal School Principals.

On motion of Doctor Foster, seconded by Doctor Steele, it was voted to accept and adopt Section A of the report of the Curricular Revision Committee. Agreed to.

Similarly, on motion of Doctor Gordinier, seconded by Doctor Lehman, it was voted to accept Section B of the report of the Curricular Revision Committee. *(not approved. John A. Keith)*

Doctor Armstrong stated that he would like to be put definitely on record as being opposed to this sort of thing, as he did not feel it was a wise policy to initiate. He felt that all sorts of complications and troubles would be the result. If this project were passed and approved, it would mean that some

students could take advantage of the trip and others could not, which would inevitably cause considerable friction and unrest among the students.

Dr. Straughn stated that at first he had been opposed to this sort of education, but after thinking the matter over pretty carefully in all its phases, he had been won over to the idea. It does not cut down the time at the respective institution; it simply gives the student a broader aspect. If such a project is under the right kind of leadership, it should work out satisfactorily.

Doctor Haas stated that he felt this involved two questions: first, what is the practice in Pennsylvania now? Are any of the accredited institutions in Pennsylvania giving credit for such tours; secondly, what would be our attitude if credit so earned in one of the other institutions were presented to us for approval?

At this point Dr. Eisenberg stated that if the Board did not want any further action taken on the subject, the Committee would not go into further details as many things were involved in working out the project to advantage.

Mr. Allen referred to such a subject as the "Geography of the European Countries," which might be easily developed into a "tour-course." He did not see why a student could not learn more from actually seeing the countries than from reading about them. Furthermore, the course would be the same as though it were given on the campus of the teachers college, except that one would go to Europe to get it.

Doctor Eisenberg once more rose to state that while there seemed to be considerable discussion on the subject, it was his opinion that the committee should be continued until the next meeting of the Board and at that time submit a more detailed report. Dr. Rule stated that with the permission of the Board he would authorize the committee to continue its study on this subject and to report at the next meeting of the Board. Permission granted.

On motion of Doctor Steele, seconded by Doctor Eisenberg, it was voted to accept and adopt Section C of the report of the Curricular Revision Committee. Agreed to.

Doctor Haas asked if the committee had considered the matter of extending this "special class" curriculum eventually to a four-year degree granting curriculum in the same way as had been done in the kindergarten field. Doctor Eisenberg stated that probably this would be done at some future time.

On motion of Doctor Steele, seconded by Mr. Allen, it was voted that Section D of the report of the Curricular Revision Committee be accepted and adopted. Agreed to.

On motion of Mr. Armstrong, seconded by Doctor Steele, it was voted that Section E of the report of the Curricular Revision Committee be accepted and adopted. Agreed to.

2. Report of the Committee on "Class Rings and Pins" and "School Annual"

Doctor Charles R. Foster, Chairman of the Committee on "Class Rings and Pins", reported for the Committee as follows:

"Your Committee appointed to consider the question of uniform rings is prepared to present a final report.

Your Committee consulted with representatives of leading jewelry manufacturers. Uniform specifications previously approved by the Board of Normal School Principals were sent to each firm requesting data, sketches, samples, et cetera.

Sample rings, together with detailed information, were received from the several firms and your Committee in reaching a final decision analyzed the data and the samples submitted. It is the unanimous belief of your Committee that the most suitable design for the standard ring to be used by the State Teachers Colleges must be one of dignity and refinement as well as conservative appearance. The samples offered met this requirement but in giving further thought to the detailed accuracy and true reproduction of

the Seal of the Commonwealth, the modelation of the design and weight, quality of workmanship, finish and richness in color, proper distribution of the weight, the Committee in making comparisons point by point and on merit alone, have selected the samples and proposition submitted by Skillkrafters, Incorporated, Philadelphia, Penna.

It is the unanimous opinion of the Committee that the samples offered by Skillkrafters, Incorporated, represent the best that could be secured and that the samples so far as alloy of their gold is concerned are in accordance with that stipulated by the United States government. The business standards of this organization are of the highest order. It is a manufacturing concern with its plant located in Philadelphia, Pennsylvania, and its equipment is more than adequate to warrant the successful carrying out of its contract.

We, therefore, recommend the adoption of their samples and the standardized ring for the State Teachers Colleges of Pennsylvania and that Skillkrafters, Incorporated, be awarded the contract in accordance with the plan proposed by the Board of Normal School Principals."

Signed by Committee

C. R. Foster, Chairman
D. W. Armstrong
Robert M. Steele
Henry Klonower

The question was raised as to whether or not this should be handled through the book stores of the various institutions? It was the opinion of the Committee that this was the proper way to handle the sale of these rings.

The question was also raised as to who should take care of the contracts, the Committee or the individual schools?

Doctor Foster stated it was his understanding that the responsibility of the Committee ceased with the recommendation to the Board of Normal School Principals, and that if the recommendation were accepted and approved, each school would receive a copy of the contract together with price, and specifications concerning the proposition.

On motion of Doctor Gordinier, seconded by Mr. Allen, it was voted that the report of the Committee be accepted and adopted together with the recommendation that the book stores be limited to a flat charge of fifty cents (.50) for the handling of each ring or pin, and this charge to be paid by the student receiving the ring or pin. Agreed to.

3. Report of the Committee on "Activities of the Pennsylvania State Normal School Athletic Association" by the Secretary of the Board of Control

Mr. Moorhead, reporting for the Committee, stated that he had nothing to report inasmuch as the last report was submitted to the Normal Schools and Teachers Colleges June 1, 1928, and no school had participated in athletics during the summer session.

Doctor Straughn raised the question on a migratory rule concerning eligibility of players who have passing grades and who desire to transfer to another school offering more athletics.

On motion of Doctor Lehman, seconded by Doctor Straughn, it was voted to refer the question of a migratory rule to the Committee who formerly had charge of the Pennsylvania State Normal School Athletic Association for a practice to follow this fall in all athletics. Agreed to.

Doctor Rule stated that inasmuch as there was a vacancy on this Committee, caused by the death of Doctor Smith, former Principal of the State Teachers College, at West Chester, he would ask the Superintendent of Public Instruction to appoint a third normal school principal in his stead. The Superintendent appointed Dr. Cameron.

4. Report of Committee on "Revision of Article XX"

Discussion postponed.

5. Report of Committee on "Student Conferences "

Doctor Haas reporting for the Committee asked to have the Committee continued. He further stated that the Committee would like to have some expression of opinion as to whether the members of the Board favored such a conference or not. In accordance with this request Doctor Rule asked for a vote.

The Secretary called the roll as follows:

Doctor Haas	Bloomsburg	yes
Doctor Steele	California	yes
Doctor Riemer	Clarion	yes
Mr. Hill	Cheyney	yes
Mr. Allen	E. Stroudsburg	yes
Mr. Crawford	Edinboro	yes
Doctor Foster	Indiana	yes
Doctor Rothermel	Kutztown	neutral
Doctor Armstrong	Lock Haven	yes
Doctor Straughn	Mansfield	yes
Doctor Gordinier	Millersville	neutral
Doctor Lehman	Shippensburg	yes
Doctor Eisenberg	Slippery Rock	yes
Doctor Cameron	West Chester	yes

Mr. Allen further stated that for three years they had sent representatives to the New York Student Conference and he felt that much good had been accomplished through the conference.

Mr. Hill added that a short time ago a very remarkable conference was held at Cheyney in which the University of Pennsylvania had participated, and with very good results.

Doctor Riemer stated that he had attended two such conferences staged by Doctor Ambrose L. Suhrie of New York University. He felt it was a worth while project for experimentation in Pennsylvania.

On motion of Doctor Straughn, seconded by Doctor Haas, it was voted to instruct the Committee to prepare plans for an initial student conference in the state normal schools and teachers colleges to be held in conjunction with the Normal School Faculty conference this fall. Agreed to.

6. Report of Committee on "Uniform Publications by the State Teachers Colleges and State Normal Schools"

Mr. Allen, Chairman of the Committee reported as follows:

This committee was appointed to look into the matter of publishing uniformly certain material in the catalogues of the state normal schools and state teachers colleges; and to determine whether it is worth while to standardize the publications of such institutions.

The Committee does not think it wise or possible to standardize the publications. There is certain material in each catalogue concerning local conditions, et cetera, which affect each school. There are now also the uniform curriculums as approved by the Superintendent of Public Instruction. It was the thought of the Committee that all other material, as adopted by the Board of Normal School Principals and approved by the Superintendent of Public Instruction, be the same. This material to include: Calendar, Requirements for Admission, Fees, Curriculums, Requirements for Graduation.

Dr. Rule stated that he thought it was desirable to have exactly the same statements covering the uniform matter of recording procedure of rules and regulations passed upon by the Board in each of the catalogues and he thought this was the idea of appointing the committee to get together all data that are common to all schools.

Doctor Steele asked if the committee had considered the matter of getting a uniform price on printing of the curriculums to go into the catalogues. This was answered by Mr. Allen who stated that he did not think this was feasible because of the fact that the type of printing and spacing of material, et cetera, varied in each of the catalogues.

On motion of Doctor Eisenberg, seconded by Doctor Poster, it was voted to continue the Committee until the next meeting of the Board and to instruct it to get together all material that is common to all of the institutions for printing in the catalogues.

7. Report of Committee on "Uniform Fees in the State Teachers Colleges and Normal Schools" including fees for breakage, transcription of credits, et cetera

Doctor Straughn, Chairman of the "Fee Committee" reported for the Committee. He requested that this matter be continued until the next meeting of the Board.

On motion of Doctor Gordinier, seconded by Doctor Lehman, it was voted that the Committee be continued and instructed to prepare a detailed report for the Board at its next meeting. Agreed to.

Mr. Klonower stated that a meeting of representative school officials, college and university presidents, county and district superintendents, and normal school principals, was held in Harrisburg, June 15, 1928. The delegates appointed by the Superintendent of Public Instruction were favorable to the adoption of the proposed revision of the certification regulations. The discussions were interesting and enthusiastic. Each representative took with him a mimeographed copy of the proposed revision with the understanding that written suggestions concerning the proposed revisions were to be submitted to the Department. Subsequent to this the suggestions were incorporated in the final form of the proposed revision of the certification regulations.

The regulations will be presented to the State Council of Education at its meeting in October for consideration and then, at the November meeting the Council will be asked to take final action.

III. New Business

1. Cooperation with the Carnegie Foundation in its study of the relation of secondary and higher education

Doctor Rule asked how many of the schools were cooperating in the Carnegie Foundation study.

It appeared that most of them were willing to cooperate, but there is a limit to the amount of cooperation that can be given unless additional clerical assistance is available to complete the records suggested by the Foundation.

Doctor Rule further stated that with the permission of the Board he would invite Doctor Learned to attend the next meeting of the Board and explain in detail the proposition.

On motion of Doctor Steele, seconded by Doctor Cameron, it was voted to invite Doctor Learned to come to the next meeting of the Board of Normal School Principals, whether a special or regular meeting. Agreed to.

2. Out-of-State students enrolled in the State Teachers Colleges and State Normal Schools

Discussion postponed.

3. Pentative enrollments in the State Teachers Colleges and State Normal Schools

Discussion postponed.

4. Revision of rates for Day and Boarding Students

Discussion postponed.

5. Accreditation by other States of Pennsylvania State Teachers Colleges

Dr. Rule stated that it was a wise policy to have uniform action by all the State Teachers Colleges in securing recognition in other states for our teachers college graduates. Such a policy is now being worked out with the State Department of Education of New York. He asked that all reports which had been sent to them concerning this subject be returned to his office as quickly as possible. If there should be a lack of uniformity in the forms his office will make the corrections and forward the blanks directly to the proper officials.

6. Evaluation of all irregular credentials submitted by students for admission to State Teachers Colleges and meeting expenses incident thereto

Discussion postponed.

7. Credit for Teacher Institutes conducted by the State Teachers Colleges

Discussion postponed.

8. Qualifications of teachers to be recommended for positions in classified four-year high schools

Discussion postponed.

9. Length of summer session in the State Normal Schools and Teachers Colleges

Discussion postponed.

10. What shall be done when forty or more students are doing student teaching at one time in a center distant from the normal school re classroom instruction that should be concurrent with student teaching?

Discussion postponed.

11. Normal School Faculty Conference

Doctor Cameron invited the members of the Board of Normal School Principals to hold the Seventh Annual Conference of all the Faculties of the State Normal Schools and Teachers Colleges during the three days preceeding Thanksgiving, 1928, at the State Teachers College, West Chester, Pennsylvania.

On motion of Mr. Allen, seconded by Doctor Eisenberg, it was voted to accept the invitation of Doctor Cameron to meet at West Chester for the Seventh Annual Conference. Agreed to.

12. The Superintendent's letter to the Normal School Trustees

Discussion postponed.

13. The audit by Main and Company

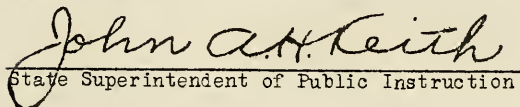
Discussion postponed.

On motion of Doctor Straughn, seconded by Doctor Cameron, it was voted to adjourn at eleven o'clock in order to hear the address of the Superintendent of Public Instruction to the Association of Normal School Trustees. Agreed to.

Respectfully submitted


Secretary

Approved: With indicated reservations


State Superintendent of Public Instruction

In the four year curriculum for the preparation of Junior High School Teachers, graduates of the two year curriculum, Group II, may be credited as follows:

Subject	Hours	Approval, including substitutes	Subject	Hours	Approval, including substitutes	
<u>EDUCATION</u>						
Introduction to Teaching Psychology & Adolescence	3	Introduction to Teaching to Teaching Psy. & Child Study (2) Educational (8) Student Teaching & Conference Technique of Teaching	<u>ARTS</u>			
Educational Psychology ... Purpose, Organization & Development of Jr. H.S.	3		Appreciation & Application of Art	2	($3\frac{1}{2}$) Art (1) & Art (2)	
History of Education	3		History & Appreciation of Music	2	($3\frac{1}{2}$) Music (1) & Music (2)	
Educational Measurements ..	3		Handwriting	1	Handwriting	
History & Organization of Education in Pema.	2		Physical Education	4	Phys. Ed. (1), (2), (3), (4)	
Student Teaching & School Contacts	14		<u>ELECTIVES</u>			
Technique of Teaching	2		Free elective	4	Covered by Elective (3) and ($1\frac{1}{2}$) of Art or Mus.	
Principles of Education ..	3		First Elective Field ..	18	above	
<u>ENGLISH</u>						
English (1)	3		English (1)			
Oral Expression	2	Oral Expression				
English (2)	3	English (2)				
English Literature	2	(3) Juvenile Lit. & Silent Reading				
American Literature	2					
Advanced Composition	3					
Dramatic English	3					
<u>SCIENCE AND GEOGRAPHY</u>						
Educational Biology	3	Educational Biology	Second Elective Field..	18		
Human Geography	3	Teaching of Geography				
World Problems in Geog. ...	3					
Everyday Science	3	(2) Nature Study				
Health and Hygiene in Jr. High School	3	Health & Hygiene in the Intermediate Grades				
<u>SOCIAL STUDIES</u>						
Social & Industrial Hist. of U. S.	3					
Economics	3					
American Government	3					
Educational Sociology	3	Educational Sociology				
Guidance	3					
				<u>TOTAL</u>	136	

Six hours of the 9 in Teaching of Social Studies, Teaching of English and the Teaching of Arithmetic may be credited in either the first or second elective field.

The remaining required subjects are: Education 21 First Elective 15
English 8 Sec. Elective 15
Sc. & Geog. 4 Total 30

These semester hours may be completed by strong students in two years. Social Stud. 12
Total 45 Grant Total 75

In the four-year curriculum for the preparation of Junior High School teachers, graduates of the two year curriculum, Group I, may be credited as follows:

Subject	H o u r s	Approval, Including Substitutes	Subject	H o u r s	Approval, Including Substitutes
<u>EDUCATION</u>					
Int. to Teaching	3	Int.to Teach.	<u>ARTS</u>		
Psych'y & Adolescence ...	3	Psy.&Child St.	Appreciation & Applica- tion of Art	2	(3½)Art (1) & Art (2)
Educational Physh'gy....	3		History & Appreciation of Music	2	(3½)Music (1) & Music (2)
Purpose, Organization & Devel'mt of Jr. H.S.	3		Handwriting	1	
History of Education	3		Physical Education ...	4	Phys.Ed.(1), (2),(3),(4)
Educational Measurements.	3	(2)Educational	Measurements		
History & Organization of Education in Penna.	2		<u>ELECTIVES</u>		
Student Teaching & School Contacts	14	(8) Student Teaching & Conferences	Free elective	4	Covered by Teaching Prim. Subjects.
Technique of Teaching ...	2	Technique of Teaching			
Principles of Education .	3		First Elective Field	18	
<u>ENGLISH</u>					
English(I).....	3	English (1)			
Oral Expression	2	Oral Expression			
English (2)	3	English (2)			
English Literature	2	(3) Children's Lit.& Story Telling			
American Literature	2				
Advanced Composition ...	3				
Dramatic English	3				
<u>SCIENCE AND GEOGRAPHY</u>					
Educational Biology	3	Ed. Bio!	Second Elective Field	18	
Human Geography	3				
World Problems in Geog. ..	3				
Everyday Science	3	(2) Nature Study			
Health & Hygiene in Junior High School	3	Health and Hygiene in Prim.Grades			
<u>SOCIAL STUDIES</u>					
Social & Industrial Hist. of U.S.	3				
Economics	3				
American Government	3				
Educational Sociology ...	3	Educational Sociology			
Guidance	3		<u>TOTAL</u>	136	
		Education			
		English			
The remaining required		(English	First Elective	18	These semester hrs.
subjects are		(Sc.& Geog.	Sec. Elective	18	may be completed by
		(Sec. Stud.	Total	36	strong students in
		Total		48	two years and one
		Grand Total		64	summer term.

1. Charge table of L.H.S

2. Accounts -

3. List of free elections

4. Sampling errors / $\frac{1}{\sqrt{n}}$

5. Variance est

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

MEETING OF THE BOARD OF NORMAL SCHOOL PRINCIPALS

Friday - January 18, 1929

D O C K E T

- (Special session - groups)*
- I. Reading and consideration of the minutes of the last meeting of the Board held in the Department of Public Instruction, September 21, 1928.
 - II. Unfinished Business
 1. Report of the Curricular Revision Committee
 - a. Curriculum for the preparation of "Special Class" teachers *- Refer to Westfall*
 - ✓ b. Proposed courses in Visual Education
 2. Report of the Committee on "Activities of the Pennsylvania State Normal School Athletic Association" by the Secretary of the Board of Control.*Common Report later.*
 - a. Migratory rule for students
 3. Report of Committee on "Uniform Publications by the State Teachers Colleges and State Normal Schools"*Central*
 4. Report of the Committee on "Uniform fees in the State Teachers Colleges and State Normal Schools" including fees for breakage transcription of credits, et cetera *Central*
 5. Out-of-State students enrolled in the State Teachers Colleges and State Normal Schools *Common Th.*
 6. Revision of rates for day and boarding students
 7. Credit for Teacher Institutes conducted by the State Teachers Colleges *C.P. Comm.*
 8. Recognition of Baccalaureate Degrees by graduate Schools of Education *- W. H. B. ...*
 9. Evaluation of all irregular credentials submitted by students for admission to State Teachers Colleges *- Parent Plan*
 10. Qualifications of teachers to be recommended for positions in classified four-year high schools
 11. Calendar for the State Teachers Colleges
 12. The Superintendent's letter to the Normal School Trustees *Bureau Report By - News check ...*

13. The Audit by Main & Company
14. Revision of Article XX
15. What shall be done when forty or more students are doing student teaching at one time in a center distant from the normal school re classroom instruction that should be concurrent with student teaching?

III. New Business

1. Seminar courses as electives in four year curriculums *Steel*
2. Standardization of the duties of School Nurses
3. Uniform policy re number of players to be sent on athletic trips
4. What should be the organization of our State Normal Schools
5. Record of deeds in the various counties in which the Commonwealth of Pennsylvania is the Grantee for the account of the several State Normal Schools
6. Fraternities in the State Teachers Colleges
7. Provision for late entrants of summer school students in attendance upon Military Camps
8. Use of "The Journal" in the senior classes of the State Teachers Colleges
9. Guidance Program should be emphasized
10. Extra Curricular Courses
11. Annual Normal School Conference
12. Entrance requirements to State Teachers Colleges
13. Under "Class I Students" should we include teachers in service completing courses on the campus in the afternoon and evening and are looking forward to the Baccalaureate Degree or the Normal School Certificate *Pat*
14. Proposed course in "Speech Correction"
15. Uniform Standard Tests for Juniors

NORMAL SCHOOL

PRINCIPALS' MEETING

January 18, 1929

A stated meeting of the Board of Normal School Principals of the Commonwealth of Pennsylvania was held in the Department of Public Instruction, Harrisburg, Pennsylvania, September 21, 1928 at 9:60 A. M.

In the absence of Dr. John A. H. Keith, State Superintendent of Public Instruction, Doctor Rule, Deputy Superintendent, presided.

The following members of the Board were present:

Francis B. Haas	Bloomsburg
G. C. L. Riemer	Clarion
Leslie Pinckney Hill	Cheyney
T. T. Allen	East Stroudsburg
C. C. Crawford	Edinboro
A. C. Rothermel	Kutztown
D. W. Armstrong	Lock Haven
W. R. Straughn	Mansfield
C. H. Gordinier	Millersville
Ezra Lehman	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester
Henry Klonower	Department of Public Instruction

The State Normal School at California and the State Teachers College at Indiana were not represented.

I. Approval of the minutes of the previous meeting of the Board

A copy of the minutes having been sent to each Principal subsequent to the meeting, they were not read.

On motion of Mr. Allen, seconded by Dr. Lehman, it was voted that the minutes be approved as submitted.

II. Unfinished Business

1. Report of the Curricular Revision Committee

- a. Curriculum for the preparation of "Special Class" teachers
- b. Proposed course in Visual Education

Doctor Eisenberg, Chairman of the Curricular Revision Committee, reported as follows:

"A meeting of the Curricular Revision Committee was held Friday morning at eight o'clock in the Penn-Harris, January 18, 1929. Messrs. Eisenberg, Allen, Straughn, and Klonower were present.

The Committee reports as follows:

- a. With respect to the "Special Class" teachers the Committee reports progress and that a final report will be submitted at the next meeting of the Board. A copy of the report will be in the hands of the Principals one week before the next meeting of the Board.
- b. "With respect to the 'Proposed course in Visual Education,' the Committee recommends that inasmuch as Visual Education should be made part and parcel of every subject taught in the public schools that we increasingly put emphasis upon the value and use of visual aids in all our courses of all curriculums in the State Teachers Colleges and State Normal Schools;

That in order to accomplish this purpose the Principal of each institution shall appoint a committee of three whose duty it shall be to encourage in every possible way the use of visual aids;

And, that, in the course in Technique of Teaching the psychological principles of activity-interest in the concrete, need for sensory experience, perceptual before conceptual and the like, be considered constantly in connection with every type of classroom procedure, and also the values, outcomes and types of visual aids."

In further explanation Doctor Eisenberg stated that sometime in the near future, perhaps a year or two, if would be necessary to make a few minor changes in the present curriculum and perhaps at that time something more definite could be done in the field of Visual Education.

Doctor Rule asked permission to invite Doctor Hoban, Director of Visual Education for the Department, to the meeting for a personal conference and discussion.

Doctor Eisenberg stated that Doctor Hoban had been given a hearing before the Curricular Revision Committee and as the docket was lengthy the Committee would be pleased to hear Doctor Hoban again at their next meeting.

Doctor Haas suggested that if time permitted the Board would call Doctor Hoban in later in the afternoon at an appropriate time and if not, let the matter rest with the Curricular Revision Committee.
Agreed to by the Board.

On motion of Doctor Riemer seconded by Doctor Haas it was voted to accept the report of the Committee.
Agreed to.

Doctor Eisenberg asked permission to present an item not on the docket. Permission granted.

On motion of Doctor Eisenberg seconded by Doctor Cameron it was voted that credentials of Group III the Rural School course be evaluated on the same basis as Group II in the four-year curriculum are now evaluated.
Agreed to.

2. Report of the Committee on "Activities of the Pennsylvania State Normal School Athletic Association" by the Secretary of the Board of Control.

a. Migratory rule for students

Mr. Klonower distributed the report of the Secretary of the Board of Control of the Pennsylvania Normal School Athletic Association.

The report from Mr. Moorhead follows:

"Since sending you the scores of the football games on January 9, I have received reports of the following games:

Lock Haven	0	0	California	19
Clarion	13		Clarion	0
Kutztown	0		Kutztown	6
Bloomsburg	12		Stroudsburg J. V.	0
Kutztown	12		Kutztown	0
Elizabethtown				
College	6		Millersville	12
Kutztown		6		
Farm School		55		

I have not as yet received any scores from Mansfield. I have not received an eligibility list this year from Kutztown.

The members of the Western District have each paid their assessment of ten dollars for this year but Mr. Crapser informs me that he has not received this money from all of the schools in the Eastern District."

Doctor Lehman read a section of the minutes of a meeting of the District Committee of District No. 2, as follows:

"It is recommended to the Board of Normal School Principals that the part of Article VI, Section I, reading as follows: 'or who is not maintaining a passing grade in at least thirteen semester hours of work', shall be eliminated."

On motion of Doctor Haas seconded by Doctor Cameron it was voted that the entire question of the Board's relationship to the Athletic Association and its regulations now in effect be reconsidered by the Committee on Athletics and a complete report of advisable changes be presented at the next meeting of the Board. Agreed to.

3. Report of Committee on "Uniform Publications by the State Teachers Colleges and State Normal Schools"

Mr. Allen, Chairman of this Committee asked permission to submit a complete and detailed report at the next meeting of the Board. Agreed to.

4. Report of the Committee on "Uniform fees in the State Teachers Colleges and State Normal Schools" including fees for breakage, transcriptions of credits, et cetera.

Doctor Straughn stated that with the permission of the Board his committee would submit a detailed recommendation for the consideration of the Board, at its next meeting. Permission granted.

5. Out-of-State students enrolled in the State Teachers Colleges and State Normal Schools

With the permission of the Board Doctor Keith stated he would appoint a committee of three to look into this whole matter and devise some form to be used by the Normal Schools to certify the records of out-of-State students and all the other things which should be considered in this matter. He accordingly appointed the following:

Doctor Francis B. Haas, Chairman
Doctor W. R. Straughn
Mr. T. T. Allen

6. Revision of rates for day and boarding Students

This item was discussed under item 4 in connection with "Uniform Fees in all the State Normal Schools and State Teachers Colleges."

7. Credit for Teacher Institutes conducted by the State Teachers Colleges

Doctor Straughn stated that this question was brought up by the fact that Doctor March, Superintendent of Tioga County, had asked that credit be given to his teachers who had attended the Teachers Institute, and at which institute the instructors of the State Teachers College at Mansfield took part.

Doctor Straughn stated that they did not feel they could do this and for that reason it was brought before the Board, so that Doctor March could be officially notified of the decision reached.

The Board decided that credit for such work could not be given.

8. Recognition of Baccalaureate Degrees by graduate Schools of Education

Doctor Rothermel stated that one of his four-year graduates had received a letter from Columbia University saying that he was short sixteen counts for admission to graduate work.

Doctor Cameron asked if the State Teachers Colleges are classified as A Colleges under the classification of the American Association of Colleges.

Doctor Keith stated they were not. He also felt that nothing could be done with the case cited by Doctor Rothermel until we had more facts. It may be that the student was deficient in certain subjects in which he desired to specialize and if this is the case, there was no reflection on the institution or any of the Teachers Colleges. He further stated that he would be interested to know the facts in the case.

The Board adjourned at 12:15 for luncheon to re-convene at 1:30 o'clock.

9. Evaluation of all irregular credentials submitted by students for admission to State Teachers Colleges

Mr. Klonower stated that the procedure as set up by the Board of Normal School Principals was to the effect that miscellaneous credentials were to be submitted by the school in which the prospective teacher wished to matriculate. In many cases the records are being sent to us direct by the students and asking for an evaluation.

He further called attention to the fact that many students receive the evaluation of the high school credits, but they do not secure the equivalent high school certificate by paying the fee of \$1.00 and this they must have in their possession in order to make the records complete.

Doctor Eisenberg stated that he felt it was wise to reaffirm our resolution in this respect and follow the procedure set up some time ago. The Board reaffirmed the procedure.

10. Qualifications of teachers to be recommended for positions in classified four-year high schools

Doctor Rule explained that the standards for teachers of high schools were progressing and they were anxious to have the Normal School keep in step with these progressing standards. The present status of high school teachers is college graduation or its equivalent. A high school in order to be classified must have at least a majority of its teachers holding college certificates.

He further stated that the State Council of Education had approved a regulation to the effect that the certification of all secondary schools after 1932 be on the college level.

It is the feeling of the Department that when the Normal School Principals recommended new teachers to positions they should not recommend anyone with less than four years of training to positions in high schools, and they should not recommend teachers to high school positions who have but two or three years of preparation.

II. Calendar for the State Teachers Colleges

Doctor Haas submitted a calendar for the year 1928-29 as follows:

SUGGESTIVE CALENDAR FOR COLLEGE YEAR 1929-1930

Prepared by Committee on Calendar - T. T. Allen

W. R. Straughn

Francis B. Haas, Ch.

Summer Session

Registration	Monday, June 24
Classes Begin	Tuesday, June 25
Session Ends	Saturday, Aug. 3

First Semester

Registration	Tuesday, 9:00 A.M.,	September 10
Classes Begin	Wednesday,	September 11
Thanksgiving Recess Begins	Saturday, 12:00 M.	November 23
Thanksgiving Recess Ends	Monday, 12:00 M.	December 2
Christmas Recess Begins	Saturday, 12:00M.	December 21
Christmas Recess Ends	Monday, 12:00 M.	January 6
First Semester Ends	Saturday, 12:00 M.	January 25

101 Teaching Days - 18 weeks (Counting Conference, not counting Christmas vacation)

Second Semester

Second Semester Begins Monday, 8:00 A.M., January 27
Easter Recess Begins Thursday, 12:00 M. April 17
Easter Recess Ends Wednesday, 12:00 M. April 23
Classwork Ends Friday, 4:00 P.M. May 23
97 Teaching days - 18 weeks (Counting Commencement Week)

Commencement 1930

Alumni Day Saturday, May 24
Baccalaureate Sermon Sunday, 2:30 P.M., May 25
Senior Day, Ivy Day and Class Night Monday, May 26
Commencement Tuesday, 10:00 A.M., May 27

On motion of Doctor Haas, seconded by Doctor Gordinier it was voted that the calendar for the calendar for the year 1928-29 be adopted as submitted. All agreed with the exception of Doctor Riemer and Doctor Armstrong. (5--2)

Doctor Keith asked for a vote on the adoption of the calendar from each Principal.

Doctor Gordinier and Mr. Allen voted for the calendar.

Doctor Armstrong stated that they were not satisfied with some things of the calendar. The time of opening the summer session is too late. They would prefer to have this date optional for the several schools, June 10, 17, or 24, 1929 as the date may suit the individual schools. The majority of the students would be better satisfied if the summer session opened June 10, 1929, as it seems to be more agreeable if the summer session is either at the beginning of the semester or end of other semester; in this way it does not break up the vacation period.

He further stated that they did not think the Thanksgiving vacation was very effective. They would prefer to have only the one day at Thanksgiving and a longer vacation at Christmas.

Doctor Crawford stated that they were in accord with the calendar with the exception of the two vacations at Thanksgiving and Christmas.

Doctor Lehman stated that he was in accord with the exception of the opening of the summer session. Some of his teachers are taking work at the University of Chicago and they would like to open one week earlier or have the date optional.

Mr. Hill stated that his school was agreed to the calendar with the exception of the long vacation period at Thanksgiving and Christmas.

Doctor Rothenmel and Doctor Straughn were in accord with the calendar.

Doctor Riemer stated that he was in favor of having the Normal School Conference just before the opening of the schools in the fall and having this be a part of the school year. He further stated that a problem which was confronting him was how to get in enough days for the training school. If the training school teachers are on the same basis as the normal school teachers, how is it possible to ask them to work more days and as the calendar stands now we have less than 180 days actual school.

Doctor Eisenberg stated that he was satisfied with the calendar as it now stands.

Doctor Keith stated there was nothing to do but see that the training schools were open and in actual session for 180 days. The Junior High School must according to law be in session 180 days, and it is up to each one to see that this is done.

Doctor Gordinier stated he was willing to amend the original motion to the effect that the opening date be optional to the several normal schools. Doctor Haas agreed to this.

On motion of Doctor Gordinier seconded by Doctor Armstrong it was voted that the opening date for the several normal schools be optional in the several schools. Motion lost, five voting against the motion.

Doctor Keith asked how many of the schools are open for teaching on Saturday.

Doctor Straughn, Doctor Riemer, Doctor Eisenburg, Doctor Cordinier, Doctor Armstrong and Mr. Allen all reported as having half day session on Saturdays. Doctor Haas and Doctor Rothermel stated that they had full schedules on Saturdays. Doctor Crawford, Doctor Lenman and Mr. Hill stated that they did not have any classes on Saturdays.

The calendar was adopted as presented.

*Approved for 1929-30
John W. Keith*

12. The Superintendent's letter to the Normal School Trustees

Discussion postponed.

13. The audit by Main & Company

Doctor Keith stated that constructive developments were resulting from the recent audits. He suggested that in view of the audits each Principal begin a study of his administrative organization and prepare a chart showing the various lines of responsibility. This was not with the thought of setting up any one specific organization but rather to analyze the different types of organizations now in existence. These charts will be duplicated and used as the basis for discussion at a subsequent meeting. The charts are to be sent to Mr. Klonower who will have them duplicated without indicating from which schools the various charts come.

Doctor Keith further suggested that all business letters from the institution should come directly from the Principal to his office inasmuch as the Principal is the head of the institution.

Doctor Keith suggested that it might be advisable at some future time to call into conference the several people having to do with the accounting in the several institutions in order that a uniform accounting system might be made familiar to all those responsible for handling the details of accounting in the several schools.

14. Revision of Article XX

Doctor Keith stated that the revised copy of Article XX had been submitted to Deputy Attorney General Schnader and also to the Governor. The Governor requested a conference with Mr. Schnader and Doctor Keith. Doctor Keith said that he would keep the Normal School Principals advised as to developments.

15. What shall be done when forty or more students are doing student teaching at one time in a center distant from the normal school re classroom instruction that should be concurrent with student teaching?

Doctor Keith stated that he did not see anything to do but send a teacher along to supervise this work.

Mr. Allen asked whether the students doing this work should pay an added fee to cover the cost of this instruction? Doctor Keith replied "No."

III. New Business

1. Seminar courses as electives in four-year curriculums

Inasmuch as this item was placed on the docket at the suggestion of Doctor Steele and he was not present, Doctor Keith suggested that it be carried over for discussion to the next meeting of the Board.

2. Standardization of the duties of School Nurses

This question was raised by the Health Bureau. It was felt that something should be done to bring about a closer relationship between the school nurse and the training school teachers.

Doctor Keith asked whether the School Nurse goes into the various training schools of the several normal schools and on calling a vote the result was as follows:

Dr. Haas	Bloomsburg	no
Dr. Riemer	California	no
Dr. Steele	Clarron	absent
Mr. Hill	Cheyney	no
Mr. Allen	East Stroudsburg	yes
Dr. Crawford	Edinboro	no
Dr. Foster	Indiana	absent
Dr. Straughn	Mansfield	no
Dr. Gordinier	Millersville	yes
Dr. Lehman	Shippensburg	no
Dr. Eisenberg	Slippery Rock	yes
Dr. Cameron	West Chester	absent

3. Uniform policy re number of players to be sent on athletic trips

Doctor Riemer stated that he wanted to know on what basis men were transported to and from the different schools and how they were taken care of in the several institutions.

The opinion of the Board was that discretion should be used in respect to sending students to other schools to participate in athletic games.

4. What should be the organization of cur State Normal Schools

This item was discussed under item 13, "The Audit by Main & Company"

5. Record of deeds in the various counties in which the Commonwealth of Pennsylvania is the Grantee for the amount of the several State Normal Schools

Doctor Rule stated that he had been asked by the State Superintendent to check up the record of deeds and instruments on file in the Department of Internal Affairs covering the property owned by the several State Normal Schools. He distributed a sheet to each of the Principals

showing the records now on file for the holdings of each individual school. These records are on file in the Department of Internal Affairs, which is the depository for all legal papers and property owned by the State. We have reason to believe that the deeds of all properties owned by the State are not on file at the present time, and they should be made a record of immediately.

He further explained that it was thought wise to have an audit made of the records covering titles of properties owned by the State Department. Are all the properties owned by the State covered by the proper deeds? We should see that they are properly covered by proper abstracts of title and all the papers pertaining thereto should be on file in the Department of Internal Affairs.

Each Principal was asked to check the holdings against the list; if there are properties not listed thereon, please list them and make such corrections as necessary.

The following facts are needed:

1. A statement as to whether or not all your properties are covered by deeds and if these deeds are properly recorded.
2. Whether or not there are any judgments of any sort outstanding against any of the properties of the State which are not satisfied and those that are satisfied.
3. All judgments should be recorded in the judgment book of the respective county.
4. If there are any judgments against the property that are not satisfied then you should proceed in cooperation with your Trustees to have these judgments satisfied by record.

All these papers should be returned to the office of Doctor Rule who will in turn forward them to the proper State official.

6. Fraternalities in the State Teachers Colleges

On motion of Doctor Lehman, Chairman of the committee on Fraternalities, seconded by Doctor Haas, it was voted to carry over this item for discussion at the next meeting of the Board. Agreed to.

7. Provision for late entrants of summer school students in attendance upon Military Camps

Doctor Keith stated that this matter had come to his attention because a few people had no opportunity to get into the summer session of the Normal Schools and Teachers Colleges, because in the early part of the summer these men had to attend Military Camps. This matter was taken up with him through the National Guard who felt that they should have some educational men in their camps.

On motion of Doctor Eisenberg, seconded by Doctor Gordinier it was voted that Doctor Keith appoint one school to make some provision for such late entrants and that each of the schools upon inquiries being received at their schools, direct such entrants to the designated school. Agreed to.

Doctor Keith stated that in the absence of Doctor Foster and no protest to the contrary, he would appoint the State Teachers College at Indiana to take care of such entrants.

8. Use of "The Journal" in the senior classes of the State Teachers Colleges

Mr. Klowner explained that a letter had been received from Mr. Joy Elmer Morgan, Editor for the National Education Association, in which he stated that efforts were being made to have "The Journal" used by senior classes in teacher-training institutions.

"The Journal" aims to present a broad national outlook and to encourage teachers to do continuous work on the problems of the profession.

Doctor Keith stated that each Principal should do as he thinks best in this matter.

9. Guidance Program should be emphasized

On motion of Doctor Haas seconded by Doctor Lehman it was voted to remove this item from the docket.

10. Extra Curricular Courses

The subject of Visual Education was brought up under this caption, but since this was discussed under Item 1, Unfinished Business, Report of the General Curricular Revision Committee, it was considered closed.

11. Annual Normal School Conference

Doctor Haas read a suggestive tentative plan for the 1929 Normal School Conference of State Teachers Colleges and State Normal Schools:

The plan follows:

"In order that ample time may be given to preparation for the 1929 conference, it has been suggested that early consideration be given to the questions of (1) Place and (2) Program.

1. PLACE ____ The Board of Trustees and the Faculty of Bloomsburg extend a cordial invitation to the Conference to come to Bloomsburg for the 1929 meeting.

2. PROGRAM In order that the greatest benefits may be secured it is suggested that consideration be given to the following points:

(a) Appoint the Principal of the host college chairman of an Arrangement Committee. Appoint him a member of but not chairman of a Program Committee. This means that if the Program Committee be appointed immediately it can begin to function even though the place is not agreed upon.

(b) In most of our conferences the real opportunity for work lies in permitting the small groups opportunities to bring to some terminal point the work which they have started. This has in most cases not been possible because of the arrangement of the program and the addition of desirable but extraneous features. The following is suggested:

1. Have three sessions of group conferences and two sessions of general conferences. This seems to be an equitable distribution.

2. Begin with a session of group conferences Monday afternoon -- the first general session Monday evening -- two full sessions of group conferences Tuesday with the final general session Tuesday evening. This plan would permit the small number who cannot reach the institution in a half day of traveling to arrive Sunday evening. The advantage would be gained on the other end when a full day, Wednesday, would be available to get back home for the Thanksgiving holidays. In developing the plan care should be taken it seems to me not to break in upon the group conferences with interesting side trips, etc., nor to have too many speakers on the general program or too many entertainment features."

The suggested plan seemed to meet the approval of all members of the Board.

On motion of Doctor Straughn seconded by Doctor Gordinier it was voted to accept the invitation of the State Teachers College at Bloomsburg to hold the next Annual Conference of the faculties of the State Normal Schools and State Teachers Colleges at Bloomsburg. Agreed to.

Doctor Keith stated that in accordance with the plan suggested he would appoint as an arrangements committee the following:

Dr. Francis B. Haas, Chairman, Bloomsburg
Dr. D. W. Armstrong, Lock Haven
Dr. W. R. Straughn, Mansfield

In line with the suggestion in paragraph (a) of the suggested outline Doctor Keith appointed as a Program Committee the following:

Dr. J. Linwood Eisenberg, Chairman, Slippery Rock
Dr. Francis B. Haas, Bloomsburg
Dr. Ezra Lehman, Shippensburg
Miss Jennie M. Ackerman, Indiana
Mr. George A. Retan, Mansfield
Mr. Henry Klonower, Department of Public Instruction //

12. Entrance requirement to State Teachers Colleges

Doctor Keith stated that no student should be admitted unless the Principal of the Teachers College has a statement signed by the Principal of the High School from which the student was graduated. It does not seem wise or possible to eliminate students who have low marks in the high school under present entrance regulations.

Doctor Keith stated that he did not think it was wise at this time to modify the entrance requirements so that a distinction on the basis of scholarship may be made for entrance to the Normal Schools. Our requirement for graduation from the Normal School is a satisfactory

completion of the curriculum, and admission to that curriculum is the graduation from an approved four-year high school.

At the present time we do not have any basis on which to eliminate or discriminate between students with high marks and low marks so long as a passing grade is maintained in the high school. If the student proves unsatisfactory later on, discretion must be used in the school in which he is matriculating.

Doctor Keith stated that it might be a good thing for each of the Principals to consider whether or not we should modify our present entrance requirements.

13. Under "Class I Students" should we include teachers in service completing courses on the campus in the afternoon and evening and are looking forward to the Baccalaureate Degree or the Normal School Certificate.

On motion of Mr. Allen seconded by Doctor Gordinier it was voted that a student must take at least thirteen semester hours to become a full-time student in the State Teachers Colleges. Agreed to.

Doctor Keith asked how many of the schools had part-time students; that is, those taking work on the campus in the evening and on Saturdays.

Doctor Eisenberg, Mr. Hill, Doctor Lehman, Doctor Crawford and Doctor Haas stated they did not have any such students.

Doctor Riemer stated they were reporting their students separately and not under Class I Students, but as "Saturday classes."

Doctor Straughn reported twelve students, Mr. Allen six students, Doctor Gordinier seventy-five students and Doctor Armstrong fifteen students.

Doctor Keith stated that he thought it advisable to make an additional class or group for this type of student because it was not fair to put them in the "Class I Students." This is the item on which the appropriation and many other things are based.

On motion of Mr. Allen, seconded by Doctor Riemer it was voted to classify these students taking work in the evenings and on Saturdays on the campus as Class III students - part-time students on the campus taking less than thirteen semester hours of work. Agreed to.

14. Proposed course in "Speech Correction."

Doctor Keith stated that inasmuch as this item was placed on the docket by Doctor Cameron and he had left the meeting due to illness in his family, the item would be continued on the docket for discussion at the next meeting of the Board.

15. Uniform Standard Tests for Juniors

On motion of Doctor Haas seconded by Doctor Straughn it was voted to remove this item from the docket. Agreed to.

16. Sabbatical Year for Teachers and Principals in the State Normal Schools and State Teachers Colleges

Mr. Hill stated that he felt something should be done concerning a Sabbatical Year for teachers and principals who have rendered effective and distinguished service to the normal schools of the State for long, unbroken periods of time.

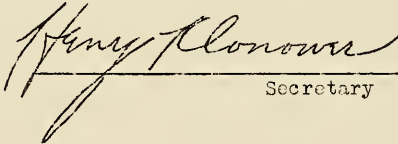
Doctor Keith asked Mr. Hill to make a further study of this matter and let him have the facts.

17. Should salaries of teachers be paid while attending approved conferences?

Doctor Keith stated that he felt if the Principal definitely assigned a teacher to attend a meeting within the State, the expenses should be paid by the school, but the Principal should use his judgment in making these assignments. The expense of attending National Conferences should be paid by the individual but without loss of salary.

On motion of Mr. Allen seconded by Doctor Gordinier it was voted to adjourn at 5:45 P.M. and re-convene at the next regularly schedule time, March 15, 1929.

Respectfully submitted


Secretary

Minutes approved:


State Superintendent of Public Instruction

Commonwealth of Pennsylvania
 DEPARTMENT OF PUBLIC INSTRUCTION
 TEACHER BUREAU
 Harrisburg

REPORT of COMMITTEE on EVALUATION of
 NON-STANDARD CREDENTIALS of CANDIDATES
 for DEGREES in STATE NORMAL SCHOOLS
 and TEACHERS COLLEGES

Name of Applicant _____

Address _____ Date of Application _____

Normal School or Teachers College
 in which Degree is Desired _____

EVALUATION REPORT
 (Evaluation by the Credentials Bureau)

Memorandum of Credit. Credit for four years of equivalent high school work is incomplete until the applicant has been granted a CERTIFICATE OF PRE-PROFESSIONAL EDUCATION. This Certificate is issued only after the deficiencies, if any, have been removed and the fee of one dollar has been paid to the Credentials Bureau, Department of Public Instruction.

	A. Record of High School work completed	Year or years	Number of units	Signature of person who evaluates credentials	Date
HIGH SCHOOL					
NORMAL SCHOOL					
EXAM.					
	Total units credited				
	Total units lacking				

Official Evaluation of Certified Record of Academic and Professional Work
 Completed by Applicants for a Degree in the Elementary Education Curriculum in a State Teachers College. Evaluation by the Committee on the Evaluation of Non-Standard Credentials, in the
 Teacher Bureau

Name _____

Institution _____

Subject	H o u r s	Approval, including substitutes	Subject	H o u r s	Approval, including substitutes
EDUCATION			MATHEMATICS		
Introduction to Teaching...	3		Teaching of Number ...	2	
Psychology & Child Study ..	3		T'ch'g of Arithmetic..	3	
Educational Psychology	3		T'ch'g & Superv'n of		
History of Education	3		Arith. in Elem. Schools	3	
Educational Measurements ..	3		SOCIAL STUDIES		
Student Teaching	10		Tch'g. of Social Stud..	3	
Technique of Teaching	2		American Government...	3	
Kindergarten-Pri. Theory...	2		Economics	3	
Principles of Education ...	3		Tch'g Soc. St'ds (Pri.)	1	
Hist. and Organization of			Educational Sociology	3	
Education in Penna.	2		Civic Education in		
Supervision & Administr'n			Elementary Schools...	3	
of Elementary Schools ...	3		ARTS		
Practical School Contacts..	4		Music	3 $\frac{1}{2}$	
ENGLISH			Art	3 $\frac{1}{2}$	
English (1)	3		Handwriting	1	
Oral Expression	2		History and Apprec'n		
English (2)	3		of Music	2	
Teaching of Primary Reading	3		History and Apprec'n		
American Literature	2		of Art	2	
Teaching of Spelling and			Physical Education ..	4	
Language (Pril)	2		ELECTIVE		
Teaching of English	3		Elective	2	
Children's Lit. & Story Tell	3				
Advanced Composition	3				
English Literature	2				
SCIENCE and GEOGRAPHY					
Educational Biology	3				
Nature Study	2				
Economic Biology	3				
Nutrition	3				
Descriptive Astronomy	3				
Health and Hygiene in					
Elementary Schools	3				
Physiography	3				
Prin. of Human Geog.	3				
Teaching of Geography	3				
Teaching Geography (Pri. Gr.)	1				
			TOTAL	136	

Approved

Signature of Person who Evaluated
 Credentials

Secretary, Committee on the Evaluation
 of Non-Standard Credentials

Date _____

(OVER)

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

REPORT of COMMITTEE on EVALUATION of
NON-STANDARD CREDENTIALS of CANDIDATES
for DEGREES in STATE NORMAL SCHOOLS
and TEACHERS COLLEGES

Name of Applicant _____
 Address _____ Date of Application _____
 Normal School or Teachers College
 in which Degree is Desired _____

EVALUATION REPORT
 (Evaluation by the Credentials Bureau)

Memorandum of Credit. Credit for four years of equivalent high school work is incomplete until the applicant has been granted a CERTIFICATE OF PRE-PROFESSIONAL EDUCATION. This Certificate is issued only after the deficiencies, if any, have been removed and the fee of one dollar has been paid to the Credentials Bureau, Department of Public Instruction.

A. Record of High School work completed		Year or years	Number of units	Signature of person who evaluates credentials	Date
HIGH SCHOOL					
NORMAL SCHOOL					
Exam.					
Total units credited					
Total units lacking					

(OVER)

Official Evaluation of Certified Record of Academic and Professional Work
 Completed by Applicants for a Degree in the Junior High School Cur-
riculum in a State Teachers College. Evaluation by the Committee
 on the Evaluation of Non-Standard Credentials in the
 Teacher Bureau

Name _____

Institution _____

Subject	H O U R S	Approval, including substitutes	Subject	H O U R S	Approval, including substitutes
<u>EDUCATION</u>			<u>ARTS</u>		
Introduction to Teaching.	3		Appreciation & Applica- tion of Art	2	
Psychology & Adolescence...	3		History & Appreciation of Music	2	
Educational Psychology.....	3		handwriting	1	
Purpose, Organization & Development of Jr. H.S. ..	3		Physical Education ...	4	
History of Education	3		<u>ELECTIVES</u>		
Educational Measurements ..	3		Free elective	4	
History & Organization of Education in Penna.	2		First Elective Field...	18	
Student Teaching & School Contacts	14				
Technique of Teaching	2				
Principles of Education ...	3				
<u>ENGLISH</u>					
English (1)	3				
Oral Expression	2				
English (2)	3				
English Literature	2				
American Literature	2				
Advanced Composition	3				
Dramatic English	3				
<u>SCIENCE and GEOGRAPHY</u>					
Educational Biology	3		Second Elective Field	18	
Human Geography	3				
World Problems in Geog. ...	3				
Everyday Science	3				
Health & Hygiene in Junior High School	3				
<u>SOCIAL STUDIES</u>					
Social & Industrial History of U.S.	3				
Economics	3				
American Government	3				
Educational Sociology	3				
Guidance	3				
			TOTAL	136	

Approved

Signature of Person who Evaluated _____

Secretary, Committee on the Evaluation
of Non-Standard Credentials

Date _____

(OVER)

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

MEETING OF THE BOARD OF NORMAL SCHOOL PRINCIPALS

Friday - March 22, 1929

D O C K E T

I. Reading and consideration of the minutes of the last meeting of the Board held in the Department of Public Instruction, January 18, 1929.

II. Unfinished Business

1. Report of the Curricular Revision Committee

- a. Visual Education
- b. Additional electives
- c. Change in name of curriculum IV
- d. Industrial Arts Education
- e. "Special Class" Education

2. Report by the Secretary of the Board of Control on "Activities of the Pennsylvania State Normal School Athletic Association."

3. Report of the Committee on "Pennsylvania State Normal School Athletic Association"

4. Report of Committee on "Uniform Fees in the State Teachers Colleges and State Normal Schools"

5. Report of Committee on "Out-of-State Students enrolled in the State Teachers Colleges and State Normal Schools"

6. Report of Committee on "Fraternities in the State Teachers Colleges."

7. Revision of Article XX

8. Seminar courses as electives in four-year curriculums

9. Organization of State Normal Schools and State Teachers Colleges.

10. Record of deeds in the various counties in which the Commonwealth of Pennsylvania is the Grantee for the account of the several State Normal Schools

11. Proposed course in "Speech Correction"

12. Should we modify the present entrance requirements to the State Normal Schools and State Teachers Colleges?

13. Sabbatical Year for Teachers and Principals in the State Normal Schools and State Teachers Colleges

(a) Trip to Ball to ...
(b) A/c
(c) A/c
(d) A/c
(e) A/c

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M.K.

M.K.

M.K.

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Ad to Com

Accepted
only

Accepted
only

Accepted
only

✓ OK

✓

✓

? Status

✓

III. New Business

1. Institutions given an "A" rating by the American Association of Teachers Colleges ✓
2. Normal School Enrollments - Second Semester ✓
3. Resolution of the Association of District Superintendents of Allegheny County ✓ Entrance
4. Allocation of State Highway Funds for the building of roadways at State Normal Schools and Teachers Colleges ✓
5. Change of name of different classes in the teacher training institutions, Freshman, Sophomore, Junior and Senior ✓
6. Maximum amount of credit for a summer session ✓
7. State Printing and local necessities - Mr. John C. Dight ✓ 1/3 10
8. Advisability of extending the normal school curricula to three years ✓ Steel - ✓
9. Student delegates to conferences at New York City ✓
10. Application of State Teachers Colleges for registration with the New York State Department ✓
11. Recommendation of specific texts to prospective teachers by normal school instructors, particularly those in the training school ✓
12. Newspaper advertising ✓
13. Should students matriculating in the Pennsylvania State Normal Schools present credentials entitling them to admission in a Normal School in their own state as a pre-requisite for entering a Pennsylvania State Normal School or Teachers College? ✓

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College Press, Cont.

NORMAL SCHOOL
PRINCIPALS' MEETING

March 22, 1929

A stated meeting of the Board of Normal School Principals of the Commonwealth of Pennsylvania was held in the Department of Public Instruction, Harrisburg, Pennsylvania March 22, 1929 at 9:30 A.M.

In the absence of Doctor John A. H. Keith, State Superintendent of Public Instruction, Doctor Rule, Deputy Superintendent, presided.

The following members of the Board were present:

Francis B. Haas	Bloomsburg
G. C. L. Riemer	Clarion
Robert M. Steele	California
Leslie Pinckney Hill	Cheyney
T. T. Allen	East Stroudsburg
C. C. Crawford	Edinboro
Charles R. Foster	Indiana
A. C. Rothermel	Kutztown
William R. Straughn	Mansfield
C. H. Gordinier	Millersville
Ezra Lehman	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester
Henry Klonower	Department of Public Instruction

The State Teachers College at Lock Haven was represented by Mr. M. DeTurk High, Dean of Instruction.

1. Approval of the minutes of the previous meeting of the Board

A copy of the minutes having been sent to each Principal subsequent to the meeting, they were not read.

On motion of Dr. Riemer seconded by Dr. Steele the following corrections to the minutes were made:

page 351, last paragraph "secondary schools" should be changed to read "secondary school teachers".

page 357, second paragraph "Dr. Riemer - California - no" and "Dr. Steele - Clarion - absent" should read "Dr. Riemer - Clarion - no" and "Dr. Steele - California - absent".

On motion of Dr. Foster, seconded by Dr. Riemer, it was voted that the minutes of the previous meeting be approved as corrected. Agreed to.

II. Unfinished Business

1. Report of the Curricular Revision Committee

- a. Visual Education
- b. Additional electives
- c. Change in name of curriculum IV
- d. Industrial Arts Education
- e. "Special Class" Education

Doctor Eisenberg, Chairman of the Curricular Revision Committee, reported as follows:

"A meeting of the Curricular Revision Committee was held in the Teacher Bureau, Department of Public Instruction, Thursday, February 7, 1929. Those present were:

Dr. J. Linwood Eisenberg, Chairman
Dr. W. R. Straughn
Mr. T. T. Allen
Mr. Henry Klonower

1. The Committee recommends that a summer session course of two semester hours on the basis of two hours of classroom work and two semester hours credit be authorized in Visual Aids in Education. This course may be credited as a free elective for all students or may be credited in place of Technique of Teaching for experienced teachers.

2. The Committee recommends that each teacher training institution be permitted to offer, as an elective, an additional three semester hour course in each of the following fields: Education, Elementary Education, English, Mathematics, Foreign Language, Science, Geography, Social Studies, Music, and Art, and that each institution specializing in Art, Music, Health, Commerce and Home Economics, be permitted to offer an additional three semester hour course in each curriculum in which it specializes.

*not approved
John A. Keith*

3. The Committee recommends that the four year curriculum for the Preparation of Junior High School Teachers be changed to the Four Year Curriculum in Secondary Education (for the preparation of Junior and Senior High School Teachers).

*not approved
John A. Keith*

4. The Committee recommends that twenty-two semester hours of work in the field of Industrial Arts may be offered in each institution which has the appropriate facilities in the four-year Secondary Education Curriculum and that students who choose this elective field be certified to teach Industrial Arts in Junior High Schools.

*Courses should
be specified - and
to be offered in some
sequence.
John A. Keith*

*If only 2
institutions were in-
cluded, and "appro-
priate facilities"
defined, the Super-
intendent would
approve.
John A. Keith*

5. The Committee wishes to report progress on the proposed curriculum in 'Special Class' Education."

On motion of Doctor Eisenberg seconded by Doctor Straughn it was moved to adopt Item I of the Report.

Dr. Cameron raised a question as to whether or not the course in "Visual Education" should be placed on the same basis as "Technique of Teaching", which he felt was the most important course in the curriculum.

Dr. Haas felt that two semester hours of credit for two hours of classroom work was very liberal. He pointed out that 50% of the course was laboratory work, and that probably one semester hour of credit was sufficient.

Dr. Cameron stated that he agreed with Dr. Haas. All courses should be of college level.

On motion of Dr. Haas seconded by Dr. Lehman it was voted that with the approval of the Superintendent, the Curricular Revision Committee be authorized to develop the complete details of this course for the coming summer session.

In discussing Item 2 of the report of the Curricular Revision Committee, Dr. Eisenberg stated that the additional electives are to take the place of the "electives" and are not to take the place of any of the required courses now in operation.

On motion of Dr. Eisenberg seconded by Dr. Foster it was voted to accept and adopt Item 2 of the report of the Curricular Revision Committee. Agreed to.

On motion of Dr. Eisenberg seconded by Dr. Cameron it was voted to accept and adopt Item 3 of the report of the Curricular Revision Committee. Agreed to.

In discussing Item 4 of the report of the Curricular Revision Committee, Dr. Eisenberg explained that a four-year curriculum in Industrial Arts Education had been presented by the Board and the Superintendent had approved the same pending the availability of funds to put it into operation. The Committee felt that in order to provide immediately teachers who are prepared to do this work, we should offer twenty-two semester hours in the field of Industrial Arts until such time as the four-year curriculum is put into operation. Not all schools will want to do this work. It was the thought of the Committee that a few of the schools could offer the work immediately as a major.

Doctor Rule asked how many of the schools could take on this work without additional equipment and very little additional expense.

Doctor Gordinier, Mr. Hill, Doctor Haas, and Doctor Straughn felt that they could do the work without additional equipment.

Doctor Eisenberg and Doctor Crawford stated that they had some equipment but probably not enough to do this work.

Doctor Riemer stated they had sufficient equipment to prepare a general shop teacher if that is what is wanted.

Dr. Steele stated that they had some equipment and room for additional equipment. There seemed to be quite a demand for this type of work in his Service Area and he felt there should be some way in which to meet this demand.

Mr. Allen, Dr. Foster, Dr. Rothermel, Dr. Armstrong, Dr. Lehman, and Dr. Cameron stated that they had no equipment to do this type of work.

On motion of Dr. Eisenberg seconded by Dr. Straughn it was voted to accept and adopt Item 4 of the Curricular Revision Committee. Agreed to.

On motion of Dr. Eisenberg seconded by Dr. Riemer it was voted to accept the report of the Curricular Revision Committee on Item 5. Agreed to.

2. Report by the Secretary of the Board of Control on "Activities of the Pennsylvania State Normal School Athletic Association"

Mr. Klonower read the report as given to him by Mr. Moorhead, Secretary of the Board of Control. The report follows:

Name of School	Games Scheduled	Scores Submitted		Games Unreported	By Whom Unreported
		W	L		
Bloomsburg	11	7	3	1	Lock Haven
East Stroudsburg	8	7	1		
Kutztown	10	1	6	3	Kutztown 3
Lock Haven	10	0	4	6	Lock Haven 3 West Chester 1 Kutztown 1 Millersville 1
#Mansfield	6	4	0	2	Lock Haven 1 West Chester 1

The first part of the book is devoted to a general introduction to the theory of differential equations. It begins with a discussion of the basic concepts of a differential equation, such as the order and degree of the equation, and the conditions for the existence and uniqueness of solutions.

The second part of the book is devoted to the study of linear differential equations. It starts with the homogeneous case, where the method of variation of parameters is used to find a particular solution. The non-homogeneous case is then treated, and the method of undetermined coefficients is introduced.

The third part of the book is devoted to the study of nonlinear differential equations. It begins with a discussion of the method of separation of variables, which is used to solve a large class of nonlinear equations. The method of exact equations is also discussed.

The fourth part of the book is devoted to the study of systems of differential equations. It starts with a discussion of the basic concepts of a system of differential equations, such as the order and degree of the system, and the conditions for the existence and uniqueness of solutions.

The fifth part of the book is devoted to the study of the theory of differential equations. It begins with a discussion of the basic concepts of the theory, such as the stability and bifurcation theory. The method of phase plane is also discussed.

Chapter	Section	Page		Topic
		Start	End	
I	1	1	10	Introduction
	2	11	20	
II	1	21	30	Linear Equations
	2	31	40	
III	1	41	50	Nonlinear Equations
	2	51	60	
IV	1	61	70	Systems of Equations
	2	71	80	
V	1	81	90	Theory of Equations
	2	91	100	

Millersville	8	5	1	2	West Chester 1 Lock Haven 1
#Shippensburg	12	3	7	2	Lock Haven 1 Kutztown 1
West Chester	8	0	4	4	West Chester 3 Kutztown 1
California	9	6	3		
Clarion	8	0	5	3	Clarion 1 Indiana 1 Edinboro 1
Edinboro	8	4	0	4	Edinboro 2 Clarion 1 Indiana 1
Indiana	10	4	4	2	Indiana 1 Edinboro 1
#Slippery Rock	8	3	4	1	Edinboro 1

All home games reported

The above statement of the results of the basketball season just finished speaks for itself. An analysis shows that some schools are not reporting results of their games.

I am not rating the teams for two reasons: first, because the scores of some games are not available, and secondly, because it would be unfair to rate, on a percentage basis, teams playing an unequal number of games with other teachers colleges. It seems to your secretary that if the Normal School Athletic Association is to function adequately, that all provisions of the Constitution should be scrupulously observed by all member schools. This should apply to all requirements, even those of seeming minor importance, also every effort should be made in each sport to provide competition between teachers colleges rather than with other colleges not members of this association.

Baske tball
1928--1929

Home Games	Bloomsburg	California	Clarion	Stroudsburg	Edinboro	Indiana	Kutztown	Lock Haven	Mansfield	Millersville	Shippensburg	Slippery Rock	West Chester
	-	-	-	44-37	-	-	50-32	57-25	40-41-38-34	50-32	-	-	40-39
	-	-	65-33	-	Forfeit-49-32	-	-	-	-	62-42	55-40	-	-
	-	21-25	-	-	#	27-32	-	-	-	-	13-19	-	-
	37-36	-	-	-	-	43-16	45-44	-	-	-	-	42-37	-
	-	59-39	#	-	-	-	-	-	-	-	#	-	-
	-	29-36	#	-	#	-	-	-	-	29-35	25-17	-	-
	-	-	-	10-30	-	-	-	#	-	21-22	#	#	-
	#	-	-	30-61	-	-	-	-	#	-	#	-	-
	39-24	-	-	36-24	-	-	-	54-16	-	-	-	-	-
	-	-	-	-	-	-	-	#	-	-	-	-	-
	32-34	-	-	34-35	-	19-25	40-20	49-34	-	27-43	33-17	-	34-29
	-	54-37	31-30	-	24-28	21-25	-	52-21	-	-	-	-	-
	-	-	-	-	-	26-31	-	#	#	#	-	-	-

#Indicates home games not reported

On motion of Mr. Allen seconded by Dr. Riemer it was voted to receive the report of the Secretary of the Board of Control and place it on file and further that it be spread on the minutes of the meeting of the Board. Agreed to.

3. Report of the Committee on "Pennsylvania State Normal School Athletic Association"

Mr. Allen, Chairman of the Committee on "Athletic Association" reported for the Committee as follows:

"A meeting of the Athletic Committee was held on Thursday afternoon, February 7, 1929 in the office of the Teacher Bureau with the following members present: Doctor Eisenberg, Mr. Allen, and Mr. Moorhead present. Dr. Cameron, a member of the committee was unable to be present.

The committee made the following recommendations for consideration by the Board of Normal School Principals:

1. That no student transferring from one institution to another be permitted to participate in any inter-collegiate competition within a year following such transfer.
2. That Article VI, Section I-a, be amended by omitting the words "or who is not maintaining a passing grade in at least thirteen (13) semester hours of work."
3. That certification of eligibility lists be continued according to Article VI, section VI-a.
4. That the number of players to be sent on athletic trips be determined by each Principal subject to budgetary limitations.
5. That there be no change in the report required to be made to the Executive Secretary"

Dr. Cameron stated that he would like to see a resident rule of one year, but that it not be binding in

the transfer of a student from one institution to another. If such a student has been in residence in one of the Teachers Colleges for a year and then transfers for a good reason, that should not be held against such a student. On the other hand, no Principal should admit a student from another institution without first knowing why he left the school.

Dr. Straughn stated that inasmuch as there seemed to be some difference of opinion in regard to Item I that the matter be referred again to the committee for reconsideration.

On motion of Dr. Straughn seconded by Dr. Riemer it was voted to refer this whole matter back to the committee for further consideration.

On motion of Mr. Allen seconded by Dr. Lehman it was voted to accept and adopt Item 2 of the report of the Athletic Committee. Agreed to.

On motion of Mr. Allen seconded by Dr. Steele it was voted to accept Item 3 of the report of the Athletic Committee which is a continuance of the regulations now in force. Agreed to.

On motion of Dr. Straughn seconded by Dr. Foster it was voted to accept and adopt Item 4 of the report of the Athletic Committee. Agreed to.

On motion of Mr. Allen seconded by Dr. Straughn it was voted to accept and adopt Item 5 of the report of the Athletic Committee. Agreed to.

4. Report of Committee on "Uniform Fees in the State Teachers Colleges and State Normal Schools."

Dr. Straughn, Chairman of the "Fee Committee" reported for the Committee. He stated that the report of the committee was dependent upon two things which had a very important bearing on the final report.

First, the catalogues for the Normal Schools and Teachers Colleges are all out for the present school year and the announcements made.

*not approved
John Keith*

Secondly, that this whole matter of board, fees, receipts, et cetera is dependent upon the action of the Legislature.

Dr. Straughn distributed charts showing the variation of charges, fees, et cetera in the several normal schools. He stated that these forms were sent out to each of the normal schools and the information requested. When the individual charts were received, the summary sheet was prepared and then distributed to all the normal schools.

On motion of Dr. Straughn seconded by Dr. Riemer it was voted to receive the report of the Committee on "Fees" and refer it to the Normal School Principals for study with the understanding that it would come up for further consideration at the next meeting. Agreed to.

5. Report of the Committee on "Out-of-State Students enrolled in the State Teachers Colleges and State Normal Schools."

Dr. Haas, Chairman of this Committee reported for the Committee as follows:

There are several points that should be considered in this study.

1. We do not take the point-of-view that all out-of-State students should be excluded from the Pennsylvania Normal Schools, but we do feel that such applications for admission to the Pennsylvania State Normal Schools should be held until all State applications are provided for.
2. Tuition should be paid in advance for out-of-State students at a yearly rate set by the State Superintendent of Public Instruction. At the present time we feel that it would average about \$200.00 per year.
3. That these regulations be effective for new students but not retroactive.
4. That those who have now received the benefit of our Educational institutions

may by the payment of the amount set by the State Superintendent secure a release from their contractual obligations.

Dr. Haas stated that the Committee had given some thought and study to this question and they felt also that no definite action could be taken on the question until the whole matter of fees, et cetera had been definitely determined upon and as the matter now stands this question would be decided and is dependent upon the action of the Legislature. He further suggested that if any of the Principals had suggestions to offer, the Committee would be glad to have them.

On motion of Dr. Haas seconded by Dr. Riemer it was voted to receive the report and defer action until a later date. Agreed to.

6. Report of Committee on "Fraternalities in the State Teachers Colleges"

Dr. Lehman, Chairman of the Committee, stated that there had been so many requests for organizations of this kind, he asked that this item be placed on the docket again for further discussion. At the time the subject was up for discussion at an earlier date the Committee rendered a report which was accepted and ordered filed. The recommendation at that time was to the effect that:

"Your committee believes that the organization of social fraternities or sororities in the Normal Schools and Teachers Colleges is unnecessary and undesirable under present conditions."

Dr. Lehman stated that he did not feel the Committee could do anything further at this time as the Committee was discharged.

Dr. Rule thought that if the members of the Board desired any further details in this matter the Committee could be re-appointed and reconsider the question of "Fraternalities".

On motion of Dr. Haas seconded by Dr. Crawford it was voted that the docket be cleared of this matter as

it is the judgment of the Board that this is a matter which should be handled by the local Boards of Trustees. Agreed to.

it is the judgment of the Board that this is a matter which should be handled by the local Boards of Trustees. Agreed to.

Dr. Steele and Dr. Lehman, members of the Committee on "Fraternities" were satisfied with this decision.

7. Revision of Article XX

Doctor Keith stated that Article XX had been rewritten for the second time and numerous changes made.

The matter of Service Areas and Districts for the Normal Schools and Teachers Colleges was taken up and that it seemed wise to let it stand as "Districts" rather than "Service Areas". As the matter now stands, the appointment of the Boards of Trustees is in the hands of the Governor. Dr. Keith further discussed the subject but in executive session.

8. Seminar courses as electives in four-year curriculums

Dr. Steele raised this question as a suggestion for an additional elective in the four-year Junior High School curriculum.

He further stated that since we had the recommendation of the Curricular Revision Committee in regard to the additional electives in the several fields the matter was adjusted to the satisfaction of those concerned in his district.

9. Organization of State Normal Schools and State Teachers Colleges

Doctor Keith stated that he would like to have a committee of the Normal School Principals to work with him on this subject. Each of the charts which were submitted were different in detail of administration and organization. He felt that in some way we ought to get these organizations in a more uniform set-up. He stated that this whole matter will have to be revised in the light of the new legislative action.

On motion of Mr. Allen seconded by Dr. Foster, it was voted that the State Superintendent appoint a committee of three to work with him in the matter of the "organization of the State Normal Schools and State Teachers Colleges." Agreed to.

Doctor Keith stated that he would like to have volunteers for this work. In response Dr. Haas, Dr. Steele, and Mr. Allen volunteered their services.

Doctor Keith asked Dr. Haas to act as Chairman of the committee, which assignment he accepted.

10. Record of deeds in the various counties in which the Commonwealth of Pennsylvania is the Grantee for the account of the several State Normal Schools.

Dr. Rule stated he was anxious to have the Principals get this matter cleared up as quickly as possible. Some of the Principals had checked all deeds and had the matter about cleared for their school.

The Board adjourned at 12:45
for luncheon and re-convene
at 2:00 o'clock

11. Proposed course in "Speech Correction"

Dr. Cameron asked to have this matter discussed at the request of one of his teachers who felt that such a course was needed.

However, he felt that with the action of the Curricular Revision Committee providing electives, such a course could be offered as an elective in one of the subject fields mentioned in the report.

12. Should we modify the present entrance requirements to the State Normal Schools and State Teachers Colleges?

Dr. Keith stated that he had one or two complaints that a student was refused admission on the basis of low high school standing.

Dr. Keith raised the question whether, under the present regulations, they had the right to refuse admission if a student had been graduated from an approved high school, even though the student had a very low mark.

Dr. Keith suggested that the entire Board think about this matter and be prepared to discuss the matter at the next meeting.

Mr. Klonower read a letter from a Miss Carris Bell Parks of the English Department of the State Teachers College at Indiana. It was suggested in this letter that certain entrance requirements be set up for students who were deficient in English.

Dr. Keith suggested that the letter be acknowledged and statement that the whole matter is being referred to the Curricular Revision Committee for consideration.

13. Sabbatical Year for Teachers and Principals in the State Normal Schools and State Teachers Colleges

Mr. Hill stated that this item had been placed on the docket at his suggestion. He had gathered together quite a lot of data and statistics and would like to present a detailed report at the next meeting of the Board, if permitted to do this.

Dr. Keith stated that they would carry the item over for consideration at the next meeting of the Board.

III. New Business

1. Institutions given an "A" rating by the American Association of Teachers Colleges

Mr. Klonower advised the Board that certain of the institutions had been given an "A" rating by the American Association of Teachers Colleges. The institutions so rated are:

1. Bloomsburg
2. East Stroudsburg
3. Indiana
4. Mansfield
5. Shippensburg
6. Slippery Rock
7. West Chester

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

RESEARCH REPORT
NO. 1000

BY
J. H. GOLDSTEIN

AND
M. L. HUGGINS

DEPARTMENT OF CHEMISTRY
UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

1955

RESEARCH REPORT
NO. 1000

BY
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M. L. HUGGINS

DEPARTMENT OF CHEMISTRY
UNIVERSITY OF CHICAGO

CHICAGO, ILLINOIS

2. Normal School Enrollments - Second Semester

A Summary of the Enrollments of the State Normal Schools and State Teachers Colleges was distributed to each of the Normal School Principals. Each principal was asked to check the sheet for errors. At a later date sufficient corrected copies will be sent to each Normal School for distribution to the several Boards of Trustees.

3. Resolution of the Association of District Superintendents of Allegheny County

Dr. Rule explained the situation which lead up to the resolution passed by the Association of Superintendents of the Independent School Districts of Allegheny County. Mr. Klonower read the resolution presented to the State Council of Education under date of February 18, 1929.

"At a meeting of the Association of District Superintendents of Allegheny County held in Homestead, February 13, 1929 at which all of the fourteen Superintendents of the County were present, together with Mr. Klonower, Head of the Teacher Bureau, Department of Public Instruction, the following resolutions were unanimously adopted and ordered reported to the Department of Public Instruction:

First: We heartily commend the purpose of the Department of Public Instruction, as set forth in the recently adopted certificate regulations, to raise the standard of training for teachers in the schools of the Commonwealth.

Second: We suggest that the present form of Emergency Certificate be discontinued at the earliest date feasible, and that some form of temporary single-subject certificate be devised, to be issued, on request of superintendents, to teachers already holding Standard Certificates.

Third: Owing to the present confused situation growing out of the employment in the grade schools of teachers holding College

Provisional Certificates which do not include the elementary subjects, we urge that, if possible, all teachers holding College Provisional Certificates not validated for the elementary field, and on which they have taught under terms of legal employment prior to June 30, 1930, may have such certificates extended to include the elementary field on request of a superintendent of schools under whom they have taught, accompanied by a satisfactory rating card and such other evidence of successful experience as the Department of Public Instruction may require.

Fourth: Since some individuals are endowed by nature with qualities requisite for successful teaching in an elementary school, and some have by the same token the qualities requisite for success in the secondary school field, while still others have no material aptitude for teaching in either field, we strongly urge that the Department of Public Instruction require that all schools desiring approval of their teacher training departments for certification purposes shall, as one requisite for such approval, institute at once an approved system of scientific study of individuals desiring to enter the teacher training department, in order that such students may be intelligently advised as to whether they should prepare to teach, and if so in which field such preparation should be made.

We would also urge that in addition to the records now required to be filed in your Department with the application for a College Provisional Certificate, such approved schools be required to submit a copy of the findings of this personal investigation, together with the advice based thereon.

Sincerely yours,

(Signed) C. C. Kelso

President Association of
District Superintendents of
Allegheny County"

He then read the action taken by the State Council of Education which follows:

"Owing to the situation growing out of the employment in the elementary schools of teachers holding College Provisional Certificates which do not include the elementary subjects, all teachers holding College Provisional Certificates not validated for the elementary field, and on which they have taught under terms of legal employment prior to June 30, 1929 may have such certificates extended to include the elementary field on request of a commissioned superintendent of schools under whom such teachers have taught, accompanied by a rating card indicating satisfactory teaching in the elementary field."

4. Allocation of State Highway Funds for the building of roadways at State Normal Schools and Teachers Colleges

Doctor Rule explained that this is simply a notice for each Principal to send to him a blue print showing all the present roads with appropriate markings indicating those which are to be improved and such which should be new roads into the College grounds, together with a statement of the repairs that should be made and also the kind or type of new roads that are desired. Make all suggestions and markings as definitely as possible so that the Highway Department will have definite information to guide them in giving further advice.

Several of the Principals stated that the sign posts which had been erected by the Highway Department were not posted in a conspicuous place or in such a place as to guide visitors to the College grounds.

Dr. Rule suggested that each of the Principals get in touch with the local engineer of the Highway Department and have him adjust the matter.

5. Change of name of different classes in the teacher training institutions, Freshman, Sophomore, Junior and Senior

Dr. Steele suggested the change in name for students in the Normal Schools and Teachers Colleges, designating them as first, second, third, and fourth year students.

Dr. Rothermel suggested that the matter be dropped until such time as all curriculums are on a four-year basis in all schools.

By unanimous consent of the Board, the item was removed from the docket.

6. Maximum amount of credit for a summer session

Dr. Rule stated that it was definitely ruled by the State Council of Education that no student may receive more semester hours of credit for a summer session than there are weeks in the summer session in a given institution which appears on the accredited list of institutions for the Commonwealth. If a summer school is in session six weeks, a student may receive six semester hours of credit, and if a summer school is in session for nine weeks, a student may receive nine semester hours of credit.

Mr. Allen stated that this regulation of the State Council of Education would interfere with the regulations of the Board of Normal School Principals which was to the effect that in some exceptional cases with the approval of the Principal, a student would be allowed to carry seven semester hours of work. It did not seem right to break faith with such students who had been promised that they could secure seven semester hours of credit.

Dr. Rule stated that he felt this would have to be worked out in each institution and handled in the best possible way.

7. State Printing and local necessities

Mr. John C. Dight

Mr. Dight of the Bureau of Publications, said in part:

"Under the present code which is being presented for adoption, the matter of printing will have to be handled by the Bureau of Publications, Department of Property and Supplies. This will very likely be handled by what is known as an Agency. We are not sure at the present time just how this new Administrative Code will effect the Normal School Principals. The printing business for the State is very large, and the Department of Property and Supplies is able,

on account of the extremely large amount of paper that is used in printing, to purchase at prices below what each individual can buy. In many cases the prices to the Department is below what the papermen sell to the wholesaler and thus considerable saving is accomplished."

He further stated that he felt sure that they could save the schools a great deal of money on printing and papers, forms, et cetera of all kinds, and at the same time be able to standardize the forms used in the institutions.

As a working basis he asked each of the Principals to submit to him at an early date the following:

1. A sample of each form that is used or has used during the past year. Send them to Mr. Dight of the Bureau of Publications.
2. Indicate the number of each form in use over a period of one year.
3. The price per thousand that you are paying for each form.
4. The date of delivery of each form.

This list should include all forms of any description, pamphlets, programs, accounting forms, everything that is used in the institution.

8. Advisability of extending the normal school curricula to three years

Dr. Steele stated that we should abandon the two year curriculum for the preparation of elementary teachers and offer in place thereof a three year curriculum.

Dr. Straughn stated that he did not see how we could take any action on this question until our financial situations are settled.

Dr. Keith stated that he did not think we had as much of a surplus of teachers as some people seemed to think. Until such time as there is a large over supply of teachers, we cannot go to the four year level of preparation completely. In the new certification regulations some rapid

strides toward advancing the standards for teaching have been made. These standards can be raised, but he did not think this was the time to prescribe a four year level.

9. Student delegates to conferences at New York City

Dr. Haas stated that he felt we should consider seriously the advisability of sending students to this conference in New York City.

He further stated that he felt there were some points we had to consider in this matter: first, participation of students in this type of conference is growing. We have fourteen institutions in Pennsylvania and we should try in some of our conferences to have student conference. He is hoping that the Program Committee for the Eighth Annual Conference of the Normal Schools and Teachers Colleges will try to find a place on the program for such a conference. New York University is very anxious to have some of our students participate in the student conferences.

Dr. Keith stated that he was willing to have a student conference at the Normal School Conference if such a conference could be arranged.

10. Application of State Teachers Colleges for registration with the New York State Department

The New York State Department had held up some of the certificates of persons who had been graduated from the State Teachers Colleges. These persons were the holders of the College Provisional Certificates, and it was necessary for the institutions in the State of Pennsylvania to file applications for recognition with the State Department of New York.

Dr. Rule stated that he had all the applications from the several schools, but he felt that it was impossible to compile all the information into one composite report and make the application as a whole. He suggested that each school should secure the application which had been sent to him and individually make application to the New York State Department for recognition.

11. Recommendation of specific texts to prospective teachers by normal school instructors, particularly those in the training school

Dr. Foster stated that a book agent had made the remark to him that some of the teachers in the Normal School had recommended specific texts to teachers for their use when leaving the Normal School. He objected to it because of the ruling of the Board in regard to the sale of books, magazines, et cetera.

The judgment of the Board was to the effect that teachers should use discretion in this matter.

12. Newspaper advertising

Dr. Straughn stated that we should have some manner of bringing to the attention of the public the advantages of the Teachers Colleges. He felt that we did the wrong thing when we discontinued all forms of advertising. In the end the schools are the losers and not the advertising mediums. If we lack public support, it may be because we do not bring to the public eye the work of the Normal Schools and Teachers Colleges. As far as the public is concerned now, the Teachers Colleges do not exist.

Dr. Lehman stated that he was strongly in favor of advertising. The ruling of the Board is now to the effect that there shall be no newspaper advertising, but there ought to be some way in which we could do legitimate advertising.

On motion of Dr. Cameron seconded by Dr. Steele it was voted that the Superintendent appoint Dr. Straughn and two other members of the Board to investigate the matter of legitimate and adequate advertising for the Normal Schools and make a recommendation to the Board at its next meeting. Agreed to.

13. Should students matriculating in the Pennsylvania State Normal Schools present credentials entitling them to admission in a Normal School in their own state as a pre-requisite for entering a Pennsylvania State Normal School or Teachers College?

Dr. Keith stated that all Principals should require students from other states to present such credentials as would entitle them to admission in their own State institutions when they desire to be admitted to our State institutions.

The question was referred to the committee concerning the question of "Out-of-State Students".

14. Out-of-State travel

Dr. Keith asked why, if teachers desire to go to a meeting outside of the State or in the State, and it is for their professional improvement and not a definite assignment from the Principal of the school, they should not pay their own expenses? He suggested that this matter be considered by each principal and discretion used in sending requests for out-of-state travel to him for approval.

15. Bulletin of Pennsylvania State College

Dr. Straughn pointed out that there were statements in Volume 21, Number 16 of the State College Bulletin distributed throughout the State that should be challenged by the Normal Schools.

On motion of Dr. Straughn seconded by Dr. Haas it was voted that Dr. Keith appoint a committee of three of the Normal School Principals to go to State College and consult with President Hetzel about this matter. Agreed to.

Dr. Keith felt that this was the best solution to the problem, and he accordingly appointed the following committee:

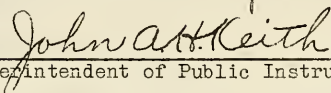
Dr. Francis B. Haas, Chairman
Dr. Robert M. Steele
Mr. T. T. Allen

On motion of Dr. Gordinier seconded by Dr. Lehman it was voted to adjourn at 5:15 and reconvene for the next meeting of the Board of Normal School Principals, May 17, 1929.

Respectfully submitted


Secretary

Minutes approved: *with exceptions as noted*


State Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
TEACHER BUREAU
Harrisburg

MEETING OF THE BOARD OF NORMAL SCHOOL PRINCIPALS

Friday - May 17, 1929

D O C K E T

I. Reading and consideration of the minutes of the last meeting of the Board of Normal School Principals held in the Department of Public Instruction, March 22, 1929.

II. Unfinished Business

1. Report of the Curricular Revision Committee

- a. Visual Education
- b. Additional Electives
- c. Industrial Arts Education

*of finance
Ref back to committee
approval for statement*

2. Report of Committee on "Uniform Fees in the State Teachers Colleges and State Normal Schools"

3. Report of Committee on "Pennsylvania State Normal School Athletic Association"

- a. Out-of-State games

4. Report by the Secretary of the Board of Control on "Activities of the Pennsylvania State Normal School Athletic Association"

file

5. Report of Committee on "Modification of the Entrance Requirements"

Libby

6. Report of Committee re: "Relations with Pennsylvania State College"

Revised

7. Report of Committee on "Out-of-State Students enrolled in the State Teachers Colleges and State Normal Schools"

Have

8. Organization of State Normal Schools and State Teachers Colleges

Before June

9. Newspaper Advertising



10. Sabbatical Year for Teachers and Principals in the State Normal Schools and Teachers Colleges

III. New Business

1. Professional Status of Teachers in Pennsylvania
2. Certification Regulations
3. Certification of the Graduates of four-year curriculums
4. Contracts for the next school year for instructors of the State Normal Schools and State Teachers Colleges
5. Maintenance of Principals as it relates to the State Retirement System - Mr. H. H. Baish
6. Standardization of printing supplies for the State Teachers College
7. Allocations of State Highway Funds for the building of roadways at State Normal Schools and Teachers Colleges
8. Administrative procedures involved in the operation of the Normal Schools and Teachers Colleges during the transitional stages of the Fiscal and Administrative Codes.
9. Issuing of Statements of release from teaching experience in the public schools of this Commonwealth
10. Cooperation of supervisors of student teaching in the State Teachers Colleges in the revision of the State elementary school courses of study
11. Placement service in the institutions

Memorandum
Hall - 10
Allen

Present status maintained
W. Pickens

W. H. H.

To Memorandum



NORMAL SCHOOL
PRINCIPALS' MEETING

May 17, 1929

A stated meeting of the Board of Normal School Principals of the Commonwealth of Pennsylvania was held in the Department of Public Instruction, Harrisburg, Pennsylvania, May 17, 1929 at 9:30 A.M.

During the temporary absence of Doctor John A. H. Keith, State Superintendent of Public Instruction, Doctor Rule, Deputy Superintendent, presided.

The following members of the Board were present:

Francis B. Haas	Bloomsburg
G. C. L. Riemer	Clarion
Robert M. Steele	California
Leslie Pinckney Hill	Cheyney
T. T. Allen	East Stroudsburg
C. C. Crawford	Edinboro
Charles R. Foster	Indiana
A. C. Rothermel	Kutztown
D. W. Armstrong	Lock Haven
William R. Straughn	Mansfield
C. H. Gordinier	Millersville
Ezra Lehman	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester
Henry Klonower	Department of Public Instruction

1. Approval of the minutes of the previous meeting of the Board

A copy of the minutes having been sent to each Principal subsequent to the meeting, they were not read.

On motion of Doctor Lehman seconded by Doctor Gordinier, it was voted that the minutes of the previous meeting be approved as submitted.

II. Unfinished Business

1. Report of the Curricular Revision Committee

- a. Visual Education
- b. "Special Class" Education
- c. Additional Electives
- d. Industrial Arts Education

Doctor Eisenberg, Chairman of the Curricular Revision Committee, reported as follows:

"A meeting of the Curricular Revision Committee was held in the Teacher Bureau of the Department, Thursday, May 16, 1929 at 3 P.M.

Those present were:

Dr. J. Linwood Eisenberg, Chairman
Dr. W. R. Straughn
Mr. T. T. Allen
Henry Klowner

1. The committee submits for consideration and approval an outline of a course in Visual Education arranged in sequential units. The satisfactory completion of this course will entitle the student to one semester hour of credit in Technique of Teaching or free elective. If this course be approved, it will become operative during the summer session of 1929 at those institutions in which there is sufficient demands.

(Detailed course appear as exhibit A)

2. The committee recommends that the question of the introduction of courses for the preparation of teachers of "Special Classes" be held in abeyance as this does not seem to be the opportune time for the development of such courses.
3. The committee recommends that in order to meet the demand for part-time teachers of Industrial Arts in the Junior High School field, that the State Superintendent designate at his pleasure two schools, one

in the eastern section of the State and one in the western section of the State, to offer twenty-two semester hours of work in the field of Industrial Arts Education. The courses arranged in sequential order have been submitted. Students completing this elective field should be certified to teach Industrial Arts in the Junior High Schools."

(Detailed courses appear as exhibit B)

On motion of Doctor Eisenberg, seconded by Doctor Rothermel it was moved to adopt Item I of the Report. Agreed to.

On motion of Doctor Riemer seconded by Doctor Eisenberg it was moved to continue Item II on the docket for discussion at the next meeting of the Board. Agreed to.

On motion of Doctor Eisenberg seconded by Doctor Foster it was moved to adopt Item III of the Report of the Curricular Revision Committee. Agreed to.

At this time Doctor Keith came in and took charge of the meeting.

Doctor Eisenberg raised a question about "additional electives" and also stated that some people seemed to think that the Board had tightened too much on the question of courses and electives.

Doctor Keith stated that the Normal Schools took this advanced step forward in the four-year curricular for the preparation of teachers, and these curricula were from the start recognized as preparation for a vocation.

Doctor Foster asked if they could submit briefly a statement showing the exact situations that need to be met in connection with just this sort of thing and have it considered at the September meeting?

Doctor Keith stated that we have our field; it has been clearly defined and set down for us and that we should realize this program before we go any further. At a later time if the program needs to be changed, let us change it for the better. The schools should not go fourteen different ways. He further stated that he had no objection if the Board wanted the matter referred back to the Curricular Revision Committee for further consideration by them.

On motion of Mr. Allen seconded by Doctor Riemer it was voted to refer this whole matter back to the Curricular Revision Committee for reconsideration. Agreed to.

2. Report of Committee on "Uniform Fees in the State Teachers Colleges and State Normal Schools"

Doctor Straughn, Chairman of the Fee Committee, reported for the committee stating that nothing more had been done because the matter was all contingent on the laws now going into effect governing the State Teachers Colleges.

Doctor Straughn stated, however, that with the consent of the Board this matter could be continued on the docket for further discussion after the Fiscal and Administrative Codes, and Article XX becomes operative.

Doctor Keith stated that this matter should be considered at the next meeting of the Board.

3. Report of Committee on "Pennsylvania State Normal School Athletic Association"

a. Out-ofState games

Doctor Rule suggested that it might be a good thing to refer this whole matter to the Committee on Athletics and have the committee consider the matter and bring a report back to the Board at its next meeting.

On motion of Doctor Lehman seconded by Doctor Eisenberg, it was voted to refer this question of "out-of-State" games to the Committee on the "Pennsylvania State Normal School Athletic Association." Agreed to.

4. Report by the Secretary of the Board of Control on "Activities of the Pennsylvania State Normal School Athletic Association."

Doctor Keith read the report submitted by the Secretary of the Board of Control which follows:

"I have received the following results of baseball games played this season:

From Bloomsburg

April 20: Shippensburg . . . 7
 Bloomsburg 6

May 3: E. Stroudsburg . . 5
 Bloomsburg 4

May 4: Kutztown 2
 Bloomsburg 6

May 8: Mansfield 10
 Bloomsburg 11

May 10: Shippensburg . . . 9
 Bloomsburg 8

From California

April 27: Indiana 4
 California 8

From E. Stroudsburg

April 26: Mansfield 8
 E. Stroudsburg . . 2

From Indiana

May 11: California 10
 Indiana 4

From Kutztown

April 13: Shippensburg . . 5
 Kutztown 0

From Slippery Rock

May 1 : Indiana 4
 Slippery Rock . . .15

I have also received the following in regard to track:

From Bloomsburg

May 11: Triangular Meet - Shippensburg, First Place
 E. Stroudsburg, Second Place
 Bloomsburg, Third Place

Due to the resignation of Mr. Kriner of California, Mr. George P. Miller of Indiana has been elected Executive Secretary of District No. 1."

5. Report of Committee on "Modifications of the Entrance Requirements"

Doctor Lehman stated that the Committee did not have a report at this time, and he asked that the Committee be allowed to continue its work and submit a report at the next meeting of the Board.

On motion of Doctor Lehman seconded by Doctor Riemer it was voted that this item be continued on the docket for further consideration. Agreed to.

5. Report of Committee re: "Relations with Pennsylvania State College."

Doctor Haas, Chairman of the Committee to investigate the situation.

He reported as follows:

"Report of Committee appointed by Doctor Keith to take up with Doctor Hetzel the status of our four-year graduates of State College"

Committee:

Dr. Francis B. Haas, Chairman
Dr. Robert M. Steele
Mr. T. T. Allen

Since the Board of Principals was meeting Friday, May 17, and since it seemed advisable for the Committee to take some action before another bulletin was issued by State College, and since it was not possible to have the Committee as a body visit State College before the meeting on Friday, I arranged for a visit with Doctor Hetzel, Monday, May 13, 1929 as a representative of the Committee. I was very cordially received by Doctor Hetzel, discussed the situation and later took lunch with him and with Doctor Chambers. Below is a summary of our conclusions as well as a recommendation which has the approval of the Committee.

- (1) We mutually recognize that as State agencies we have a responsibility to coordinate the work of our institutions to the end that satisfactory standards may be maintained, that the time of students and the money of the State be not wasted, and that the best interests of the State's educational policy for its teachers be furthered.
- (2) The present bulletin was specifically discussed and it was mutually agreed that the objections both as to form and content would be removed with a mutual understanding of the problems involved.

- (3) Recommendations - After considering the various angles and the various equities in the problem, our best judgment is that a small committee should be appointed by the Superintendent of Public Instruction and by the President of State College. It is believed that the Committee to be appointed by the Superintendent should include (a) the Secretary of the State Council of Education because of his intimate knowledge of the baccalaureate degree standards and the accompanying machinery, (b) the Director of the Teacher Bureau because of his intimate knowledge of the credentials and other situations relating to the teachers colleges, and (c) the Chairman of the Curricular Revision Committee because of his intimate knowledge of the details of our various courses. Such a committee we believe would well and ably present the point of view of the Principals. The President of State College would probably appoint the Dean of the School of Education, the Dean of the Graduate School, and a representative of one of the other Departments.

We want to emphasize the fact that Doctor Hetzel was in full sympathy with our point of view toward the future development and importance of the graduate teacher training work, the necessity for the State maintaining proper standards in all of its institutions, and the necessity for active cooperation among such institutions. We believe that a committee such as suggested above can get together around the table and without unreasonably delay make a decided move towards the solution of our common problems."

Doctor Keith also read a letter from Doctor Hetzel, President of Pennsylvania State College, in connection with this matter and it seemed that he was well pleased with the conference with Doctor Haas and the conclusions and recommendations agreed upon.

On motion of Doctor Crawford seconded by Doctor Riemer it was voted to accept the report of the Committee as read by Doctor Haas, the Chairman. Agreed to.

On motion of Doctor Straughn seconded by Doctor Lehman it was voted that the Superintendent be requested to appoint a committee consisting of the Secretary of the State Council of Education, a member of the Curricular Revision Committee, and a member of the Committee on the Evaluation of Non-Standard Credentials to cooperate with the committee to be appointed by Doctor Hetzel.

Doctor Keith accordingly appointed Doctor Rule, Doctor Eisenberg and Mr. Klonower to serve on this committee.

7. Report of Committee on "Out-of-State Students enrolled in the State Teachers Colleges and State Normal Schools."

Doctor Haas, Chairman of the Committee on "Out-of-State" students, reported for the committee. He stated that there were no new developments in this situation and his committee was waiting to see the developments in the Fiscal and Administrative Codes, and Article XX.

Doctor Keith stated that he would authorize the committee to continue and to submit a detailed report at the next meeting of the Board.

8. Organization of State Normal Schools and State Teachers Colleges

Doctor Haas, Chairman of the Committee on "Organization" reported for the committee.

He distributed a tentative statement of results and suggestions as follows:

T. T. Allen, R. M. Steele, F. B. Haas, Chairman

Mr. Klonower attended the morning meeting of the Committee and the afternoon conference with Doctor Keith.

1. The Administrative Code -- The major situations in the new code having to do with the organization situation appear to be the following:

a. Trustees are appointed by the Governor.

- b. Trustees elect the Principal with the approval of the Governor -- Business Manager may be employed with the specific approval of the Governor for the position and the person.
- c. The Trustees are responsible for the general control and management of the institution.
- d. The Superintendent is a member ex-officio of every Board.
- e. The Superintendent approves the by-laws and regulations of the Board.
- f. The Board of Principals is responsible for the administration of the professional side of the institution. Actions must be approved by the Superintendent.
- g. All employes are nominated to the Board by the Principal.
- h. The amendments make possible the change of title from "Principal" to "President" when the proper State authorities approve.
- i. The Department of Property and Supplies becomes in general responsible for setting up schedules against which all purchases are made. In certain cases local initiative may be allowed the institution.
- j. The Department of Property and Supplies becomes responsible for the administration of all building projects.

II. Fiscal Code

- a. The large change wrought by the Fiscal Code has to do with the collection of all fees by an individual delegated with this authority by the head of the Revenue Department.
- b. In the light of our discussion considering the major situations noted above, the administrative organization as set up on the attached chart is given as a basis of discussion. Only the major activities and the lines of responsibility are suggested. The following points should be noted in relation thereto:
 - 1. The lines of administrative service as set up on the chart in an actual organization are reflected of course in the titles given to the individuals

charged with the responsibility for the particular service.

2. Depending upon the size of the institution it will be perhaps advisable to separate or combine certain services. For example, in large institutions it might be advisable to make a distinction between the maintenance of (a) power, light, heat, water, etc., and (b) custodial services.
3. The changes which will be brought by the Fiscal and Administrative Codes will make necessary three very different services, which however, are related and may properly be combined in one individual, namely, collections, purchases, and accounts. It is probable that the Department of Revenue will desire to delegate collection to an employee of the institution. If so, we believe this will be highly desirable from every point of view.
4. The conference group agreed that the advisable set-up under the new organization should consider a change in the title as well as in the delegation of administrative responsibility in certain cases under the present Business Manager form of organization. We are suggesting for this office the use of the word "Bursar" which is a good traditional college term, and that to this officer be given the responsibility for (a) collections if the Revenue Department desires such a delegation, (b) the responsibility for purchases, and (c) for handling accounts. It is to be noted that the new set up will require the development of an individual who will have more or less the nature of a contact man with the Harrisburg Departments. Such an individual should be able to make and handle routine contacts, although in the beginning of our administration under new Codes we believe it highly desirable that the State contacts be made through the head of the institution.

This does not necessarily mean a loss of salary altho it would probably mean a modification of the present classification.

The necessity for a reconsideration of many matters under the new Codes also offers an opportunity to make desirable changes.

III. Doctor Keith has also asked the committee to consider in rough outline a form for suggestive by-laws. The committee suggests that you secure copies of the Administrative and Fiscal Codes, that you give them some attention and a review of those parts that have to do with our institutions, and that you communicate with me with reference to any suggestions that you may have.

BOARD OF TRUSTEES
 Appointed by Governor - School, Fiscal and Administrative Codes define responsibilities and relations with State Superintendent and State Agencies.

PRESIDENT
 Executive Officer for Board - Member Board of Presidents - School, Fiscal and Administrative Codes define responsibilities and relations with State Superintendent and State Agencies

DEAN OF INSTRUCTION
 Instructional Activities
 Supervision
 Credentials
 Records
 Programs
 Schedules etc.

DEANS OF SOCIAL ACT.
 Supervision
 General
 Social life
 Student Government
 Boarding regulations
 Records(Per.)
 Programs(calendar)
 Schedules,etc.

DIRECTOR OF TEACHER TR.
 Campus School
 Cooperative classes
 Programs
 Records
 Schedules etc.

BURSAR
 Collections
 Purchases
 Accounts

SUPERINTENDENT OF CRDS. AND BLDGS.
 Ground Maintenance
 Building construction
 Building maintenance(other than power service)
 Custodial service

CHIEF ENGINEER
 Plant services
 Maintenance
 Heat
 Current Water etc.

STEWARD OR DIETITIAN
 Food Services
 Maintenance
 Dining Room
 Kitchen
 Bakery
 Food selection

LIBRARY
 SPECIAL COURSES

INFIRMARY

PLACEMENT

RETAIL STORE
 STOCK ROOM

LAUNDRY

POWER HOUSE

POST OFFICE
 RECEIVING CLARK

Doctor Haas suggested that the Principals take the charts and outline home and study them, that a date be set for the submission in writing of specific criticisms. It did not seem wise to have a prolonged discussion at this time as some of the Principals are not familiar with the Fiscal and Administrative Codes and do not know exactly how they relate to Normal School administration.

Doctor Keith asked if it were not possible for the Principals to study this report and to submit a written report to the Chairman, Doctor Haas, not later than June 20, 1929?

On motion of Doctor Riemer and seconded by Doctor Straughn it was voted that the report of Doctor Haas be received and ordered filed, and further that the Principals be directed to send in writing to Doctor Haas not later than June 20, 1929, their criticisms and evaluation, favorable and unfavorable, of the suggestions and chart submitted. Agreed to.

9. Newspaper Advertising

Doctor Straughn stated that this had been carried over from the previous meeting.

He stated that he felt there was a certain type of newspaper publicity, not advertising, that the Normal Schools and Teachers Colleges needed. He felt that they were not getting the recognition they needed from the public through the newspaper. In some cases we are told that because of the fact that they did not advertise in the papers, the papers in turn could not accept their news items.

Doctor Keith stated that he did not think we needed the newspaper advertising but that we needed the publicity end of it.

Doctor Straughn stated that perhaps it would be a good thing to send the news articles to the Department.

10. Sabbatical Year for Teachers and Principals in the State Normal Schools and Teachers Colleges.

Mr. Hill who had asked for a discussion of this subject stated that unless there was some objection and other Principals wanted the discussion, he would ask to have the matter removed from the docket.

Doctor Keith asked that it be done accordingly.

The Board adjourned at 12:30 for luncheon and reconvened at 1:45 o'clock.

III. New Business

1. Professional Status of Teachers in Pennsylvania

Mr. Klonower distributed a "Summary of the Professional Status of all Teachers in Pennsylvania as of November 1, 1928." He pointed out the districts in which substantial progress had been made during the past eight years.

2. Certification Regulations

Mr. Klonower distributed the printed copy of the new booklet on "Certification of Teachers - 1928" which contains all the new standards adopted by the State Council of Education December 7, 1928.

He further stated that these booklets were available in any quantities that the Principals might desire and suggested that the Principals could do much to clear the atmosphere of misinformation that seemed to be abroad concerning new requirements for certificates.

3. Certification of the Graduates of four-year curriculums

Mr. Allen read the regulations on page 14 "Additional Branches" as follows:

"Until September 1, 1931, in order to add a subject to a certificate in the secondary field credentials showing the satisfactory completion of twelve semester hours of approved preparation must be presented."

He raised a question as to why graduates of the Normal Schools and Teachers Colleges could not be certified under this regulation instead of requiring eighteen semester hours.

Doctor Keith read the regulations on page 31 of the report of the Curricular Revision Committee, which reads as follows:

"the teacher may teach in any public school any subject in which he has earned eighteen or more semester hours of credit."

Doctor Keith stated that we had a certain pride in setting up requirements which were higher than the liberal arts colleges, because we are primarily teacher preparation institutions.

It was agreed to reaffirm the policy on page 31 of the report of the Curricular Revision Committee.

4. Contracts for the next school year for instructors of the State Normal Schools and State Teachers Colleges

Doctor Keith stated that each of the Principals should make his contracts in the usual way, subject to the limitations of the budget. The allocations will be made in due time to each school .

5. Maintenance of Principals as it relates to the State Retirement System - Dr. H. H. Baish

Doctor Baish stated that there appeared in the minutes of the Retirement Board under date of November 20, 1918, the following resolution adopted by the Board of Normal School Principals:

"It is the recommendation of the Normal School Principals that the employees in order to be eligible in the State Retirement System must be employed on a yearly contract basis."

Secretary H. H. Baish of the School Employes' Retirement Board called attention to the conditions under which non-teacher employes in the State Teachers' Colleges may become members of the School Employes' Retirement System.

The Retirement Board has ruled that non-teacher employes in order to be eligible for membership in the Retirement System must be employed on a yearly contract basis. Dr. Baish explained that the purpose of this ruling was to permit non-teacher employes whose employment was likely to be permanent to become eligible for membership in the Retirement System, and also to excuse from membership those whose employment was likely to be temporary.

He said the Principal of each institution should see that each non-teacher employe who desires the protection of the Retirement System is employed on a yearly contract basis, and all whose employment on such a basis began since July 18, 1917 are classified as New Entrant members of the Retirement System. Any employe whose employment on a yearly contract basis began prior to July 18, 1917 is classified as a Present Employe and unless such employe filed an application for membership before July 1, 1928 such Present Employe cannot now become a member of the Retirement System.

Doctor Haas stated that according to his understanding the Board of Trustees should say which positions are to be filled on a yearly contract basis. Employees should be advised that they have the privilege of joining the Retirement System on or before a certain date. The minutes of each Board of the several State Normal Schools and State Teachers Colleges state whether or not an employe is employed on a yearly contract basis. He asked if this were correct? Doctor Baish replies "yes".

Doctor Keith also discussed the maintenance value of the Principals. He pointed out that as it stands now the Principals are allowed to pay on \$100.00 per month. The Retirement Board has set the figure for maintenance, which is approximately \$1200 per year. It seems that some are not satisfied to pay on only \$100.00 a month and they feel that they should be paying on a larger salary so that they will receive more when retirement age comes. He asked whether the amount should stand or be increased and thus increase the equity at retirement age?

On motion of Doctor Haas seconded by Doctor Eisenberg it was voted that the present situation remain as it is with regard to the item of maintenance as it relates to the State Retirement System. Agreed to.

6. Standardization of printing supplies for the State Teachers Colleges

Mr. Pickens of the Department of Property and Supplies discussed this matter. He stated that the Bureau of Publications will take over the matter of all printing for the State Normal Schools and State Teachers Colleges. The Bureau of Publications will work out all requisitions

and orders for printing. These will be cleared through the Department of Public Instruction.

Doctor Straughn asked how soon they could make delivery on rush orders in emergency cases. Mr. Pickens stated they could do this within thirty days because if they could not handle them, they would make arrangements with the local printer to handle the job after the order had been approved by the Bureau of Publications.

Doctor Lehman raised a question as to an unexpired contract with a local printer which an institution might have at the present time and a contract which would not expire by May 31, 1929. Mr. Pickens replied that after June 1, 1929 all such contracts are null and void and the Bureau of Publications of the Property and Supplies is the only legal printer.

Doctor Keith stated that all the forms used in the State Teachers Colleges had been sent into the Department and something had to be done to get them in some sort of standard form and shape. He felt that a committee should be appointed to work on the standardization of these forms.

On motion of Doctor Gordinier seconded by Doctor Riemer it was voted to ask Doctor Keith to appoint a committee of three Normal School Principals to work on the standardization of the forms in use by the Normal Schools and Teachers Colleges. Agreed to.

Doctor Keith accordingly appointed the following committee:

Dr. Francis B. Haas, Chairman
Dr. Dallas W. Armstrong
Dr. Ezra Lehman
Dr. James N. Rule

Doctor Rule suggested that the date for the first meeting of the committee be agreed upon as June 10, 1929. The members of the committee agreed to come to Harrisburg on this date.

7. Allocations of State Highway Funds for the building of roadways at State Normal Schools and State Teachers Colleges

Doctor Rule asked that this item be placed on the docket. He stated that some of the schools had not yet sent in their requests for new roads and repairs of roads. He pointed out the advisability of getting these suggestions or requests in as quickly as possible.

8. Administrative procedures involved in the operation of the Normal Schools and Teachers Colleges during the transitional stages of the Fiscal and Administrative Codes

Mr. Scott of the Department of Property and Supplies discussed this subject from the point of view of the new Fiscal and Administrative Codes.

He stated that definite information could not be given at this time with reference to several items and methods of procedure, but all this is being worked out and plans arranged for taking care of the new functions. Opinions by the Attorney General are still needed. All these things will be submitted to the Principals in writing in time for new business June 1, 1929. They will also submit a list of perishables and non-perishables with schedules of prices for use by the Principals and all necessary information as to the routine to be followed in the purchasing of all items that concern the schools. He further stated that he felt everything would be worked out to the entire satisfaction of all the Normal School Principals.

9. Issuing of Statement of release from teaching experience in the public schools of this Commonwealth.

Several of the Normal School Principals stated that they had received letters from former students asking for a release from teaching in Pennsylvania.

Mr. Klonower read letters which had been received from students now employed in New Jersey and also a letter which has been sent to each student applying for a release from teaching experience in Pennsylvania. He further read a letter that had been sent to Doctor Roscoe L. West, Director of Teacher Training of the State Department of Education, New Jersey.

Doctor Keith stated that in order to have a uniform policy in regard to this matter, such letters should be forwarded to the Teacher Bureau for reply.

10. Cooperation of supervisors of student teaching in the State Teachers Colleges in the revision of the State elementary school courses of study

Doctor Keith stated that we are in the process of revising our elementary course of study. Doctor Shaw and Miss Purcell are proposing a change in the elementary course of study and they would like to have some advice from the supervisors of our student teaching in the State Teachers Colleges. They would like to have each Principal submit the name of one or two of their best teachers, or supervisor of student teaching, who would be willing to serve on a committee of this kind. He further stated that he thought the entire work of the committee would be done in writing and no personal visits to the Department would be necessary.

Doctor Rule asked each Principal to write down and submit to him before the close of the Board meeting the name of the persons whom he felt would be best fitted to give constructive suggestions to this piece of work.

11. Placement Service in the Institutions

Doctor Keith read a letter from a Superintendent who protested a policy of a certain Dean of Instruction who refused to recommend students when a high beginning salary was offered. In other words, he wanted to tell the School District what it should pay these beginning teachers.

Many of the smaller districts cannot afford to employ these teachers because they cannot pay the salary, and at the same time this policy antagonizes the superintendents.

Doctor Keith requested each Principal to look into this matter very carefully.

12. Institutes for the school year 1929-30

Mr. Klonower distributed a list of Institutes with dates and places of meeting for the school year 1929-30. Doctor Keith stated that each of the Principals should note the dates of the Institutes in his Service Area and set aside that time so that each can spend some time at the Institute, not as an official speaker, but to show interest and help if he can. This will give some publicity to our teacher-training program as it relates to each particular school.

IV. Miscellaneous

At this point Doctor Rothermel requested permission to present an item not on the docket. Consent granted.

Doctor Rothermel brought to the attention of the members of the Board, the fact that Doctor Gordinier was about to retire from active service and that this would be the last meeting of the Board which he would attend. He spoke of the pleasant relations existing between Doctor Gordinier and the members of the Board and of the service which Doctor Gordinier had rendered to the teacher preparation program as Principal of the State Normal School and later as Principal of the State Teachers College at Millersville. In the name of the Board, Doctor Rothermel presented to him a very beautiful jeweled cigarette lighter and a box of cigars in appreciation of the Board's feeling toward Doctor Gordinier.

Doctor Gordinier accepted the gift with thanks.

On motion of Doctor Riemer seconded by Doctor Haas it was voted to adjourn at 4:50. Agreed to.

Respectfully submitted


Secretary

Minutes approved:



State Superintendent of Public Instruction

EXHIBIT AVISUAL EDUCATION COURSE

HOUR	RECITATION	LABORATORY	RESEARCH
1	(a) Visual Education defined (b) Value to instruction (c) Historical background - See Lesson I	(b) List subjects and show how visual aids are vital to successful teaching	(a) All definitions; appraise these (c) List examples by peoples
2	(a) Observation (b) Sensory experience (c) Concrete vs. abstract (d) Systems that have used concrete and realistic	(a) Tests in observation (b) Tests with (1. abstract (2. concrete (c) Set up half dozen illustrations	(c) Amplify and justify examples in II
3	A. Verbalism B. Improving Instruction 1. 2. 3. 4.	A. Develop tests; outline remedy 1. Develop tests that show certainty 2. Develop individual illustrations and proofs 3. Demonstrate 4. Develop pageant, dramatization, etc. -- See III	
4	Values of visual aids to various agencies 1,2,3,5,6,7 -- See Lesson IV	4. Have students provide their own examples 8. Demonstrate a,b,c	* Data and examples of 1,2,3,5,6,7,8 -- c,d,e
5	Effective use of visual aids gives three definite results: 1. Economy in time 2. Enrich and vitalize 3. Correct mental impressions	1. Use aids to prove) 2. Use aids to prove) 3. Use aids to prove) --See Lesson V	Read Weber on stereograph, slides and other pictorial material Read Freeman on films Read Eastman Experiment
6	(a) Types of visual aids -- Discuss	Tabulate all visual aids under five classes: Journey Object-Specimen-Model Apparatus and Equipment Pictorial Miscellaneous	(a) Read: (Weber (Merton (Gregory etc. (Johnson

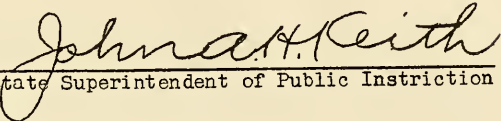
HOUR	RECITATION	LABORATORY	RESEARCH
7	The school journey See 1,2,3,4,5, - Lesson VII	Organize and conduct at least one type journey	(Mahaffey Read (Lewis (Feasey (Finley and Tippet (School Journey Bulletin
8	(a) Object- Specimen-Model	Use types with each subject Make material	(a) Read bulletin on Object-Specimen-Model Sources
9	(a) Apparatus and Equipment	Test blackboard technique; amplify	(a) List for each subject (b) Outline Minimum Standards (c) Compile sources
10	Still projectors and attachments Glass slide- film-strip	(a) Parts (b) Set up machine and use (c) Search for troubles	(a) Standards for evalua- tion (b) Care and housing (c) Elements of good projection (d) Sources (e) Cost (f) Materials
11	16 MM. Projector and 35 MM	Current and connections Parts and their relation- ship Attach machine and use Care and housing	(a) Standards for evalua- ting (b) Elements of good pro- jection (c) Value as compared with 35 MM. and still pro- jector (d) Sources (e) Cost (f) Materials
12	Pictorial material	Develop technique	Principles for use Standards for evaluating Purposes they may serve
13	(Types Pictorial(Principles material(for use (Sources	(Flat Test value\$Stereograph of (Slide and film- strip (Film Slide making	Read Merton on use of pictures Read Weber on use of pictures Read Hamilton on use of stereographs and slides Read Hollis on use of film

EXHIBIT A - Cont'd

HOUR	RECITATION	LABORATORY	RESEARCH
14	Miscellaneous Aids (Dramatization Pageant Exhibit Sandtable Chart Graph)	Dramatize in Reading, Civics Develop pageants in Health, History Make sandtable project in Art, Geography	Read Mackay, Schaufler on Pageants Read Routzahn on The Exhibit
15	Standard Visual Equipment		(a) Elementary schools (less than 8 rooms more than 8 rooms) (b) Junior High (c) Senior High
16	Visual aids in the Curriculum	Fit aids into a chapter of some subjects	Read Detroit Bulletin - Course of Study Read Berkeley Bulletin - Course of Study Read Eyegate Manual - Course in History

Exhibit B

Pending further development of the sequential courses in Industrial Arts Education indicated as exhibit B in the minutes, approval of this item is held in abeyance.


State Superintendent of Public Instruction

