PROCEEDINGS

of the

Meetings of the Board of Presidents

STATE TEACHERS COLLEGES

June 1, 1931 to May 31, 1932

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
TEACHER BUREAU
Harrisburg

P R O C E E D I N G S

of the

Meetings of the Board of Presidents

State Teachers Colleges

June 1, 1931 to May 31, 1932

c

INDEX

"Proceedings of the Meetings

of the

Board of Presidents, State Teachers Colleges
June 1, 1931 to May 31, 1932"

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

MEETING OF THE BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Wednesday - July 29, 1931

D O C K E T

1. Reading and consideration of the minutes of the meeting of the Board of College Presidents held in the Department of Public Instruction, April 28-29, 1931.

II. Unfinished Business

1. Report of Curricular Revision Committee

   a. Advisability of offering a course in "parent-teacher" work for credit

   b. Modification of present practice in limiting extension courses to a prescribed number of courses

   c. Special Education

2. Report of committee on "Uniform Plan of Organization and By-laws for the State Teachers Colleges"

3. Report of committee on "Policy with Reference to Uniformity in Printing"

III. New Business

1. Election of Secretary

2. Card from Mrs. Lehman

3. Summer School Enrollments

4. Status of Non-Standard Certificated Teachers

5. Distribution of Degree Graduates in State Teachers Colleges by Curricula since 1927

6. Educational Records Bureau

7. Meeting of the Deans of Instruction

8. Salary Schedule

9. Composite advertisement in the Pennsylvania School Journal

10. Uniform plan for fines in the Library

11. Distribution of the May 1931 Candidates for Degrees in the four-year curriculums at the State Teachers Colleges approved as of May 26, 1931

12. Advisability of placing the Dean of Instruction, Director of the Training School, and the Librarian in the State Teachers Colleges on a fifty-two weeks basis

JOURNAL OF A MEETING

OF THE

BOARD OF COLLEGE PRESIDENTS

State Teachers Colleges

July 29, 1931

A special meeting of the Board of College Presidents of the Commonwealth of Pennsylvania was held at State College, Pennsylvania, Wednesday, July 29, 1931. The meeting was called to order by Doctor James N. Rule, State Superintendent of Public Instruction.

The following were present:

Francis B. Haas	Bloomsburg
Robert M. Steele	California
G. C. L. Riemer	Clarion
C. C. Crawford	Edinboro
Charles R. Foster	Indiana
Dallas W. Armstrong	Lock Haven
Landis Tanger	Millersville
J. S. Heiges	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester
James N. Rule	Department of
Henry Klonower	Public Instruction

The following were absent:

Leslie Pinckney Hill	Cheyney
T. T. Allen	East Stroudsburg
A. C. Rothermel	Kutztown
William R. Straughn	Mansfield

1. Approval of the minutes of the meeting of the Board held April 28-29, 1931

On motion of Doctor Tanger seconded by Doctor Riemer it was voted that the minutes of the meeting of the Board held April 28-29, 1931 be approved without reading, a copy having been previously sent to the members of the Board for Review and criticism.

II. Unfinished Business

1. Report of the Curricular Revision Committee

a. Advisability of offering a course in "parent-teacher" work for credit

b. Modification of present practice in limiting extension courses to a prescribed number of courses

c. Special Education

Doctor J. Linwood Eisenberg, Chairman of the Curricular Revision Committee, reported for the Committee. His report follows:

a. Inasmuch as "parent-teacher" work is included in the introductory courses and guidance courses, it is suggested that this item be removed from the docket.

b. Extension Courses permitted in the four-year curriculums for the preparation of teachers of the public schools.

1. The committee recommends that extension credits be limited to twenty semester hours in the four-year curriculums.

2. Any course in the four-year curriculums may be offered by the State Teachers Colleges subject to the standards approved by the State Council of Education.

3. Credit for equivalent courses given by other institutions may be given subject to the twenty semester hour limit and provided the courses have been given in accord with the standards of the State Council of Education.

4. Extension credits previous to June 1, 1931 shall be in accord with the limited list in effect at that time.

In this connection, the Secretary of the Board was requested to send the printed standards of the State Council of Education with reference to extension work to each President.

c. The committee recommends that discussion of this item of "special education" be deferred until the next meeting of the Board.

On motion of Doctor Eisenberg seconded by Doctor Steele it was voted that the report of the Curricular Revision Committee be accepted and adopted.

2. Report of Committee on "Uniform Plan of Organization and By-laws for the State Teachers Colleges"

Doctor Haas stated that there was no further report to make on this item and suggested that the item be removed from the docket.

Mr. Klonower indicated that By-laws as passed by the Trustees of the following institutions had been submitted to the Superintendent for his approval. Doctor Rule had indicated his approval and the duplicate copy had been returned to each State Teachers College listed:

Bloomsburg	Mansfield
Clarion	Shippensburg
Edinboro	

It was pointed out that the following institutions had not submitted By-laws, or rather that final action by the Superintendent had not been given:

California	Kutztown
Cheyney	Lock Haven
East Stroudsburg	Millersville
Indiana	Slippery Rock
	West Chester

It was further suggested that each President ascertain whether he has in his possession a signed approval of the By-laws.

On motion of Doctor Haas seconded by Doctor Steele it was voted that this item be removed from the docket.

3. Report of Committee on "Policy with Reference to Uniformity in Printing"

Due to the death of Doctor Ezra Lehman, Chairman of this committee, no report was presented. Doctor Rule indicated that he would appoint a Chairman to succeed Doctor Lehman. It was suggested that a report be submitted at the next meeting of the Board.

III. New Business

1. Election of Secretary

Doctor Rule reviewed briefly the amendment to Section 2005 of the School Code which provided for the election of the Secretary by the Board of Presidents. He pointed out that the time might develop when the Board would disire to elect its own Secretary. It was suggested that the Board proceed with the election of a Secretary in accordance with the provision of the Code. Doctor Tanger asked whether Mr. Klonower would be eligible to election and the answer was in the affirmative.

On motion of Doctor Tanger seconded by Doctor Foster it was voted that Mr. Klonower be elected Secretary of the Board of Presidents.

2. Card from Mrs. Lehman

As an appreciation of the affectionate regard of the Board of Presidents to Doctor Lehman, a beautiful floral tribute was sent at the time of the funeral services to the home of Mrs. Lehman. A card was received expressing the appreciation of the Lehman family and this was made a matter of record in the minutes.

On motion of Doctor Haas seconded by Doctor Eisenberg, it was voted that a committee be appointed to draw up a proper resolution on the death of Doctor Lehman and submit the same to the members of the family and the Board of Trustees. The motion was unanimously carried.

Doctor Rule then appointed Doctor Haas, Doctor Eisenberg, and Mr. Klonower to draw up a proper resolution and transmit the same to the Trustees and members of the family.

3. Summer School Enrollment

(Exhibit B)

Charts were distributed indicating summer school enrollments. The chart indicated an appreciable increase in the number of students enrolled during the 1931 summer session. In 1929 there were 5,775 students enrolled; in 1930 there were 5,611 students enrolled; and in 1931 there were 5,926 students enrolled. The contrast between the enrollment figure for 1930 and 1931 of the number of teachers enrolled in the degree courses is very significant showing an increase from 2,608 to 3,365. The distribution of students by number as presented is indicated in the following:

DISTRICUTION OF STUDENTS	TOTAL					
	Number			Per Cent		
	1929	1930	1931	1929	1930	1931
1	2	3	4	5	6	7
TOTAL NUMBER ENROLLED	5775	5611	5926	100.0	100.0	100.0
No. working to renew Partial Certificate	583	1129	-	27.3	20.1	-
No. working to qualify for Standard Certificate	*246	215	1113	4.3	3.8	18.8
No. working to complete Normal Certificate	1438	1410	1117	25.0	25.1	18.8
No. enrolled in Degree Courses	2051	2608	3365	35.5	46.5	56.8
College graduates enrolled	-	128	286	-	2.3	4.8
All others	457	121	45	7.9	2.2	.8
No. of boarding students	-	2669	2320	-	47.6	39.1
No. of day students	-	2942	3606	-	52.4	60.9
Students from other states	90	75	52	1.6	1.5	.8

*Includes those working to renew partial certificates (1931)

4. Status of Non-standard Certificated Teachers

(Exhibit A)

Mr. Klonower distributed charts indicating the professional status of non-standard certificated teachers. A copy of the chart is attached as an exhibit. He pointed out that on March 1, 1931, 1913 teachers were teaching in the public schools of the Commonwealth on partial elementary certificates; 123 were teachers with partial secondary certificates; 53 teachers showed a deficiency in high school credits. The enclosed chart is a study prepared by the Teacher Bureau indicating the professional status in each county of the Commonwealth where teachers were then employed on non-standard certificates.

In the "61-69" column are listed the number of teachers who will, in all likelihood, complete the requirement for standard certification before the end of the summer session, or certainly not later than February of next year. They may carry over the summer session, although it is possible that by the opening of the schools in September, the 262 teachers who lack one to nine semester hours of the requirement for standard certification will have discharged this preparation.

The number of teachers in the "51-60" semester-hour column might if they desired, clear up the requirement for standard certification by February but perhaps not many of them will take more than the required preparation for the renewal of the partial elementary certificate. This may also be true of the number of

teachers found in the "31-40" semester-hour column and the "21-30" semester-hour column.

The teachers listed in the "0-20" semester-hour column have considerable distance to go before meeting the requirements for the standard certificate. But they represent only 1.3% of the group.

The number of teachers who hold partial secondary certificates is decreasing rapidly and the few teachers who still remain in service without high school preparation represent a negligible number.

5. Distribution of Degree Graduates in State Teachers Colleges by Curricula since 1927

(Exhibit C)

The charts distributed indicated that a total of 2250 Baccalaureate Degrees have been granted by the State Teachers Colleges since 1927. The greatest number of degrees were awarded by the State Teachers College at Mansfield, or a total of 382 representing 17% of the grand total issued. The following summary was presented:

DISTRIBUTION OF DEGREE GRADUATES IN STATE TEACHERS COLLEGES BY CURRICULA SINCE 1927

School	No. of Degrees	Percent of Distribution
Bloomsburg	125	5.5
California	77	3.4
Clarion	23	1.0
East Stroudsburg	247	11.0
Edinboro	184	8.2
Indiana	329	14.7
Kutztown	85	3.8
Lock Haven	88	3.9
Mansfield	382	17.0
Millersville	92	4.1
Shippensburg	149	6.6
Slippery Rock	178	7.9
West Chester	291	12.9
Grand Total	2250	100.0

5. Educational Records Bureau

Moved by Doctor Eisenberg, seconded by Doctor Tanger that the Superintendent appoint a committee to arrange a series of examinations to be administered in each of the State Teachers Colleges.

Correspondence had developed between the Educational Records Bureau and the several Presidents suggesting participation in an elaborate program of testing the individual students in the State Teachers Colleges at a specified rate per pupil. The question was raised whether such an expenditure would be a proper one. The Superintendent replied that if the money were available in the budget of the institution the President might use his discretion in spending it for this purpose.

Doctor Rule indicated that he was heartily in favor of the program as suggested but stated that participation in the program was a matter for the Presidents of the institutions to decide. He suggested that perhaps part of the student body might be tested or certain sections of certain classes as an introductory step to the experiment.

7. Meeting of the Deans of Instruction

A digest of the discussion by the Deans of Instruction at a meeting held in Harrisburg, July 9, 1931 was presented. The digest follows:

A DIGEST OF THE
MEETING OF THE DEANS OF INSTRUCTION OF THE STATE TEACHERS COLLEGES, MEMBERS OF THE CURRICULAR REVISION COMMITTEE AND THE TEACHER BUREAU

Thursday-July 9, 1931

"The meeting was opened by Mr. Klonower who stated that it was the desire of the Board of College Presidents and the State Superintendent that an opportunity be given to the Deans of Instruction of the State Teachers Colleges to meet in a round table fashion and discuss problems of mutual concern. It was felt that a common understanding with reference to the administration of the new curricula would be developed if an opportunity were given for free discussion of the problems involved in the administrative details at the several institutions. The Deans and Presidents were asked to submit a list of problems out of which a docket was developed. This docket was submitted to the Board of College Presidents and Deans prior to the meeting.

Those present were:

W. B. Sutliff	Bloomsburg
Harry L. Kriner	California
William Beery	Cheyney
Albert D. Wannemaker	East Stroudsburg

E. C. Stillings	Edinboro
M. J. Walsh	Indiana
C. L. Gruber	Kutztown
M. DeTurk High	Lock Haven
Arthur T. Belknap	Mansfield
Homer F. Dilworth	Millersville
J. S. Heiges	Shippensburg
John Entz	Slippery Rock
Winfield W. Menhennett	West Chester
William R. Straughn	Mansfield
Francis B. Haas	Bloomsburg
J. Linwood Eisenberg	Slippery Rock
William A. Yeager	Department of
J. K. Bowman	Public Instruction
Henry Klonower	

The State Teachers College, Clarion was not represented.

The following is a digest of the discussion that took place concerning each of the items that appeared on the docket.

1. ADMINISTRATION OF THE NEW CURRICULUMS FOR STATE TEACHERS COLLEGES

a. Setting into operation the new curriculums

Doctor Heiges asked that the matter of the status of the two year curricula be thoroughly discussed.

Mr. Klonower stated that the two year curricula are still in effect and that the four year curricula will become operative and perhaps gradually replace the two year curricula. He stated that the Board of College Presidents felt that after the two year curricula are dropped, a provision may be made by which a student might complete two years of a four year curriculum and secure what might be called a State Limited Certificate, good for but three years and to be renewed at the end of the three years on the basis of at least twelve semester hours or two summer sessions of preparation. This plan is now under consideration.

Mr. Menhennett and Dean Walsh brought out the fact that as long as the two year curricula remain in effect students will not sign up for the four year curricula even though they may feel that they will continue after the completion of two years of training.

Mr. Sutliff advocated a curricula for the first year common to all students since the enrollment of some institutions is so small that it would be difficult to organize classes in four year kindergarten-primary, intermediate, and rural courses.

Doctor Yeager asked if there would not be a sufficient number of students to make a full section to start the four year elementary group.

Mr. Sutliff stated "no" since only three completed the four year elementary curriculum last year.

The question was raised whether all students at the end of the first year would be considered undiffenentiated and whether the matter could be settled by transfer of courses from one semester to another.

Doctor Eisenberg stated that the proposal was to have a set-up so that students taking the four year curricula could at the end of two years attend an extra summer session, securing seventy semester hours of credit, and be issued a certificate to teach.

Doctor Heiges and Mr. Kriner discussed the matter of the difference between a standard certificate and a normal certificate.

Mr. Gruber objects to the differentiation between primary, intermediate, and rural in the four year curricula on the grounds that, first, classes would be very small, and second, a graduate of a four year elementary course would teach in any grade without restriction. It was explained that a graduate of one of these differentiated courses would not be restricted to teach in this field but could teach the entire elementary field.

b. Administration of elective fields

The group then turned their attention to the discussion of the various elective fields in the secondary curriculum. In discussing the elective field of Science, Doctor Eisenberg and Mr. Klonower explained the distribution of these courses by a chart which was placed on the blackboard.

A discussion of the field of Social Studies was held. Mr. Kriner asked if next year the students must complete the electives as listed in the new curricula or if they may complete the curricula as started.

Mr. Sutliff asked if it was not possible for the student to complete the remaining six semester hours in his elective during his last year.

Mr. High made the suggestion that all students complete the eighteen semester hours in either the old or new curricula for the next two years. This suggestion was agreed to by all members of the group.

The field of Geography was next discussed. Mr. Bowman gave the requirements for the extension of a certificate for the field of Geography. He thought that the State Teachers Colleges should prepare teachers in Geography rather than the liberal arts colleges.

Doctor Eisenberg returned to the meeting and the field of Science was again discussed thoroughly. Mr. Bowman stated that it was advisable for students at the State Teachers Colleges to elect the field of Science rather than Biological Science, Chemistry, or Physical Science, because he must of necessity take a position in a small school where the teacher is required to teach the entire field of Science.

c. Basis for credit-exchange of courses

It was pointed out that a reduction of from 136 semester hours to 128 semester hours was finally agreed upon in setting up the requirements for the new curricula. The principle involved in making this reduction is to permit a more intensive development of each course on the part of the instructors in each State Teachers College.

The evaluation of irregular credentials was discussed. A summary of the procedure followed in the Teacher Bureau when these cases are submitted for evaluation was presented to the deans.

Mr. Walsh of the Indiana State Teachers College asked if, when a graduate of a liberal arts college presents credentials for evaluation toward a provisional college certificate, the Department goes back to the high school requirement in checking the student's credentials.

The question was answered in the negative and the statement made that the Department takes the position that if the accredited institution has admitted the student, this student has completed an approved four year high school preparation. If the institution does not adhere to this, it places its accreditment in jeopardy.

It was decided that students who had their credits evaluated by the Department in the old curricula should be transferred to the new curricula without loss of credit. Their deficiency would be the total number of credits they now have subtracted from the number of

semester hours required now, namely 128.

Mr. Walsh stated that the graduates next year of the degree curricula be required to have 134 semester hours; that the following year, they be required to have 132 semester hours; the third year 130, and the fourth year 128.

d. Types of free electives to be set up

Some discussion was had with reference to the administration of free electives to be set up in each institution. In accordance with the decision of the Board of College Presidents the President of each State Teachers College should decide this question with the assistance of their faculty and should present the same for the approval of the State Superintendent of Public Instruction.

e. Content of new courses

The group then took up the matter of the content of the new courses and a number of questions were asked and rather a free discussion took place as to the proposed content of a number of the new courses. It was stated by Doctor Eisenberg that Psychology I should be an introductory course in Psychology and Psychology II applications of it or Educational Psychology. The institutions should decide which course in English, Arithmetic, et cetera, should include the stressing of the teaching of the course. Speech Problems is a course in the correction of speech defects. English III is a course in Advanced Composition; Science I, Physical Science instead of Nature Study; Literature I and II, English Literature and American Literature; History and Philosophy of Education; a combination of the courses of History of Education in Pennsylvania and Philosophy of Education.

f. Pre-requisites for various elective fields

The group then discussed the matter of pre-requisites. It was decided after much discussion that the pre-requisites in the field of Mathematics should remain at three units. In special cases these three units were to be made up by individual adjustments. Pre-requisites should be discharged before the student is graduated. The administration of all other pre-requisites should adhere closely to the requirements of the Brown Book and those indicated in the new curriculum.

g. Status of students now matriculated in former curriculums

Considerable discussion took place with reference to the status of regular students, teachers in service and others who have secured evaluations on a non-standard basis.

Mr. Belknap suggested and it was decided that students in second and third years of Group IV would be permitted to fill in the new curricula both in electives and required subjects; first year in the secondary curriculum would automatically go into the new curriculum; and fourth year would automatically finish the old curriculum without loss of credit.

2. Basis for selection by students of different curriculums

A number of the deans presented the plans followed in their institutions for securing an intelligent selection trying students of different curriculums. It was felt that much attention should be given to the problem of guidance in order to secure on the part of each student a wise selection.

3. Transfer of Students

The group discussed the following problems: The transfer of students from the two year to the four year curricula; just what curricula sophomores, juniors, and seniors of the old curricula would complete; what to do about the difference between the old requirement of 136 and the new requirement of 128 semester hours total; how to encourage students to complete the four year curricula instead of the two year curricula when it is still in effect and the normal certificate still issued; and the arrangement of classes for elective fields before the students sign up for their elective fields.

It was suggested that the institutions should be allowed a certain lee-way in the arrangement of courses for transitional cases; that sophomores, juniors, and seniors should complete the old curricula with as many adjustments into the new curricula as possible, giving the old curricula in effect but substituting the new curricula as much as possible. Doctor Eisenberg read a letter which he intends to send to the parents of students to induce them to take the four year course. It was decided that courses in elective fields could be pushed back into the second semester if they could not be arranged for the first semester.

It was decided that mimeographed copies of the new curricula be distributed to the Presidents and among the faculties for experimental purposes until a definite curricula is adopted.

The question was raised whether the graduates of the four year course should return to the State Teachers College for the six semester hours of additional preparation necessary for the permanent validation of their college certificate.

The members of the group thought that the State Teachers Colleges could take care of these students returning for additional work. If the institution desires the entire six semester hours or any part of it may be courses in education. However, if a returning student intends to complete work for his Master's Degree, he should be advised to take the six semester hours of additional preparation for his permanent college certificate at a graduate college.

The meeting adjourned at 3:00 P. M. Eastern Standard Time".

8. Salary Schedule

The question raised concerning this point having been satisfactorily adjusted and cleared through correspondence with the several institutions, the item was dropped from the docket.

9. Composite Advertisement in the Pennsylvania School Journal

A letter was received from Doctor J. Herbert Kelley, Executive Secretary for the Pennsylvania State Education Association, asking whether the Board of Presidents desired to continue composite advertisement of the State Teachers Colleges was inserted on the back page of the Pennsylvania School Journal.

On motion of Doctor Foster seconded by Doctor Crawford it was voted that a contract be entered into with the Pennsylvania State Education Association for the insertion of a composite advertisement on the back cover of the Pennsylvania School Journal for the school year 1931-32 on exactly the same conditions under which the contract was entered into by the Board last year.

10. Uniform Plan for Fines in the Library

It was the opinion of the members of the Board that there should be uniform fines for delinquencies in the Library and that the matter should be referred to the "Fee Committee" for study and recommendation at the next meeting of the Board.

11. Distribution of the May 1931 Candidates for Degrees in the Four-Year Curriculums at the State Teachers Colleges approved as of May 26, 1931.

(Exhibit D)

The chart indicated that 737 degrees were awarded as of May 26, 1931 with the following distribution:

Junior High School Curriculum	411	55.7%
Health Education	128	17.4%
Home Economics	42	5.6%
Public School Music	69	9.4%
Elementary Curriculum	39	5.3%
Commercial Education	15	2.1%
Public School Art	32	4.4%
Kindergarten-Primary Education	1	.1%

It was pointed out that the great number of four-year graduates were in the Junior High School Curriculum.

12. Advisability of placing the Dean of Instruction, Director of the Training School, and the Librarian in the State Teachers Colleges on a fifty-two weeks basis.

Doctor Riemer discussed the matter and suggested the need for continuous service in these offices. It was pointed out that all the institutions do require continuous service during the forty-two weeks period and that the clerical assistants who are on a twelve months basis could amply take care of the situation in the brief absences of the responsible executive officials. Since no further action was recommended in the matter, the subject was taken from the calendar.

IV. MISCELLANEOUS

1. Annual Conference of the Faculties of the State Teachers Colleges

This item was discussed by Doctor Foster, Chairman of the Arrangements Committee for the next Annual Faculty Conference. He stated:

First, that the Annual Conference of the faculties of the State Teachers Colleges be held in Harrisburg, Monday and Tuesday of Thanksgiving week.

Second, that it be suggested to the Superintendent of Public Instruction that a canvass be made of the various faculties of the State Teachers Colleges to ascertain how many would favor Harrisburg as a meeting place.

Third, that a committee on program be appointed for the conference.

Doctor Rule then appointed a Program Committee to work out a detailed program in case it is decided to hold a Faculty Conference in Harrisburg. The Committee consists of:

Doctor J. Linwood Eisenberg, Chairman
President, State Teachers College, Slippery Rock

Mr. T. T. Allen
President, State Teachers College, East Stroudsburg

Doctor W. R. Straughn
President, State Teachers College, Mansfield

Miss Carrie Bell Parks, Instructor in English
State Teachers College, Indiana

Miss Helen Ganser
Librarian, State Teachers College, Millersville

Miss Elsie Bull, Instructor in Mathematics
State Teachers College, West Chester

Mr. Henry Klonower, Secretary
Director, Teacher Bureau
Department of Public Instruction

The Board adjourned at 6:15 P. M. to reconvene at a date to be set by the Superintendent of Public Instruction.

Henry Klonower
Secretary

Approved: August 21, 1931

James N. Rule
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

MEETING OF THE BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Friday - September 18, 1931

D O C K E T

I. Reading and consideration of the minutes of the meeting of the Board of College Presidents held at Pennsylvania State College, July 29, 1931.

II. Unfinished Business

1. Report of the Curricular Revision Committee

   a. Should credit be given for extension courses in the two-year Normal School curriculum

   b. Special Education

2. Report of committee on "Uniform Plan of Organization and By-laws of the State Teachers Colleges"

3. Report of committee on "Policy with Reference to Uniformity in Printing"

4. Educational Records Bureau - Appointment of Committee

5. Report of "Fee Committee" re uniform fines in the Library

6. Annual Conference of the Faculties of the State Teachers College

III. New Business

1. Requirements for admission to four-year curriculums

2. Evaluation of credentials on the basis of which advanced standing is granted in the degree curriculums in the State Teachers Colleges

3. Teachers in service who lack the high school requirements and desire to qualify for the degree

4. Direct purchase at the institution of books, supplies, et cetera, to be resold to students

5. Requirements for admission as it relates to limiting the enrollments in the State Teachers Colleges

6. Improving the standards of officiating at athletic contests of the State Teachers Colleges

7. Distribution of 1931 Summer Session Graduates in the State Teachers Colleges

8. List of Graduates who received Certificates of Graduation between June 1, 1930 to May 31, 1931 classified according to curriculums completed.

9. Report of Instructors on leave of absence with pay for the summer session of 1931.

well probably

unit ate

criminally

member of the

specified

offenders

Here

be there should be

[illegible] jurisdiction of the

College in the [illegible]

JOURNAL OF A MEETING

OF THE

BOARD OF COLLEGE PRESIDENTS

State Teachers Colleges

September 18, 1931

A regular meeting of the Board of Presidents of the State Teachers Colleges of the Commonwealth of Pennsylvania was held in the Penn Harris Hotel, Friday, September 18, 1931. The meeting was called to order at 2:30 P.M. by the Chairman pro tem, Doctor A. C. Rothermel.

The following were present:

Dr. Francis B. Haas	Bloomsburg
Dr. Robert M. Steele	California
Dr. G. C. L. Riemer	Clarion
Mr. T. T. Allen	East Stroudsburg
Dr. C. C. Crawford	Edinboro
Dr. Charles R. Foster	Indiana
Dr. A. C. Rothermel	Kutztown
Dr. Dallas W. Armstrong	Lock Haven
Dr. William R. Straughn	Mansfield
Dr. Landis Tanger	Millersville
Dr. J. S. Heiges	Shippensburg
Dr. J. Linwood Eisenberg	Slippery Rock
Dr. Norman W. Cameron	West Chester
James N. Rule	Department of
Henry Klonower	Public Instruction

Dr. Leslie Pinckney Hill, Principal of the Cheyney Training School for Teachers, was absent.

1. Approval of the minutes of the meeting of the Board held July 29, 1931

Approval postponed

VII. Unfinished Business

1. Report of the Curricular Revision Committee

a. Should credit be given for extension courses in the two-year Normal School Curriculum

b. Special Education

Discussion postponed

2. Report of committee on "Uniform Plan of Organization and By-laws of the State Teachers Colleges"

Discussion postponed

3. Report of committee on "Policy with Reference to Uniformity in Printing"

Discussion postponed

4. Educational Records Bureau - Appointment of Committee

Discussion postponed

5. Report of "Fee Committee" re uniform fines in the Library

Doctor Cameron suggested that a fee be charged for over due books in the College Library.

Doctor Straughn stated that if the Board wished it and wanted to open the question of fines for library service, the committee would function upon proper authorization and have a report ready for the next meeting of the Board

Doctor Haas stated that unless a fee was agreed to by the Board as a uniform fee, no fee may be charged and that is as the matter now stands in the minutes of the Board.

On motion of Doctor Haas seconded by Doctor Cameron it was voted that for Library Service, at the discretion of the institution, a library fine may be charged, the fine to be agreed upon by the Board of Presidents and to go through the usual manner of approval; that is the approval of the Board of Trustees and the State Superintendent.

Doctor Rule asked the "Committee on Fees" to make a survey of this siutation in the several schools in the light of the present discussion, and on the basis of such a survey, to make a report at the next meeting of the Board; if the committee feels it wise to do so, to suggest the amount of the library fine.

In this connection Doctor Rule stated he wanted to bring up the matter of meal charges for visitors at the schools. It now appears that some of the colleges are charging one amount and others a different amount.

Doctor Straughn, Chairman of the Fee Committee, stated that in the original report there was no such charge but in some way a rate of fees was inserted after the report had been submitted to the Board for approval and had been so approved by the former Superintendent in the minutes of the Board.

Doctor Rule stated if this were the case the matter either had to stand as approved by the Superintendent or other action taken to amend or modify the motion in the minutes of a previous meeting.

6. Annual Conference of the Faculties of the State Teachers Colleges

Doctor Rule stated that he wanted to put up squarely to the Presidents the question as to where the faculty conference was to be held and also to find out what was the attitude of each faculty. Should the conference be held here in Harrisburg in the new Education Building under the conditions as discussed at the last Board meeting?

Doctor Haas suggested that each President definitely poll his institution and ascertain whether or not they desired to come to Harrisburg for the Conference. This was agreed to by the Board.

III. New Business

1. Requirements for admission to four-year curriculums

Discussion postponed

2. Evaluation of credentials on the basis of which advanced standing is granted in the degree curriculums in the State Teachers Colleges

Discussion postponed

3. Teachers in service who lack the high school requirements and desire to qualify for the degree

Doctor Haas stated that under the present plan teachers regularly qualified to teach in the public schools in Pennsylvania may be admitted to the institution and may be permitted to become candidates for the degree when the entrance requirements will have been satisfied.

Doctor Riemer did not think this should be allowed and stated that all persons admitted to the institutions should first satisfy the entrance requirements either by regular attendance in an approved high school or by securing an equivalent high school certificate through examination given by the Credentials Bureau of the Department.

Doctor Rothermel stated that they were turning away all persons who do not satisfy the high school requirements.

Doctor Straughn stated that all cases of irregular credentials who have not met the entrance requirements are sent to the Committee on the Evaluation of Non-Standard Credentials and they in turn make the evaluation stating how many high school credits and how many post-high school credits the applicant has been allowed. A copy of this evaluation is sent to the school and on the basis of this the student is duly matriculated and upon the satisfaction of the entrance requirements in full, and the completion of all the other requirements, becomes a candidate for the Degree. For such cases where the high school requirements are clear, and the student has miscellaneous credentials, the President or the Dean of the School in which the student is an applicant, makes th the evaluation on the basis of equivalent courses and is then duly admitted.

Doctor Eisenberg stated that this agreed with what they have been doing.

Doctor Rule stated that he felt we have two entirely different cases; one is the evaluation of credentials in cases where the high school requirements are clear, and the other, is where the high school requirements are not clearly satisfied.

He further stated that he felt the suggestion given by Doctor Straughn and agreed to by Doctor Eisenberg was in accord with his understanding.

Mr. Klonower suggested that the Board might agree that no permanent credit be granted for any courses

completed in the institution until the students are duly matriculated in the institutions.

On motion of Doctor Eisenberg seconded by Doctor Tanger it was voted that graduates of approved four-year high schools who are teachers in-service and who apply for advanced standing may be granted tentative credit for equivalent courses, final evaluation to be determined after matriculation, and that the final evaluation is to be made at the institution; provided, further, that if the credits appear to be irregular, the evaluation should be referred to the Committee on the Evaluation of Non-standard Credentials. Upon evaluation, such candidate, if he possesses advanced professional standing, may be matriculated at the institution and remove his high school deficiency if any exists, simultaneously with his progress towards his degree.

4. Direct purchase at the institution of books, supplies, et cetera, to be resold to students

Discussion postponed

5. Requirements for admission as it relates to limiting the enrollments in the State Teachers Colleges

Discussion postponed

6. Improving the standards of officiating at athletic contests of the State Teachers Colleges

Doctor Rule read a letter received from the Honorable Bart Richards on this subject and further stated that he would have copies of the letter prepared and a copy forwarded to each President.

7. Distribution of 1931 Summer Session Graduates in the State Teachers Colleges

Discussion postponed

8. List of Graduates who received Certificates of Graduation between June 1, 1930 and May 31, 1931 classified according to curriculums completed

Discussion postponed

9. Report of Instructors on leave of absence with pay for the summer session of 1931

Discussion postponed

Doctor Rule stated that he felt it would be advisable to have a short session during the Educational Congress. He further suggested that Friday, November 6, 1931 at 9:30 A.M. would be as good a time as any. This suggestion was agreed to by the Board.

The Board adjourned at 5:00 P.M.

_____
Secretary

Approved:

_____
(date)

James H. Rule
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
Harrisburg

MEETING OF THE BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Friday - November 20, 1931

D O C K E T

I. Reading and consideration of the minutes of the meetings of the Board of Presidents held at Harrisburg, September 18, 1931, and State College, July 29, 1931.

II. Unfinished Business

1. Report of the Curricular Revision Committee

   a. Should credit be given for extension courses in the two-year Normal School curriculum

   b. Special Education

2. Report of committee on "Policy with reference to uniformity in printing"

3. Educational Records Bureau - Appointment of Committee

4. Report of "Fee Committee"

5. Annual Conference of the Faculties of the State Teachers Colleges

6. Requirements for admission to four-year curriculums

7. Evaluation of credentials on the basis of which advanced standing is granted in the degree curriculums in the State Teachers Colleges

8. Direct purchase at the institution of books, supplies, et cetera, to be resold to students

9. Requirements for admission as they relate to limiting the enrollments in the State Teachers Colleges

10. Distribution of 1931 Summer Session graduates in the State Teachers Colleges

11. List of graduates who received certificates of graduation between June 1, 1930 and May 31, 1931 classified according to curriculums completed.

12. Report of Instructors on leave of absence with pay for the summer session of 1931

III. New Business

1. Stores conducted at the State Teachers Colleges

2. Contract with Skillkrafters, Incorporated.

3. Present regulations relative to refunds to students

4. Enrollments in the State Teachers Colleges as of October 15, 1931

5. Report of "Calendar Committee" relative to tentative calendar for 1932-33

6. Films in connection with the Washington Bi-centennial

7. Revision of the Industrial Arts Curriculum

JOURNAL OF A MEETING

OF THE

BOARD OF COLLEGE PRESIDENTS

STATE TEACHERS COLLEGES

November 20, 1931

A regular meeting of the Board of Presidents of the State Teachers Colleges of the Commonwealth of Pennsylvania was held in the Education Building, Harrisburg, Friday, November 20, 1931.

The meeting was called to order at 9:30 A.M. by the Chairman, pro tem, Doctor A. C. Rothermel.

The following were present:

Francis B. Haas	Bloomsburg
Leslie Pinckney Hill	Cheyney
G. C. L. Riemer	Clarion
T. T. Allen	East Stroudsburg
C. C. Crawford	Edinboro
A. C. Rothermel	Kutztown
Dallas W. Armstrong	Lock Haven
William R. Straughn	Mansfield
Landis Tanger	Millersville
J. S. Heiges	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	Shippensburg
Henry Klonower	Department of Public Instruction

Dr. Robert M. Steele, President of the State Teachers College at California, and Dr. Charles R. Foster, President of the State Teachers College at Indiana, were absent.

1. Approval of the minutes of the meetings held July 29, 1931 and September 18, 1931.

On motion of Doctor Eisenberg seconded by Mr. Allen it was voted that the minutes of the meeting of the Board held July 29, 1931 be approved without reading, a copy having been previously sent to the members of the Board for review and criticism.

On motion of Doctor Riemer, seconded by Mr. Allen it was voted that the minutes of the meeting of the Board held September 18, 1931 be approved corrected as follows:

1. On motion of Doctor Haas, seconded by Doctor Riemer, it was voted that all reference to the library fines be removed from the minutes of the September 18, 1931 meeting of the Board.

2. On motion of Doctor Eisenberg, seconded by Mr. Allen, it was voted that the minutes of the meeting of the Board held September 18, 1931, fifth line, page 591, be amended by taking out the following words "who are teachers in service and".

II. Unfinished Business

1. Report of the Curriculum Revision Committee

a. Should credit be given for extension courses in the two-year Normal School curriculum?

b. Special education

Doctor J. Linwood Eisenberg, Chairman of the Curricular Revision Committee, reported for the committee. His report follows:

a. It is the judgment of the committee that credit should not be allowed for extension courses in the two-year Normal School curriculums.

b. The committee has no report on this item since the curriculum for "Special Education" has been set up and approved.

Doctor Rothermel asked if the Liberal Arts Colleges are offering teacher-preparation extension courses to high school graduates who are not now in the teaching service?

Mr. Klonower stated that as far as the records in the Department indicate, courses are not being offered.

2. Report of committee on "Policy with reference to uniformity in printing"

Doctor Francis B. Haas, Chairman of the committee, reported for the committee. He stated in part:

"There has been no action taken by the committee of which the Board has not been informed. The committee on "Uniform Printing" appointed by Dr. Keith of which Doctor Lehman was a member had agreed upon a plan for handling the work. We

decentralized the work by assigning the various members of the committee specific responsibilities for presenting specific forms to the Board and making recommendations. The committee decided that the first forms to be considered were the ones which cross-cut the work of the several institutions. The very first form which was considered by the sub-committee, of which Doctor Lehman was Chairman, was the Admission Blank. This sub-committee was working on this form and it was presented to the Board and tentatively approved; at the same time Doctor Steele and his committee were working on the problem of the "Admission Requirements" to the State Teachers Colleges. It would seem that the final statement on this blank would necessitate a combination of the work of these two committees. Under date of July 31, 1931 the matter was called to the attention of the committee and also to the attention of the Superintendent, and the Superintendent was requested to appoint a member of the Board to take the place of Doctor Lehman and continue the work.

The most urgent point now seems to be that someone be appointed in Doctor Lehman's place. The committee can then bring together the work of Doctor Steele's committee and the other sub-committee of which Doctor Lehman was Chairman.

The principal duty of this committee was to make an attempt to standardize all forms used in the State Teachers Colleges insofar as they could be made uniform throughout the institutions.

At the same time Mr. Helms, who was at that time Superintendent of Printing for the Department of Property & Supplies, and Doctor Rule agreed upon the appointment of another committee on printing consisting of the following: Mr. Schneider of the Budget Office, Mr. Helms of the Printing Office, Doctor Haas of the Board of Presidents of the State Teachers Colleges, and Mr. Crosley of the Department of Public Instruction. This particular committee had to do primarily with the printing of catalogs."

On motion of Doctor Haas, seconded by Doctor Straughn, it was voted that the report of the committee be accepted and filed and also that the Superintendent appoint a member of the Board on this committee to take the place left vacant by the death of Doctor Lehman.

3. Educational Records Bureau - Appointment of Committee

On motion of Doctor Haas, seconded by Doctor Tanger, it was voted that this item be laid on the table pending the appointment of the committee by the State Superintendent.

4. Report of "Fee Committee"

Doctor Straughn, Chairman of the "Fee Committee" reported for the committee. He stated in part:

> "The whole question of fines for the library was one which had been settled at the last meeting. A fine may be charged at the discretion of the institution with the approval of the Board of Trustees and the State Superintendent. However, if it is the wish of the Board that the committee make a report, they will be glad to do so. He further suggested that this might be provided for under the caption of "Damage Fee" in the statement of "uniform fees, deposits and repayments in the State Teachers Colleges".

Doctor Haas stated that if the Board of Trustees agree upon a rate of fines for the library, it would automatically come to the Superintendent for his approval in the minutes of the meetings of the Boards of Trustees of the several institutions.

On motion of Doctor Haas seconded by Doctor Riemer, it was voted that the Fee Committee, in the light of the discussion, be asked to bring in a brief report on this matter and that it be inserted in the proper place in the uniform statement of fees, deposits, and repayments.

After deliberation with the members of the Committee, Doctor Straughn made the following report:

> "That there be added to the uniform statement of fees, under the caption of A. Fees, II, Damage Fees, the following words after property, "and for the return of books to the college library".

On motion of Doctor Straughn, seconded by Doctor Cameron it was voted that this statement read as follows:

> II. Damage Fee - Students shall be responsible for damages, or breakage, or loss or delayed return of college property"

5. Annual Conference of the Faculties of the State Teachers Colleges

Doctor Eisenberg, Chairman of the Committee, reported for the Committee. He stated in part:

> "The conference should not be held during the week of Thanksgiving as had originally been planned, since hotel accommodations were not available, due to the Special Session of the Legislature. The committee suggests March 21, 22, and 23, 1932 for the consideration of the Superintendent and the Board as the dates for the next Annual Conference of the Faculties of the State Teachers Colleges to meet in Harrisburg."

On motion of Doctor Eisenberg seconded by Doctor Tanger it was voted that the next Annual Conference of the Faculties of the State Teachers Colleges be held in Harrisburg, March 21, 22, and 23, 1932.

6. Requirements for admission to four-year curriculums

Mr. Bristow, in charge of Secondary Education and the Classification of High Schools, had raised certain questions with reference to the prescribed entrance requirement to the four-year curriculums, particularly with reference to the pre-requisites in Science. Doctor Eisenberg reported that the Curricular Revision Committee had had a preliminary conference with Mr. Bristow and had explained that students lacking the pre-requisite for the election of Science in the State Teachers Colleges could be given the opportunity to make up this requirement. A subsequent conference has been planned to discuss this matter.

7. Evaluation of credentials on the basis of which advanced standing is granted in the degree curriculums in the State Teachers Colleges

Doctor Haas stated that it was the understanding of the Board that only the following types of cases were to come to the Department for evaluation:

1. All cases of students who do not have a high school education or the equivalent.

2. All cases of students where the credentials appear to the Presidents to be irregular.

Doctor Haas further stated that it was his understanding that the institutions tentatively evaluate the credentials and give final evaluations only after students have duly matriculated.

Doctor Straughn raised a question concerning the second paragraph of page 591 of the minutes of the meeting of the Board of September 18, 1931 in which appears the words "who are teachers in service and" and stated that this paragraph did not apply to teachers in service, but may merely mean high school students who had matriculated in an institution not accredited for teacher-preparation and subsequently desired to enter a teacher-preparation institution.

8. Direct purchase at the institution of books, supplies, et cetera, to be resold to students.

Mr. J. D. Tompkins and Mr. T. E. Smith of the Bureau of Standards and Purchases of the Department of Property and Supplies, appeared before the Board in an effort to adjust some of the difficulties which were being met in the matter of ordering books for the State Teachers Colleges and receiving prompt deliveries.

At the suggestion of Mr. Tompkins the following letter which had been previously sent to the Department of Public Instruction outlining a plan of procedure for such purchases, was read:

> "In order to prevent any delay in the purchasing of text books at the opening of a semester we are requesting that your Colleges and Schools anticipate in all possible cases their requirements at least six to eight weeks prior to the opening of a new school term, and submit a requisition to the Department of Property and Supplies, giving an approximate quantity and marking the requisition "Approximate". The Department of Property and Supplies will place orders with their contractors, showing the list price, the discount allowed and the net unit price, informing them not to ship until instructed to do so by the College (School).
>
> 'The College or School may order as many copies of the books, thus requisitioned, as they will require by informing the contractor by letter or telegram the quantities to ship from time to time. A copy of this letter or telegram should be sent to the Department of Property and Supplies and to the Department of Public Instruction in order that their records will be kept accurate on these transactions. When the required number of books have been delivered they should inform the vendor and these Departments to close their records in regard to that particular order.
>
> 'In case the College or School cannot anticipate their requirements in the above specified time, due to the appointment of a new teacher, a change in course, the publication of a new book more suited to

their needs or to other factors of this nature they may order the books thus required by placing Emergency Purchase orders with our contractors for the quantity needed, or in case the books are published by a concern other than one of our contractors, they may purchase these books on Emergency Purchase Orders, but, the amount of each order should not exceed $50.00.

"We desire that when requisitions are submitted for text books that the College or School list only the books of one publisher on each requisition; giving the publisher's name, the author's name and stating which of the books are requested if this particular work is published in more than one volume. This will enable our Department to place orders with our contractors immediately upon receipt of the requisitions, and it will not be necessary to hold a requisition; in order to secure more information or not to order items that are contracted for due to the necessity to secure quotations on special items listed on the same requisitions.

"We will appreciate your criticisms on the above and if satisfactory would like to receive a copy of the letter which you forward to the various State Teachers Colleges for our files'".

Mr. Tompkins asked if the Presidents had any suggestions to make with reference to the above instructions.

Doctor Straughn stated that one of the difficulties which the Presidents had was the matter of securing a bill from the company which shipped the books. Bills are not attached to the shipment so that they do not know what price to place on the books.

Doctor Straughn further suggested that a copy of the letter which was read be sent to each President for his information.

9. Requirements for admission as they relate to limiting the enrollments in the State Teachers Colleges

Mr. Allen stated that he had asked to have this item placed on the docket for discussion since this question had been before the Board for some years.

On motion of Mr. Allen, seconded by Doctor Tanger, it was voted that the question of limiting the enrollments in the State Teachers Colleges so far as it had to do with the admission requirements be referred to Doctor Steele and his committee for study and report at the next meeting of the Board.

10. Distribution of 1931 Summer Session graduates in the State Teachers Colleges

Charts were distributed to the Presidents indicating the distribution of 1931 summer session graduates in the State Teachers Colleges.

Mr. Klonower pointed out that the most significant fact which the chart indicated was that one-fourth of all the graduates were in the Junior High School Curriculum.

Doctor Straughn raised a question as to why we still had three-year graduates? Mr. Klonower explained that this is due to the fact that a few who had started in this curriculum were permitted to continue until all work is completed.

On motion of Doctor Eisenberg seconded by Doctor Tanger it was voted that no one be permitted to graduate from the three-year curriculum after June 1, 1933.

11. List of graduates who received certificates of graduation between June 1, 1930 and May 31, 1931 classified according to curriculums completed.

Mr. Klonower explained that these charts were mimeographed and distributed to the institutions previous to the meeting and that a copy was also filed in each of the minute books for a permanent record.

Doctor Straughn suggested that the report be filed and accepted with thanks.

12. Report of Instructors on leave of absence with pay for the summer session of 1931

Mr. Klonower explained that each year an attempt is made to analyze the leaves of absence with pay which are granted to members of the instructional staffs in the State Teachers Colleges.

The report for the year 1931 follows:

SUMMARY OF LEAVES OF ABSENCE WITH PAY FOR APPROVED STUDY OR TRAVEL
-1931-

In accordance with special regulation 5 of the Salary Qualification Schedule for all teachers of State Normal Schools and State Teachers Colleges, leaves of absence may be granted qualified teachers in classes one, two, and three under certain conditions upon recommendation of the Trustees and approval of the Superintendent of Public Instruction for approved study and travel. During the summer of 1931, 50 instructors were granted leaves of absence with pay in conformity with the regulation. The distribution of the instructors among the several institutions was as follows:

Institution	Number of Instructors
A	6
B	6
C	2
D	4
E	2
F	11
G	3
H	1
I	9
J	6
Total	50

Of the number of instructors given leaves of absence, 41 attended under graduate and graduate institutions of higher learning. The following table lists the institutions and indicates the number of instructors enrolled in each of them for approved study:

Name of Institution Attended	Number
New York University	3
University of Michigan	2
Clark University	2
Austro-American Institute Summer Session, Vienna	1
University of Southern California	2
University of Pittsburgh	6
Ecole des Beaux-Arts, France	1
Ohio State University	2
Pennsylvania State College	2
National High School Orchestra Camp, Interlochen, Mich.	1
Columbia University	7
Harvard University	1

LaForge-Berumen Studios, New York City	1
Cambridge University, England	1
University of Wisconsin	1
Bowling Green Business University	1
University of Chicago	2
University of Pennsylvania	1
George Washington University	2
Grove City College	1
Cornell University	1
Total	41

Of the 50 members of the instructional staff who were approved for leaves of absence for approved travel, 20 occupied their time in travel. The greater number of instructors visited foreign countries, while a limited number traveled in the United States. The column below indicates the country visited and the number of teachers visiting each country.

Name of Country or Continent Visited	Number
Canada	6
United States	14
Alaska	5
Panama	1
Cuba	1
Italy	3
Austria	1
Germany	3
Hungary	1
Switzerland	2
France	5
Holland	4
England	4
Belgium	2
Scotland	2
Ireland	1

In analyzing the types of courses in which the instructors were enrolled at the accredited institutions, the following classification was used:

Professional	45	courses
English	12	"
Geography	6	"
Music	12	"
Physical Education	13	"
Social Studies	16	"
Art Education	5	"
Statistics	2	"
Library	2	"
Commercial	1	"
Science	3	"
Total	117	

The professional courses might be further differentiated into fields, but most of them listed were strictly professionalized content material courses and no effort has been made to sub-divide them into the fields of English, mathematics, social studies, etc.

The content of the many courses reported is indicated somewhat by the captions listed below:

Survey of Principles and Practices in the Construction of Curricula for Teacher-Training Institutions
Administration and Supervision of Laboratory School Departments in Teacher-Training Institutions
Curricula of Teacher-Training Institutions
The Teaching of French in the Junior and Senior High Schools
The Teaching of Speech
Theory of Oral Reading
Advanced Dramatic Production
Voice Science
Fourth Transcontinental Geographic Field Trip
Problems of Curriculum Construction in Teacher-Training Institutions
Laboratory School Problems in Teacher-Training Institutions
Problems of Administration and Organization of Teacher-Training Institutions
Comparative Education
Psychology
Hygiene
Use of Music in Physical Education
Organization and Administration of Physical Education
Evolution of the Theater
Speech Pathology
Seminar in Southern Literature
Writing and Production of Folk Drama
Speech Correction (Problems and Methods)
Socio-Psychology of Motion Pictures
Principles of Political Science
Municipal Government
The Diplomatic History of Europe (1870-1914)
Contemporary American History 1896-1926
Contemporary Civilization
Guidance
Extra Curricular Activities
Reginal Geography of North America
Geography of Europe
Seminar in Geography
Art Education
Clinic Psychology
Adolescent Psychology

Child Psychology
Elementary School Curriculum
Educational Psychology
Technique of Teaching (Secondary School Group)
(Elementary School Group)
Child Hygiene
Administration of Physical Education
Football Course
Basketball Course
Vocal Methods
Departmental Administration
Orchestra
Choir
Social Studies in Kindergarten and First Grade
Theories and Techniques of Teaching
Education - Diagnosis and Remedial Treatment in Elementary Subjects
Education - The Modern Elementary School
Education - Training School Problems
Philosophy of Education
Teaching of Social Studies
American History from 1865 to 1896
Statistics
The Curriculum
European History
Piano
The Victorian Novel
A Survey of English Poetry in the Nineteenth Century
History of Europe (1789-1914)
Some World Problems
Economic Geography
Art and Environment
Legal Aspects of School Administration
English Literature
Commercial Law
Collois Chemistry
Physical Chemistry
Principles of Science
Professional Education for Teachers
Materials of Instruction
Sociological Backgrounds of Education
Elementary Education
Water Color Painting
Education - Testing
Education - Guidance
Introduction to Greek Art
Sculpture of the Italian Renaissance
Washington and His Times
The Far East
Technique of Playground Procedure
Methods in Physical Education
Problems in Physical Education
Administration of Health and Physical Education

Physical Education in Elementary Schools
History of the American Frontier
Zoology
Visual Education
Abnormal Psychology
Seminar in Educational Origins
Seminar in Supervision
Curriculum for Elementary Schools
Literature of the Primary Grades
Course of Study Construction
Children's Literature, etc.

Doctor Straughn suggested that the report be received and filed and that the Teacher Bureau be commended for the report.

III. New Business

1. Stores conducted at the State Teachers Colleges

Mr. Tompkins of the Department of Property and Supplies appeared before the Board and stated that he had at various times tried to get the book rooms out of the State's hands into the hands of some private agency, that is, have some private agency buy the books and sell them to the students so that no State funds would be involved. He stated that this would eliminate some of the delay in having orders placed. A private concern could purchase the books from any company while the State orders must go through a certain routine.

He further stated that when it was put up to the Department of Justice at a previous date it was not thought advisable to change the plan, but now since the plan is in operation and not working out very well, the attitude of the Department of Justice might be different.

On motion of Doctor Straughn, seconded by Doctor Cameron it was voted that the State Superintendent be authorized to appoint a committee of two members of the Board to meet with certain members of the Department of Property and Supplies and Mr. Schnader of the Department of Justice to talk over this whole situation and try to secure a modification of the present practice.

2. Contract with Skillkrafters, Incorporated

Mr. Allen stated that he had asked that this item be placed on the docket due to the fact that he had received a letter from Skillkrafters, Incorporated, asking for the return of all samples of jewelry. He understood that this concern was no longer in business and that a new concern is carrying on at the same address. He wanted to find out the status of the contract which had been placed with the company some time ago.

Doctor Straugin stated that the company had gone into bankruptcy and this automatically cancelled the contract in his judgment.

It developed that most of the Presidents had received letters from one concern or another stating that the Skillkrafters, Incorporated, were out of business and these firms are soliciting the business.

Mr. Klonower stated that a representative of Skillkrafters, Incorporated, had been to see him and explained the situation fully. It developed that they were forced out of business on account of the failure of one of the banks in Philadelphia, but they had subsequently reorganized at the same location and had in their possession all the contracts, samples, et cetera, of the State Teachers Colleges and are ready to do business as usual if the Teachers Colleges see fit to patronize them.

It seemed to be the general opinion of the members of the Board that the institutions should hold to the original contract until the expiration of the same.

3. Present regulations relative to refunds to students

Mr. Crosley, Secretary of the State Council of Education, appeared before the Board and stated that they had received several complaints from the Governor's Office as well as complaints direct from parents of students who had enrolled in the State Teachers Colleges and due to some misfortune had to drop out at the end of one or several days. In such cases the regulations in force at the present time allow a refund of only one-half of the amount of money paid to the institution. It was felt that these regulations were too strict in this regard.

Doctor Cameron of the West Chester State Teachers College stated that he had a number of cases of students who were caught in this situation due to an epidemic of typhoid fever which had broken out in the institution and pressure was being brought to bear on him and the school for immediate action in the matter of refunds to students on monies paid to the institution. They felt that the present regulations of refunding one-half the amount of money paid for board and lodging was not enough and that such cases should receive special consideration.

Doctor Cameron also felt that these cases should receive special consideration since he felt that without a doubt his school was responsible for this trouble and it had arisen within the school itself.

On motion of Doctor Eisenberg seconded by Doctor Riemer it was voted that the special cases of the typhoid fever patients at the State Teachers College, West Chester, be referred to the "Refund Committee" with power to act with the approval of the State Superintendent of Public Instruction.

The secretary called for individual votes on the motion with the following result:

Francis B. Haas	yes
Leslie Finckney Hill	yes
G. C. L. Riemer	no
T. T. Allen	no
C. C. Crawford	yes
A. C. Rothermel	yes
Dallas W. Armstrong	yes
William R. Straughn	no
Landis Tanger	yes
J. S. Heiges	yes
J. Linwood Eisenberg	absent
Norman W. Cameron	yes

On motion of Mr. Allen seconded by Doctor Tanger, it was voted that the whole question of refunds as set up in our present regulations be studied and that this matter be referred to the "Refund Committee" for a report at the next meeting of the Board.

4. Enrollments in the State Teachers Colleges as of October 15, 1931

Mr. Klonower distributed charts indicating the enrollments in the State Teachers Colleges as of October 15, 1931. He also called attention to the fact that this report needed clarification with respect to certain items. He asked if the Board would suggest to the Superintendent that he appoint a small committee to work with the Teacher Bureau in the clarification of this report blank.

Doctor Haas suggested that the report be accepted and filed.

On motion of Doctor Haas, seconded by Doctor Riemer, it was voted that the Superintendent be authorized to appoint a committee of such size as he deems advisable to cooperate with the Teacher Bureau in the clarification of the enrollment report blank of the State Teachers Colleges.

5. Report of "Calendar Committee" relative to tentative calendar for 1932-33.

Doctor Haas, Chairman of the Calendar Committee submitted a tentative calendar for the year 1932-33 for the consideration of the Presidents. The tentative calendar follows:

SUMMER SESSION 1932

Registration Day	Monday, June 20
Session Ends	Saturday, July 30

FIRST SEMESTER

Registration Day	9:00 A.M., Monday, September 12
Classes Begin	8:00 A.M., Tuesday, September 13
Thanksgiving Recess Begins	12:00 M., Wednesday, November 23
Thanksgiving Recess Ends	12:00 M., Monday, November 28
Christmas Recess Begins	After last class, Friday, December 23
Christmas Recess Ends	12:00 M., Monday, January 2
First Semester Ends	12:00 M., Saturday, January 21

(Total - 104 days)

SECOND SEMESTER

Second Semester Begins	8:00 A.M. Monday, January 23
Easter Recess Begins	After last class, Thursday, April 13
Easter Recess Ends	12:00 M., Monday, April 24
Classwork ends	4:00 P.M., Thursday, May 25
Senior Day - Ivy Day, Class Night	Friday, May 26
Alumni Day	Saturday, May 27
Baccalaureate Sermon	Sunday, May 28
Commencement	Monday, May 29

(Total - 98 days)

Note: Senior Week Activities Subject to Local Adjustment

The Calendar of the Training School does not coincide with that of the Colleges.

The Committee -
W. R. Straughn
T. T. Allen
F. B. Haas, Chairman

Doctor Haas stated that this tentative calendar had been sent to the Presidents for their study and consideration previous to the meeting of the Board and the committee was ready for suggestions or the adoption of the calendar as submitted if the Board approved.

Doctor Armstrong stated they had a special case at Lock Haven and if permitted they would like to begin the summer session either one or two weeks earlier than specified in the tentative calendar. He explained that there would be some repairing done in the kitchen of the college and it was necessary to have this done at a time when the college was not in session.

On motion of Doctor Straughn seconded by Doctor Armstrong it was voted that the special case of Lock Haven be taken up with the Superintendent of Public Instruction and if he approved a change, it would be agreeable to the Board. (This referred to the summer session only).

On motion of Doctor Straughn, seconded by Doctor Riemer, it was voted that the calendar as submitted by the Calendar Committee for the School year 1932-33 be accepted and adopted.

6. Films in connection with the Washington Bicentennial

Doctor Cameron stated that it might be a good thing for the State to purchase films in connection with the Washington Bi-Centennial and then rent or lend them to the State Teachers Colleges.

On motion of Doctor Haas seconded by Doctor Cameron it was voted that the Department of Public Instruction be requested to purchase two sets of these films for distribution to the State Teachers Colleges and other educational institutions in the Commonwealth.

7. Revision of the Industrial Arts Curriculum

Both Doctor Tanger and Doctor Steele felt that some revision or readjustment should be made with reference to the Industrial Arts Curriculum now in effect in the State Teachers Colleges at Millersville and California.

On motion of Doctor Tanger, seconded by Doctor Riemer, it was voted that the matter of the suggested revision of the Industrial Arts Curriculum be referred to the General Curriculum Revision Committee for study and report at the next meeting of the Board.

IV. MISCELLANEOUS

1. Statements concerning appropriations to the State Teachers Colleges

Mr. Allen called attention to the statements made by Doctor LeRoy King in his address before the group at the Education Congress, in which he made certain statements concerning the appropriations to the State Teachers Colleges. Mr. Allen further stated that these statements were misleading and he read certain paragraphs from the address. He also read his letter to Doctor King, a copy of which appears below, and further stated that he had sent a copy of the reply to Mr. Crosley who is the Secretary of the State Council of Education.

> "At the Educational Congress Dr. L. A. King submitted data relating to the ability of Pennsylvania to support education. In Table V he gave figures relative to the allotment to the State Teachers Colleges for the biennium 1929-31 and 1931-33. The figures which he gave did not take into consideration at all the amount of money turned into the State Treasury by the institutions, representing money collected from students. I, accordingly, made an analysis of Table V, a copy of which I am submitting.
>
> 'In Doctor King's Table V he indicated that 12.3 per cent had been appropriated to the State Teachers Colleges of all the money appropriated to education for the biennium 1929-1931. My analysis indicates that only 8.3 per cent was allocated to the State Teachers Colleges. Doctor King's analysis indicated that 12.3 per cent of all the money appropriated for education in Pennsylvania for the biennium 1931-1933 was appropriated to the State Teachers Colleges. My analysis indicates that only 6.2 per cent was appropriated. It is worth while calling attention to the fact that the 6.2 per cent is less than the amount appropriated during any biennium since 1921.
>
> 'I think we ought to do everything possible to clear up the impression, which is rather general and which Doctor King's analysis will make more general, that the State is appropriating large sums of money to the State Teachers Colleges.' "

Below is an analysis of Table V, submitted by Dr. L. A. King at the Educational Congress, as it affects the State Teachers Colleges:

Figures for bienniums 1921-23, 1923-25, 1925-27, 1927-29 include appropriations for both maintenance and repairs and construction. The figure $10,728,000 for 1929-31 was the amount appropriated for maintenance and repairs, but does not include the $1,902,000 appropriated for construction and omits entirely the amount collected from students and transmitted to the State Treasury, which in perfect fairness should be deducted. The actual amount transmitted by all of the State Teachers Colleges during the biennium 1929-31 is not available, but on page 50 of the budget submitted to the General Assembly by the Governor on February 3, 1931, the "Actual and estimated receipts" from the State Teachers Colleges for 1929-31 are $5,821,849.90, so that the amount actually allocated to the State Teachers Colleges for the 1929-31 biennium would be determined as follows:

Maintenance and Repairs	$10,728,000
Construction (to be added)	1,902,000
	$12,630,000
Receipts (to be subtracted)	5,821,849
Actually allocated	$ 6,808,151

For the 1931-1933 biennium $11,427,000 is given as the allocation by Doctor King. This is made up of two items:

Salaries, Repairs and General Expenses	$10,512,000
New Buildings and Constructions	915,000
	$11,427,000

But from this amount should be subtracted the estimated receipts for 1931-1933 as given on page 50 of the Governor's budget amounting to	6,058,709
Leaving . . .	$ 5,368,291

So that the amount actually allocated to the State Teachers Colleges for the 1931-33 biennium would be $5,368,291 and not $11,427,000.

Correcting the last two columns in Table V in accordance with these facts we have the following set-up:

(In thousands)	1929-1931	1931-1933
Administration	$ 892	$ 924
School Subsidies and Common Schools	56,285	61,632
State Teachers Colleges	6,808	5,368
Colleges-Universities	9,931	9,070
Other	9,212	9,956
Total	$ 83,128	$ 86,950

(By Percentages)	1929-1931	1931-1933
Administration	1.1	1.1
School Subsidies and Common Schools	67.7	70.9
State Teachers Colleges	8.2	6.2
Colleges-Universities	11.9	10.4
Others	11.1	11.4

On motion of Doctor Haas, seconded by Mr. Allen the following resolution was passed:

> "It is the judgment of the Board of Presidents of the State Teachers Colleges that inasmuch as the figures above have a direct relation to the work of the State Teachers Colleges and inasmuch as Doctor King is a member of the State Council of Education and Chairman of the Financial Committee of the State Study, his attention should be called specifically to the fact that the figures in the form which he distributed are susceptible of a very great misinterpretation."

On motion of Doctor Tanger, seconded by Doctor Riemer, it was voted to adjourn at 2:00 P. M.

Henry Klonower
Secretary

Approved: Dec. 10, 1931

James N. Rule
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
TEACHER BUREAU
Harrisburg

MEETING OF THE BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Friday - January 22, 1932

D O C K E T

I. Reading and consideration of the minutes of the meeting of the Board of Presidents held at Harrisburg, November 20, 1931.

II. Unfinished Business

1. Report of the Curricular Revision Committee

   a. Special education

   b. Revision of Industrial Arts Curriculum

2. Report of committee on "Policy with reference to uniformity in printing"

   a. Special committee on catalogs

3. Report of committee on "Educational Records Bureau"

4. Report of committee on "Uniform fees in the State Teachers Colleges"

5. Annual Conference of the Faculties of the State Teachers Colleges

   a. Report of Program Committee

6. Committee to consider "Stores conducted at the State Teachers Colleges"

7. Report of Refund Committee

III. New Business

1. Election of Treasurer to fulfill the requirements of the Administrative Code

2. Revision of lists of equivalent courses

3. Revision of Curriculums in Special Fields

4. An explanation regarding appropriations

5. Field of Spanish among the electives in Modern Languages

6. Approval of expenditures for Christmas celebrations

7. N. E. A. Four-reel picture on "America's Teacher at Work"

8. Doctor Finegan's organization picture on George Washington

9. Part-time instructional service in the State Teachers Colleges

10. Out-of-State students taking extension courses in the State Teachers Colleges

11. Annual meeting of the Deans of Instruction

12. Compensation other than that provided in the Salary Qualification Schedule for school services

13. Athletic journeys out of the State and expenses connected with such journeys

14. Compensation for the Secretary of the Board of Trustees of the State Teachers Colleges

15. Administration of Salary Schedule

    a. Increments
    b. Leave of absence with pay

16. Organization and administration of book-rooms

    1. Capital
    2. Profits
    3. How managed
       (a) students (b) faculty (c) outsider
       (d) cooperative
    4. Could a local merchant handle this situation?

17. Professional programs within service areas

18. Service area regional conferences for administrative officers

JOURNAL OF A MEETING

OF THE

BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Friday, January 22, 1932

A regular meeting of the Board of Presidents of the State Teachers Colleges of the Commonwealth of Pennsylvania was held in the State Council Chamber in the Department of Public Instruction, Harrisburg, Pennsylvania, and was called to order by the chairman at 9:30 A. M.

The following were present:

Francis B. Haas	Bloomsburg
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
Dallas W. Armstrong	Lock Haven
William R. Straughn	Mansfield
Landis Tanger	Millersville
J. S. Heiges	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester

James N. Rule, Chairman
Henry Klonower, Secretary

Doctor G. C. L. Riemer of Clarion was absent.

I. Approval of Minutes

On motion of Doctor Cameron, seconded by Doctor Tanger, the minutes of the meeting held on November 20, 1931 were approved with the exception of the last paragraph on page 606, which was corrected to read:

> "Doctor Cameron felt that this had arisen within the school and that these students, therefore, were not responsible and that, consequently, the State was responsible."

II. Unfinished Business

II. Unfinished Business

1. Report of the Curricular Revision Committee

a. Special Education

On motion of Doctor Eisenberg, seconded by Doctor Haas it was unanimously voted that inasmuch as this did not seem to be an opportune time to inaugurate a new curriculum, the matter of "Special Education" be dropped from the docket.

b. Revision of Industrial Arts Curriculum

On motion of Doctor Steele, seconded by Doctor Tanger it was unanimously voted that the suggested changes in the Industrial Arts Curriculum be held over until such time as the committee is ready to submit a report on all the four-year curriculums in the special fields.

2. Report of committee on "Policy with reference to uniformity in printing"

Doctor Haas, Chairman of the Committee reported for the committee. He briefly outlined the work of the committee and suggested that as Chairman of the Committee he would like to assign to Doctor Foster a continuation of the work that Doctor Lehman had in hand. The specific problem which is most pressing now is the Uniform Application Blank, which should have the approval of the Publications Committee and the Committee on Entrance Requirements, of which committee Doctor Steele is Chairman.

On motion of Doctor Steele, seconded by Mr. Allen it was unanimously voted to accept the report of the committee.

a. Special committee on catalogs

Doctor Haas, Chairman of the special committee on catalogs stated they had been asked to submit a report concerning the uniformity in printing of catalogs and the distribution of the same.

He distributed a mimeographed chart showing various figures relating to the "Distribution of Annual Catalogs" and explained the manner in which the several figures were calculated.

On motion of Doctor Haas, seconded by Doctor Tanger it was unanimously voted to accept the report of the committee with the request that there be submitted to the Chairman of the Committee any suggestions or changes that are felt necessary; the committee will study such suggestions with a view to making another recommendation if there is any real justification for a change.

3. Report of committee on "Educational Records Bureau"

Doctor Steele, Chairman of the committee, reported for the committee. He stated that the committee had gone over the material submitted by Doctor Jones of the Educational Records Bureau.

The committee recommends that it be continued to keep in touch with the Educational Records Bureau with the idea of using the technical service that the Bureau can furnish in whatever way meets the needs of the entire group or of each school individually.

On motion of Doctor Steele, seconded by Doctor Cameron it was voted that the report of the committee be accepted and that the committee be continued to keep in touch with the Educational Records Bureau.

4. Report of committee on "Uniform Fees in the State Teachers Colleges"

Doctor Straughn, Chairman of the committee, reported for the committee.

He stated that a letter had been received from Doctor Logan, Budget Secretary, with reference to fees, deposits, refunds, and payments, and suggested that the entire matter of "Uniform Fees, Deposits, and Repayments in the State Teachers Colleges" should be reviewed and brought up to date.

The committee submitted the following report for the consideration of the Board:

UNIFORM FEES, DEPOSITS, AND REPAYMENTS IN THE STATE TEACHERS COLLEGES

Effective June 1, 1930; Revised by the Board of Presidents, State Teachers College, and Approved by the State Superintendent, January 22, 1932

A. FEES

1. Enrollment and Service Fee

(a) Regular term, $20 each semester
(b) Summer session, $15
(c) A registration fee of $5 per semester hour for off-campus instruction

Except for (c) above, this fee covers registration and keeping record of students, library, athletics, lectures, entertainments, student welfare, health service, (other than extra nurse and quarantine), non-instructional personal service (as in gymnasium), laboratory, and the college paper.

II. Damage Fee

Students shall be responsible for damages or breakage or loss, or delayed return of college property.

III. Infirmary Fee

After three days in the college infirmary, the college shall charge an additional $1.00 for each day.

Day students who may be admitted to the infirmary, shall pay board at the rate of $2.00 a day. This charge includes the regular nurse and regular medical service, but does not include special nurse or special medical service.

IV. Isolation Hospital Fee

If the college maintains an Isolation Quarantine Hospital for contagious diseases, the college shall charge $10 per week additional, but this charge does not include trained nurse or special medical service.

Day students, who may be admitted to the Quarantine Hospital, shall pay the board rate of $2.00 a day (see III above), and in addition shall pay $10 a week, but this additional charge does not include trained nurse nor special medical service.

V. Housing Fee

1. Housing rate for students:

The housing rate for students shall be $72 per one-half semester and $48 for the Summer Session. This includes room, meals and limited laundry.

(a) For rooms with running water an additional charge of $9.00 per student per semester or $3.00 for the Summer Session may be made.

(b) No reduction in the rate is to be made for laundry done at home nor for students who go home for a few days at a time.

(c) A student may, at the discretion of the President of the college, occupy a double room alone by paying an additional $36 a semester or $12.00 for the Summer Session.

2. Housing rate for employes other than those included in the State Classification schedule (Faculty, clerks, etc.) shall be $10.00 per week.

3. The rate for transient meals shall be:

Breakfast $.40 Lunch $.40 Dinner $.50

VI. Tuition Fee

Students whose residence is out of the State shall be charged a fee of $105 per semester; $35 per summer session. (It is understood that this fee has been operative since June 1, 1929, for entering students only).

VII. Special Instruction Fee

1. Fees in the special departments (at those colleges maintaining these special curricula) shall be as follows:

Music	$72	per semester	or	$24	for summer session
Home Economics	$36	"	"	$12	"
Art	$18	"	"	$ 6	"
Health	$18	"	"	$ 6	"
Commerce	$ 6	"	"	$ 2	"
Industrial Arts	$18	"	"	$ 6	"

(effective Sept. 1930)

The fees outlined above are payable one-half semester in advance; summer session fee is payable entirely in advance.

2. Out-of-state students registered in one of these special curricula shall pay the fee of the department as above in addition to the $105 semester fee and/or $35 summer session fee, regularly charged. (See VI above).

3. The charge for private lessons in music, in the State Teachers College maintaining the special curriculum in music, shall be:

(a) Voice, piano, band or orchestral instruments, $24 per semester - for one lesson per week.

Pipe organ, $42 per semester - for one lesson per week.

(b) Rental of piano for practice, 1 period per day, $6.00 per semester. Rental of pipe organ for practice, 1 period per day, $36 per semester. Rental of band or orchestral instruments, $6.00 per semester.

4. The charge for private lessons in music in the State Teachers Colleges not maintaining the special music curriculum shall be fixed as follows:

The Board of Trustees of a State Teachers College not offering the special curriculum in music may, subject to the approval of the State Superintendent of Public Instruction, enter into contract with individuals to give private lessons in music in order to afford an opportunity for students to continue their musical education. Such agreement shall provide reasonable reimbursement to the institution for any services or overhead supplied by the institution.

VIII. Degree Fee

A fee of $5.00 shall be paid by each candidate for a degree.

IX. Record Transcript Fee

One dollar ($1.00) shall be charged for the second and each subsequent transcript of records.

X. Delinquent Accounts

No student shall be enrolled, graduated, or receive a transcript of his record until all previous charges have been paid.

B. DEPOSITS

I. Advance Room Reservation Deposit (Dormitory Students):

A deposit of $10 shall be made by prospective dormitory students when they request room reservations. This is a guarantee of the intention of a student to enter college for the term or semester designated. It is deposited with the Revenue Department, to the credit of the student's housing fee. If, however, the student notifies the college three weeks before the opening of

college that he is unable to enter, the repayment will be made through the Department of Revenue, on application from the student through the college authorities. If notice is not thus given the deposit cannot be returned.

Check or money order for this account must be drawn to the Commonwealth of Pennsylvania.

II. Advance Enrollment Deposit (day Students):

Day students desiring to reserve advance enrollment shall deposit $10. This is a guarantee of the intention of the student to enter college for the term or semester designated. It is deposited with the Revenue Department, to the credit of the student's Enrollment and Service fee. If, however, the student notifies the college three weeks before the opening of college that he is unable to enter, the repayment will be made through the Department of Revenue, on application from the student through the college authorities. If notice is not thus given the deposit cannot be returned.

Check or money order for this account must be drawn to the Commonwealth of Pennsylvania.

C. NO OTHER FEES OR DEPOSITS PERMITTED

No fees or deposits, other than as specified above may be charged by a State Teachers College.

D. REPAYMENTS

I. Repayments will not be made:

1. To students who are temporarily suspended, indefinitely suspended, dismissed, or who voluntarily withdraw from College.

2. For any part of the enrollment or service fee for any cause whatsoever.

II. A repayment will be made for personal illness, the same being certified to by an attending physician, or for such other reasons as may be approved by the Board of Trustees for the amount of the fees paid by the student for the part of the semester which the student does not spend in College.

III. The Advance Room Reservation Deposit or the Advance enrollment Deposit will be returned to students provided they notify the college not less than three weeks before the opening of the semester or term of their intention not to attend.

On motion of Doctor Straughn, seconded by Doctor Cameron it was unanimously voted to adopt the report of the committee as submitted, conditions therein to be effective immediately.

5. Annual Conference of the Faculties of the State Teachers Colleges

a. Report of Program Committee

Doctor Eisenberg, Chairman of the Program Committee, reported for the committee.

He stated that the committee had been at work and had made progress in getting together details for the Ninth Annual Conference of the Faculties of the State Teachers Colleges. At the present time they have provided for a general get-together of all groups on Monday afternoon, the first general session to be held Monday evening, two conference periods on Tuesday, a general session on Tuesday evening, conference period on Wednesday morning and a brief general summary on Wednesday morning. The chairmen have been chosen for the sectional conferences and in general were responding in fine shape. The Governor of the Commonwealth and the State Superintendent of Public Instruction have been asked to accept places on the general program and both have accepted.

Doctor Straughn suggested that an invitation be extended to the members of the State Council of Education to attend at least the general sessions of the conference.

Doctor Rule was in accord with this suggestion and stated that it would be done.

On motion of Doctor Cameron, seconded by Doctor Steele it was unanimously voted to accept the report of the committee and await further developments for the conference.

6. Committee to consider "Stores conducted at the State Teachers Colleges"

At the suggestion of Doctor Rule this item was discussed more fully under NEW BUSINESS, Item 16, "Organization and administration of book-rooms."

7. Report of refund committee

Doctor Foster, Chairman of the committee, reported for the committee.

He stated that the committee consisting of Doctor Haas, Doctor Cameron, and himself had met and in accordance with the action taken by the Board of Presidents at its meeting November 20, 1931, instructing the "Refund Committee" to restudy the present regulations and report at the next meeting, submitted the following report and recommended its adoption in lieu of the present regulations:

D. REPAYMENTS

I. Repayments will not be made

1. To students who are temporarily suspended, indefinitely suspended, dismissed, or who voluntarily withdraw from College.

2. For any part of the enrollment or service fee for any cause whatsoever.

II. A repayment will be made - for personal illness, the same being certified to by an attending physician, or for such other reasons as may be approved by the Board of Trustees for the amount of the fees paid by the student for the part of the semester which the student does not spend in College.

III. The Advance Room Reservation Deposit or the Advance Enrollment Deposit will be returned to students provided they notify the college not less than three weeks before the opening of the semester or term of their intention not to attend.

On motion of Doctor Foster, seconded by Doctor Steele it was unanimously voted to adopt the report of the "Refund Committee" to become effective immediately; this report to be incorporated in the statement of "Uniform Fees, Deposits, and Repayments in the State Teachers Colleges".

8. Report of Committee on "Admission Requirements in the State Teachers Colleges"

Doctor Rule explained that in order to fill a vacancy in this committee due to the death of Doctor Lehman, he had appointed Doctor Albert Lindsay Rowland effective April 15, 1932.

Doctor Steele, Chairman of the Committee, reported for the committee. He stated that he had tried to have a meeting of the committee, but due to certain facts this was not possible. Therefore, he felt that the best thing to do was to report progress and submit a complete and detailed report at the next meeting of the Board.

He further stated that he had drawn up the following as tentative suggestions for the consideration of the Board:

1. General scholarship as evidenced by graduation form an approved high school and ranking in the upper three-fourths of the class at graduation.

2. Good personality as evidenced by an estimate of high school officials as to the candidate's moral character, trust-worthiness, initiative, industry, social adaptability, personal appearance, emotional stability and like traits essential to the good teacher.

3. Health and physical vigor, absence of physical defects that would interfere with the duties of the teacher, or predisposition toward ill health, as determined by a medical examination.

4. Above normal intelligence and satisfactory command of English as evidenced by ratings in comprehensive standard tests. These tests will be given at the college. The English test will include vocabulary, correct usage, literary knowledge, etc. Aptitude tests especially for the fields of music, art, physical education, industrial arts, commerce, home economics and kindergarten and the like may be given.

5. A personal interview is recommended when possible with particular attention to speech habits, social presence, expressed interests of the applicant, and promise of professional development.

III. New Business

1. Election of Treasurer to fulfill the requirements of the Administrative Code

Doctor Rule pointed out that section of the Administrative Code which states that each Board of Trustees shall have a Secretary and a Treasurer, who may be the same person.

2. Revision of lists of equivalent courses

On motion of Doctor Haas, seconded by Doctor Cameron it was unanimously voted that the matter of the revision of lists of equivalent courses be referred to the Curricular Revision Committee for study and report at the next meeting of the Board.

3. Revision of Curriculums in Special Fields

On motion of Mr. Allen, seconded by Doctor Cameron it was unanimously voted that the matter of the revision of the special four-year curriculums be referred to the Curricular Revision Committee for report at the next meeting of the Board.

4. An explanation regarding appropriations

Mr. Allen discussed this item. He stated as follows:

"In order to make our records complete we ought to enclose in our minutes a copy of the explanation which Mr. Crosley sent to Mr. Wagner and which appeared in the Pennsylvania School Journal for January on page 392."

'For the 1921-23 biennium in addition to the State appropriation for State Normal Schools, local receipts were retained at the schools. For the 1931-33 biennium the local receipts are required to be deposited with the State Department of Revenue and the amount of such receipts is included in the State appropriation to State Teachers Colleges. If comparisons for the 1921-23 and 1931-33 bienniums of State appropriations to State Teachers Colleges were on the same basis, the Table should be as follows:

	1921-23	1931-33
Department of Public Instruction . .	2.7	1.1
School subsidies	64.0	70.9
State teachers colleges	10.0	6.2
Colleges and universities	10.7	10.4
Others	12.6	11.4

For the 1921-23 biennium, local receipts at the State Normal Schools were in the amount of $1,946,846. State appropriation was in the amount of $4,530,306. The State appropriation, therefore, was more than twice the amount of local receipts. For the 1931-33 biennium, the estimated local receipts are in the amount of $6,058,709. The net State appropriation is in the amount of $5,368,291. Local receipts, therefore, exceed the net amount appropriated by the State. In other words, during the ten-year period local receipts increased 211 per cent; actual State appropriation increased 19 per cent.'

5. Field of Spanish among the electives in Modern Languages

On motion of Doctor Tanger, seconded by Doctor Armstrong, it was unanimously voted that this matter be referred to the Curricular Revision Committee for report at the next meeting of the Board.

6. Approval of expenditures for Christmas celebrations

Mr. Klonower explained that Doctor Rule had asked to have this item placed on the docket and it was his wish that it be carried over for discussion at the next meeting.

7. N. E. A. Four-reel picture on "America's Teacher at Work."

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

8. Doctor Finegan's organization picture on George Washington

On motion of Mr. Allen, seconded by Doctor Tanger, it was unanimously voted that this item be removed from the docket.

9. Part-time instructional service in the State Teachers Colleges

Doctor Cameron stated that this item was placed on the docket at his suggestion but in the meantime he had had correspondence with the State Superintendent and the matter was settled.

On motion of Doctor Cameron, seconded by Doctor Tanger it was unanimously voted that this item be removed from the docket.

10. Out-of-State students taking extension courses in the State Teachers Colleges

On motion of Doctor Steele, seconded by Doctor Cameron, it was unanimously voted that this item be referred to the "Fee Committee" for adjustment and report at the next meeting of the Board.

11. Annual meeting of the Deans of Instruction

On motion of Mr. Allen, seconded by Doctor Tanger, it was unanimously voted that the sectional meeting of the Deans of Instruction held in connection with the Ninth Annual Conference of the Faculties of the State Teachers Colleges this year take the place of the Annual meeting of the Deans of Instruction.

12. Compensation other than that provided in the Salary Qualification Schedule for school services

Mr. Klonower explained that this item had been placed on the docket at the suggestion of Doctor Rule and it was his wish that it be carried over for discussion at the next meeting of the Board. Affirmed.

13. Athletic journeys out of the State and expenses connected with such journeys

Certain questions had been raised concerning athletic journeys out of the State. The matter had been submitted to the Budget Secretary for disposition and the following letter received from Doctor Edward B. Logan, Budget Secretary:

> "I believe that the subject brought up by your letter of December 23, 1931 is one which may best be covered by administrative rulings of your Department. For the athletic teams of certain of your teachers colleges located near the borders of your State to travel to points in adjacent states, it is doubtless no more expensive than for these teams to travel to points the same distance away but within

borders of Pennsylvania. For this reason I believe no question as to economy will be raised. The only question which might be raised would be that of unnecessary spending of money in other states.

If your Department as a matter of administration will see to it that these athletic journeys in other states do not cover too great a distance and do not occur with too great frequency, I believe the matter can be safely left in your hands and the Governor's approval of each trip will be entirely unnecessary.

I would suggest that you proceed on this basis and bring up for the Governor's approval only such matters as may affect general administrative policies".

On motion of Doctor Eisenberg, seconded by Mr. Allen it was unanimously voted that the State Teachers Colleges be guided by the policy as set forth in the letter from Doctor Logan to Doctor Rule concerning athletic journeys out of the state.

14. Compensation for the Secretary of the Board of Trustees of the State Teachers Colleges

Doctor Rothermel stated that this item had been placed on the docket at his suggestion since a question had been raised in Harrisburg concerning the payment of the new Secretary of their Board of Trustees.

From discussion it developed that some of the institutions do not have paid secretaries of the board of trustees, while the compensaion paid to secretaries in other state teachers colleges ranged from $50 per year to $600 per year.

Mr. Klonower explained that it was the thought of Doctor Rule, State Superintendent, that there should be some uniformity in the State Teachers Colleges concerning the matter and suggested that the item be carried over for discussion and action at the next meeting of the Board. Affirmed.

15. Administration of Salary Schedule

a. Increments

Following a general expression of opinion from the Presidents of the State Teachers Colleges to the effect that it would be inadvisable at this time to grant increments except in making adjustments in salaries of professional and non-professional people in the State Teachers Colleges, Doctor Rule announced as a policy that only such cases where adjustments were made in salaries to bring them in line with the minimum requirements of the classification schedule to which such cases properly belong would be approved.

b. Leave of absence with pay

In line with the same policy as expressed under the item "Increments", the State Superintendent requested those Presidents who had made requests or who will make requests for special summer assignments with pay for certain instructors in the College to review the situation and advise him further.

16. Organization and administration of book-rooms

The Presidents discussed the matter of book-rooms and their relation to capital, profits, management, et cetera, and in the light of this discussion Doctor Rule asked the committee consisting of Doctor Haas and Doctor Straughn to study the matter and suggest a plan or policy to the Presidents at the next meeting.

17. Professional programs within service areas

Doctor Rule stated that he would like to set up certain professional projects in the State Teachers Colleges with the consent of the Presidents with the understanding that any person assigned to a professional task in one institution would be related to all the colleges but would work from the college to which he is assigned.

18. Service area regional conferences for administrative officers

Doctor Rule stated that he would like to make these regional conferences a three-party program, the administrative officers in the service area of the college, the college, and the Department.

IV. Miscellaneous

1. Special cases at the State Teachers College, California

On motion of Doctor Foster, seconded by Doctor Eisenberg it was unanimously voted that it is the sense of the Board of Presidents that the regular regulations apply in the special cases of refunds to students in the State Teachers College at California.

On motion of Doctor Cameron, seconded by Doctor Tanger, it was voted that the Board of Presidents adjourn at 2:30 to meet in the Council Chamber in the Education Building, Harrisburg, in March 1932.

Henry Klonower
Secretary

Approved Jan. 30, 1932

James N. Rule
Superintendent of Public Instruction

JOURNAL OF A MEETING

OF THE

BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Wednesday, March 23, 1932

A regular meeting of the Board of Presidents of the State Teachers Colleges of the Commonwealth of Pennsylvania was held in the Superintendent's Conference Room in the Department of Public Instruction, Harrisburg, Pennsylvania, and was called to order by the chairman at 2 P. M.

The following were present:

Francis B. Haas	Bloomsburg
Robert M. Steele	California
G. C. L. Riemer	Clarion
T. T. Allen	East Stroudsburg
Charles R. Foster	Indiana
A. C. Rothermel	Kutztown
W. R. Straughn	Mansfield
Landis Tanger	Millersville
J. S. Heiges	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester

James N. Rule, Chairman
Henry Klonower, Secretary

Dr. Albert Lindsay Rowland, President-elect of the State Teachers College at Shippensburg, attended the meeting.

The following were absent:

Leslie Pinckney Hill	Cheyney
C. C. Crawford	Edinboro
Dallas W. Armstrong	Lock Haven

1. Approval of Minutes of previous meeting

On motion of Doctor Tanger seconded by Mr. Allen, the minutes of the meeting held January 22, 1932 were approved as submitted.

II. Unfinished Business

1. Report of the Curricular Revision Committee

a. Revision of Industrial Arts Curriculum

b. Revision of lists of equivalent courses

c. Revision of Curriculums in Special Fields

d. Field of Spanish among the electives in Modern Languages

Doctor Eisenberg, Chairman of the Curricular Revision Committee, submitted the following report:

a. The committee reports progress on the revision of the Industrial Arts Curriculum.

b. The committee reports progress on the revision of the lists of equivalent courses.

c. The committee is making an effort to include the present core curriculums in all of the special fields with the possible exception of those involved in Federal Aid. They expect to have something definite to report at the next meeting.

d. The committee recommends that the word "Spanish" be inserted under FOREIGN LANGUAGES on page 6 of the Announcement of four-year curriculums for the preparation of public school teachers as adopted by the Board of Presidents so that this paragraph will read as follows:

** 4 ..... in French, German, Spanish, or Latin after two years High School French, German or Spanish, or three years High School Latin.....18 -- 18

The committee recommends approval of this report.

On motion of Doctor Straughn seconded by Doctor Haas it was voted that the report of the Curricular Revision Committee by adopted as submitted.

Doctor Eisenberg stated that he would like to present a matter which did not appear on the docket. It referred to certain inconsistencies in the arrangement of courses by semesters as appearing in the Announcement of four-year curriculums as previously adopted by the Board of Presidents. He stated the first semester should read as follows:

Kindergarten-Primary I	Intermediate II	Rural III	Secondary IV		Number Class Hours	Number Class Hours
(No. of Semester Hours)						
				First Semester		
*3	3	3	3	Introduction to Teaching . . . . . (Include Social Guidance on the Campus)	3 --	3
*3	3	3	3	English I	3 --	3
*3	3	3	3	English Activities . . . . . (Include library, voice, dramatization, and school paper)	3 --	3
*3	3	3	3	Educational Biology . . . . . (Include physiology of nervous system as a basis for psychology)	3 --	3
*1	1	1	1	Physical Education I	3 --	1
*			3	Elective	3 --	3
*2	2	2		Art I	4 --	2
15	15	15	16			

The second semester should read as follows:

Kindergarten-Primary I	Intermediate II	Rural III	Secondary IV		Number Class Hours	Number Semester Hours
(No. of Semester Hours)						
				Second Semester		
*3	3	3	3	Psychology I	3 --	3
*3	3	3	3	English II	3 --	3
*3	3	3	3	Science I (Physical Science) . . .	3 --	3

Second Semester (continued)

*3	3	3	3	Principles of Geography	3 --	3
*3	3	3		Personal Hygiene and Nutrition .	3 --	3
*1	1	1	1	Physical Education II	3 --	1
*			3	Elective	3 --	3
*1½	1½	1½		Art II	3 --	1½
17½	17½	17½	16			

Page 10 of the report will read as follows:

Kindergarten-Primary	Intermediate	Rural	Secondary		Number Class Hours	Number Semester Hours
I	II	III	IV			
(No. of Semester Hours)						
				Seventh Semester		
*14	14	14	14	Student Teaching Conferences . .	21 --	14
* 2	2	2	2	Technique of Teaching	2 --	2
16	16	16	16			
				Eighth Semester		
			2	Guidance	2 --	2
* 4	4	4	4	History and Philosophy of Edu.	4 --	4
* 3	3	3	3	Educational Sociology	3 --	3
3	3	3		Civic Education	3 --	3
			3	Second Elective	3 --	3
6	6	6	6	Free Elective	3 --	3
16	16	16	15			
128	128	128	128			

On motion of Doctor Eisenberg seconded by Doctor Haas it was unanimously agreed to adopt the "Announcement of four-year curriculums for the preparation of public school teachers as offered by the State Teachers Colleges" with the above corrections as stated.

2. Report of committee on "Policy with reference to uniformity in printing"

a. Special committee on catalogs

Doctor Haas, Chairman of the special committee on catalogs, stated that there was nothing further to report on this item and therefore suggested it be removed from the docket. Affirmed.

b. Uniform Application Blank

Discussion postponed

3. Report of committee on "Educational Records Bureau"

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

4. Report of committee on "Uniform fees in the State Teachers Colleges"

Doctor Steele had raised a question concerning the fee to be charged students who come to the college for part-time work in the Industrial Arts curriculum. He stated that the regular fee for the Industrial Arts course is $18.00 for the semester and $6.00 for the summer session. Students who enter for part-time work are allowed to carry six semester hours or the amount equivalent to a summer session of study and it seemed unfair to charge them the regular fee of $18.00 for this part-time work.

Doctor Steele suggested, therefore, that for part-time work of this sort the special fee be made $6.00, the same as for the summer session, which together with the enrollment fee of $20.00 would appear to be a reasonable fee.

Doctor Tanger, the only other President affected by this curriculum, also stated that he concurred in this judgment.

On motion of Doctor Straughn seconded by Doctor Steele, it was voted that students who take part-time work in Industrial Arts courses shall pay the tuition fee on the same basis as they would pay for a summer session, namely; $6.00.

a. Out-of-State students taking extension courses in the State Teachers Colleges

Doctor Cameron stated that he had raised this question since they had a few students who were admitted to extension classes prior to the adoption of the regulation which set a fee for out-of-State students taking work in the institutions. He raised the question as to what fee should be charged such students.

Doctor Straughn, Chairman of the Fee Committee, stated it was his judgment that no fee should be charged since these students were apparently admitted before the regulation went into effect.

Doctor Cameron stated that with this explanation the question was satisfactorily answered.

5. Annual Conference of the Faculties of the State Teachers Colleges

Doctor Eisenberg, Chairman of the Program Committee, stated that he felt the conference had been a success and that the instructors were doing real work.

He also stated that he had submitted the following plan for the completion of the syllabi of the courses in the four-year elementary and four-year secondary teachers college curriculums:

"Each field chairman is requested to appoint one sub-chairman for each subject in his field found in the Four-Year Elementary and Four-year Secondary Curriculums. Each faculty member interested in a particular course, is requested to send his suggestions to his subject sub-chairman not later than April 11, 1932.

The subject sub-chairman is requested to consider the discussions and decisions of the group at the Conference, also all written suggestions. He is requested to send the completed revised Syllabi for the subject to the subject field chairman not later than April 25, 1932.

The subject field chairman is requested to consider all the syllabi in the field and should make such revisions as seem wise. All the syllabi in the field should be sent to Mr. Henry Klonower, Department of Public Instruction, Harrisburg, Pennsylvania, who is the Secretary of the Curricular Revision Committee. This should be done not later than May 9, 1932.

After May 9, Mr. Klonower will deliver the completed syllabi to the Curricular Revision Committee of the Board of Presidents.

In view of the great amount of detail in connection with this work, it is earnestly requested that each faculty member and chairman will adhere to the detail of this program.

The Curricular Revision Committee will then make an effort to have these syllabi edited and printed. It is expected that they will be delivered to the members of the several faculties before the first semester of the college year, 1932-1933.

The cooperation of all members of the faculties is earnestly requested so this project can be completed in accordance with the above schedule."

On motion of Doctor Straughn seconded by Doctor Eisenberg it was voted that the Curricular Revision Committee together with the Secretary of the Board be authorized to print 1500 copies of the final reports as submitted by the several chairmen and that the cost of printing these reports be pro-rated among the fourteen institutions.

On motion of Doctor Cameron seconded by Doctor Haas it was suggested that the committee in charge of the program and arrangements for the conference be given a vote of thanks by the Board.

6. Committee to consider "stores conducted at the State Teachers Colleges"

Doctor Haas, Chairman of the Committee to consider this question, stated that it was his impression that the majority members of the Board desired to have a retail store under their jurisdiction, and on this assumption he addressed the following letter to Doctor Rule as a report of the committee under date of March 18, 1932:

"Below please find a report of the committee of the Board of Presidents appointed by you to present a report on a desirable policy relative to the conduct of retail store rooms in the State Teachers Colleges, as provided for in Item Sixteen of the Minutes of the Meeting of the Board of Presidents held January 22, 1932.

(1) Under date of January 29 the following letter was sent by the chairman of the committee to all State Teachers Colleges: "You will recall at the last meeting of the Board, it was the concensus of opinion that the retail store renders a distinct service to the college by being available for students on the campus. A special committee consisting of Dr. Straughn and myself was asked to draft a statement preliminary to a presentation of this matter to the Attorney General. I would appreciate it if you would give me any arguments which seem reasonable to you to justify the position taken by the Board, in order that the committee may if possible cover all of the necessary points in preparing the report".

(2) It is the opinion of the Board that is to the best interest of the educational function to be served for the college to have a retail store on the campus under the immediate control of the institution.

(3) It is the opinion of the Board that the educational function is served most efficiently and most economically by divorcing these stores from the official administration which requires purchases through the Department of Property and Supplies.

(4) It is the opinion of the Board that these stores should be operated under the authority of the Board of Trustees in a manner best fitted to meet the local needs.

(5) It is the opinion of the Board that the organization might be set up as an immediate responsibility of one of the extra curricular groups representing the whole student body, or it might be set up as an immediate responsibility of the Board which would designate the method of using the profits for the benefit of the institution.

Attached pleased find as a part of this letter the originals submitted in reply to my request from the various Presidents.

It is the opinion of the Committee that from every point of view--the social welfare of the institutions with large numbers of students for whom such a convenience is necessary--from the point of view of the business efficiency in handling thousands of articles in small quantities--from the point of view of the financial economy as affecting discounts, etc.--and from the point of view of serving the educational function which requires promptness in service to these stores--that these stores be divorced from the management under the Department of Property and Supplies, that such management be

placed with the Board of Trustees, and that the Board of Trustees be made responsible for designating the beneficiaries of any profits for the good of the institution.

It is my understanding that the Committee with Mr. Tompkins is to arrange to present this matter to Attorney General Schnader. If you approved this report, I will be glad to take the necessary steps to make this move."

Doctor Haas further stated that on receipt of this report, Doctor Rule had spoken to Mr. Crosley relative to a conference with the Attorney General on the matter since this appeared to be the next step.

On motion of Doctor Haas, seconded by Doctor Steele it was voted that the Board adopt the report of the Committee as submitted to Doctor Rule as reflecting the opinion of the Board relative to the operation of retail stores and that the committee be authorized to take the matter up with the Attorney General.

7. Report of Committee on admission requirements in the State Teachers Colleges

Doctor Steele, Chairman of the committee reported for the committee as follows:

"In the first place it is impossible to make much progress with the limitation of enrollments until it is known how many teachers are needed in Pennsylvania. It is necessary to know the exact number of teachers placed in the Kindergarten-Primary group, the Intermediate group, Rural, junior and senior high schools with the subject combinations. We must also know from what source these teachers come, whether they re-enter the service after absence from the work for a time or whether they are new entrants and we must know in what type of institution they are trained. As soon as this information has been collected and compiled it will be possible to project curves and estimate with some degree of accuracy the number of teachers needed in the various fields and for the various subject matter combinations. These data should be provided annually for the entire state and for the different service areas, and when compiled for a five year period will give a reasonable basis on which to discuss limitation of enrollments.

A second factor complicating the limitation of enrollments for Teachers Colleges lies in the fact that there are various types of institutions preparing teachers. Some arrangement should be made by which all candidates for teacher training would be required to meet the same entrance requirements. For example, if

the entrance requirements should be raised in the Teachers Colleges and similar standards are not in effect at other types of institutions, the individual adjudged unfit for teacher training by the Teachers Colleges could still get into teacher training through another institution.

The committee therefore recommends

First that the necessary steps be taken at once to collect and compile accurate and complete data on teacher placement and that these data be made available annually to this Board.

Second that consideration be given to a practical method of applying uniform entrance requirements to all who desire to prepare for teaching regardless of the type of institution in which the preparation is made.

The committee believes that in the absence of exact data on which to base numerical limitation of enrollments and because of a surplus of certificated teachers in many lines, the only practical approach to limitation is through raising entrance requirements so as to admit to the Teachers Colleges only those whose qualifications show them to be well fitted to become teachers, in other words, to limit enrollment to "good risks".

The committee, therefore, recommends the adoption of the following:

Principles Controlling Admission to State Teachers Colleges.

1. General scholarship as evidenced by graduation from an approved four year high school or institution of equivalent grade as determined by the Credentials Division of the Department of Public Instruction and ranking in the upper half of the class at graduation. Candidates for admission who lack this rank at graduation will be required to present further evidence of fitness for admission as prescribed in the detailed standards for admission.

2. Integrity and appropriate personality as shown by an estimate by secondary school officials of the candidate's trustworthiness, honesty, truthfulness, initiative, industry, social adaptability, personal appearance and sympathy.

3. Health, physical vigor, emotional stability, absence of physical defects that would interfere with the successful performance of the duties of a teacher and absence of predisposition toward ill health as determined by a medical examination at the college. Specific standards will be set up in the detailed requirements for admission.

4. Normal intelligence and satisfactory command of English as evidenced by ratings in standard tests. The tests to be used will be prescribed each year by the Board of Presidents and will be uniform for all State Teachers Colleges.

5. A personal interview with particular attention to personality, speech habits, social presence, expeessed interests of the applicant and promise of professional development.

The committee recommends that these principles become effective for the school year beginning September 1932.

G. C. L. Riemer
Albert Lindsay Rowland
Robert M. Steele

Committee

On motion of Doctor Cameron seconded by Doctor Foster it was voted to adopt the principles controlling admission to the State Teachers Colleges and request the committee to develop the details to carry out these principles and all the administrative details involved in this procedure.

The committee agreed to have these details worked out for the next meeting of the Board of Presidents.

On motion of Mr. Allen seconded by Doctor Tanger it was agreed to adjourn the meeting at 5:20 o'clock and reconvene again on Thursday morning, March 24, 1932, at 9:00 o'clock.

The meeting was called to order at 9:00 o'clock by the Chairman.

8. Approval of expenditures for Christmas celebrations

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

with the understanding that it will be the responsibility of the Presidents of the State Teachers Colleges to justify such expenditures.

9. Compensation other than that provided in the Salary Qualification Schedule for school services

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

10. Compensation for the Secretary of the Board of Turstees of the State Teachers Colleges

Doctor Rule stated that there seemed to be considerable variation in the payment of the office of Secretary of the Board of Trustees and he felt that it would be highly desirable to have this uniform in all the State Teachers Colleges.

11. Administration of Salary Schedule

a. Increments
b. Leave of absence with pay

Discussion postponed.

12. Professional programs within service areas

Doctor Rule stated that he had attended two of these professional programs for administrative officers, one at Millersville and one at West Chester. He felt that a very helpful relationship was set up between the Department, the administrative officers in the field, and the State Teachers Colleges.

13. Service area regional conferences for administrative officers

This item was discussed under Item 12.

III. New Business

1. Responsibility for keeping local accounts

Doctor Rule stated he would take this topic up with the Presidents through a circular letter and suggested that this item be removed from the docket.

2. Uniform opening of the State Teachers Colleges

Doctor Rule explained that Doctor Cameron had asked permission to bring the students to the college two

or three days in advance of the regular opening date in order to make some provision for the freshmen to take examinations in order to determine their fitness to pursue certain curricula.

Doctor Rule stated that he granted permission to do this providing the money was available in the budget of the State Teachers College at West Chester.

3. Lists of available instructors

Mr. Klonower explained that this item was placed on the docket so that if one college released instructors for the summer session that instructor's name might be placed on a list of available instructors and in this manner be able to secure a position in another college.

Doctor Rule stated he would follow up the matter with a circular letter. The letter follows:

"In line with the discussion at the last Board Meeting, with particular reference to the availability of members of your instructional staff whose services, although satisfactory, may be discontinued because of curtailed enrollments or otherwise, I should like to suggest that wherever it becomes necessary to discontinue the services of such teachers that the names and addresses be sent to Mr. Klonower at the very first opportunity, and also consider the suggestion that no additional instructors be added to your staff unless it is first ascertained that those who are being released in other institutions will not properly fill the position vacant in your institution.

It just so happens that in a few cases excellent teachers are being released while in other institutions instructors are being employed, and the above suggestion does give us an opportunity to be serviceable to both the instructors and the institution."

4. Athletic eligibility rule

Mr. Allen, Chairman of the Committee on Athletics, stated that this item had been put on the docket at his suggestion for a clearer interpretation of a previous ruling of the Board with reference to eligibility of participants in athletics. One of the previous rulings is to the effect that "All matters relating to intercollegiate athletic questions shall be referred to the Committee on Athletics. Mr. T. T. Allen, Chairman, and be cleared directly through that committee".

He further stated that under date of December 5, 1929 the Board passed the following resolution:

"Effective immediately, no student transferring from any institution of collegiate rank to a State Teachers College shall be eligible for any inter-collegiate competition until after a year in residence".

Mr. Allen stated that this ruling had been questioned since he had interpreted it to mean that students transferring from one State Teachers College to another State Teachers College were included in this ruling.

On motion of Doctor Haas seconded by Doctor Riemer it was voted that the matter of eligibility be interpreted in the future the same as they have been in the past by Mr. Allen.

5. College senior examination

Doctor Cameron stated that they had made a summary of the study of these examinations and that a copy of the report has been prepared and submitted to the several presidents.

Doctor Haas suggested that Doctor Cameron assume the responsibility of presenting a statement of the whole matter for incorporation in the minutes of the Board of Presidents. In conclusion the report states:

"One of the conclusions of those making this study is that a combination of a valid English test and a silent reading test, requiring not more than an hour to administer will furnish sufficient basis for accepting or rejecting candidates for the freshman class. The inclusion of the silent reading test grew out of another study dealing with the reading abilities of entering freshmen as revealed in the score from some of their tests and the correlation of these scores with their subsequent classroom records."

6. Lengthening of elementary curriculum to four years

Doctor Eisenberg stated that this matter had been given some consideration by the Curricular Revision Committee and they had gone on record as recommending that the elementary curriculum be extended to four years in length for all new entrants into the teaching service after a certain date.

He further stated that this matter was tied up with certification. If 1936 should be set as the date

after which no one may enter the teaching service without four years of post high school preparation, in order to maintain a supply of teachers we could still carry on the admission of the two-year people until 1934 and then for these people a limited State certificate (to be developed) could be issued on the basis of this preparation with the understanding that in due time they would go on and complete two additional years of post high school training.

Doctor Rule stated that this matter had already been brought before the State Council of Education for consideration. He suggested that the Board consider the matter of having Doctor Eisenberg, Chairman of the Curricular Revision Committee and representing the Board of Presidents of the State Teachers Colleges, meet with the State Council of Education to present the Board's view on this subject.

On motion of Doctor Haas, seconded by Doctor Straughn the Board agreed to ask Doctor Eisenberg to appear before the State Council of Education April 1, 1932 to present this whole problem.

7. Health care of students - suggestions from State Board of Medical Education and Licensure

Doctor Rule stated he had received a letter from the Chairman of the State Board of Medical Education and Licensure, relative to the health care of the students in the State Teachers Colleges, and he would have this letter mimeographed and forwarded to each institution for their information.

8. Two or more members of the same family employed in one institution

Doctor Rule stated this item had been placed on the docket at his suggestion, but it had been taken care of by a circular letter to each President.

9. Enrollments in the State Teachers Colleges - February 15, 1932

Mr. Klonower distributed copies of the enrollment statistics as of February 15, 1932, and asked that these charts be checked for errors and be returned to the Teacher Bureau.

The Board adjourned at 10:15 A. M. to meet some time in May 1932.

Secretary

Approved: Apr. 22

James N. Rule
Superintendent of Public Instruction

Commonwealth of Pennsylvania
DEPARTMENT OF PUBLIC INSTRUCTION
TEACHER BUREAU
Harrisburg

MEETING OF THE BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Tuesday, April 12, 1932

D O C K E T

I. Reading and consideration of the minutes of the meeting of the Board of Presidents held at Harrisburg, January 22, 1932.

II. Unfinished Business

1. Report of the Curricular Revision Committee

   a. Revision of Industrial Arts Curriculum
   b. Revision of lists of equivalent courses
   c. Revision of Curriculums in Special Fields

2. Report of committee on "Policy with reference to uniformity in printing"

   a. Uniform Application Blank

3. Committee to consider "Stores conducted at the State Teachers Colleges"

   a. Organization and administration of book-rooms
      1. Capital; 2. Profits; 3. How managed
   (a) students (b) faculty (c) outsider (d) cooperative

   Could a local merchant handle this situation?

4. Report of Committee on admission requirements in the State Teachers Colleges

5. Administration of Salary Schedule

   a. Increments; b. Leave of absence with pay

III. New Business

1. Responsibility for Keeping Local Accounts

2. Lengthening of elementary curriculum to four years

3. Health care of students-suggestions from State Board of Medical Education and Licensure

JOURNAL OF A MEETING

OF THE

BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Tuesday, April 12, 1932

--+--+--

A special meeting of the Board of Presidents of the State Teachers Colleges of the Commonwealth of Pennsylvania was held in the Superintendent's Conference Room of the Department of Public Instruction, Harrisburg, Pennsylvania, and was called to order by the Chairman at 9.30 A.M.

The following 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
Dallas W. Armstrong	Lock Haven
William R. Straughn	Mansfield
Landis Tanger	Millersville
J. S. Heiges	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester

James N. Rule, Chairman
Henry Klonower, Secretary

I. Approval of minutes of meeting held March 23, 1932.

Approval postponed.

II. Unfinished Business

1. Report of the Curricular Revision Committee

a. Revision of Industrial Arts Curriculum
b. Revision of lists of equivalent courses
c. Revision of Curriculums in Special Fields

Discussion postponed.

2. Report of committee on "Policy with reference to uniformity in printing"

a. Uniform Application Blank

Discussion postponed.

// On motion of Doctor Eisenberg, seconded by Doctor Steele it was voted that a "Handbook for Students of the State Teachers Colleges" be included in the list of approved publications for which the special committee on catalogs had set up standards. //

3. Committee to consider "Stores conducted at the State Teachers Colleges"

a. Organization and administration of book-rooms

Discussion postponed.

4. Report of Committee on admission requirements in the State Teachers Colleges

Doctor Steele, Chairman of the Committee stated that the committee had planned a meeting at which time they were going to draw up details in accordance with principles adopted at the previous meeting of the Board. These details would be ready for the May meeting of the Board of Presidents.

Doctor Rule stated that this was a very vital matter and felt that the committee should be enlarged. He suggested that Doctor Haas as Chairman of the Calendar Committee should be included on the committee in case the new requirements mean an adjustment in the number of days in the Calendar this could be arranged at the same time.

He therefore suggested that Doctor Haas and Mr. Allen be included on this committee to work out the details concerning the administration of the new admission requirements.

5. Administration of Salary Schedule

a. increments b. leave of absence with pay

Doctor Rule stated that without a doubt the State Treasury would face a deficit at the end of the biennium and he wanted to know if the Presidents

could operate their institution on a 48% basis for the second year of the biennium. He asked each one of the Presidents to express himself with respect to this situation.

Mr. Allen stated that they are running very close to spending the full 48% this year and he felt that they could operate next year on the 48% basis provided they did not take care of the many needed repairs. He raised a question as to whether in the face of the great unemployment situation, they would not be commended if they spent the additional money and did some necessary repairs.

Dr. Riemer stated that they did not have any funds left over this year. In order to make ends meet and stay within the limits of the budget, they have given teaching loads to the Dean of Women, Dean of Instruction and President of the institution. They have also laid off a few of the laborers around the college and postponed giving some of the courses. He did not see how they could save anything next year, judging from the present year.

Dr. Armstrong stated they would get through this year on the 48% basis. There are some things they would like to to but under the conditions they are willing to go along without them for another year. They will also save a little by not giving increments and not giving leave of absence with pay. This was provided for in the budget and naturally will be saved if not used. They will also postpone making some repairs which they had expected to make.

Dr. Crawford stated they were coming through this year on the 48% basis and by not giving increments, they will save something. Repairs are needed but they can be put off if necessary.

Dr. Tanger stated that they would possibly come through on the 48% basis this year, but they have a great many repairs they would like to make. As far as the faculty is concerned they are doing their best in respect to teaching loads, but they have been questioned by the American Association of Teachers Colleges because some of the instructional staff have teaching loads in excess of what is considered normal. They will try to operate on the 48% basis for next year.

Dr. Cameron stated his feeling is about the same as had been expressed by the other presidents. He stated they could always cut and save money and they can do it this year but not with profit to the institution. He stated he had been trying to save wherever possible in order to catch up in places where it was needed for some time. He further stated that if they were to make the repairs and changes suggested by the Department of Labor and Industry, they would need approximately 100% to do this work. They are operating on a 48% basis and will try to do it next year.

Dr. Hill stated that they already had to ask permission to use the reserve. They would do the best they could for the next year.

Dr. Steele stated they will be able to get through on the 48% and he felt this was accomplished to a certain extent by limiting the enrollments and increasing the teaching load of the faculty. He felt they could manage to operate on the 48% basis for the next year providing there are no great emergencies in the way of repairs. He felt they are facing a situation at least in his section of the country that is extreme and unless we get a constructive program and get it prepared and ready in advance and know exactly where we are going we will suffer from the strain. The program should take into consideration the fact that we must swing back again into a normal situation with full force when the present crisis is over.

Dr. Rothermel stated he felt much as had been expressed by the other members of the Board. They are barely getting through on the 48% basis this year. They had counted on doing some repairs but under the circumstances they will be willing to adjust themselves to the present conditions and will make an effort to operate on the 48% basis for the next year.

Dr. Heiges stated that he did not know much about the budget when it was made out and he knew very little about it now, but he felt they would be able to get through on the 48% basis this year but he did not want to state anything with reference to the budget for next year.

Dr. Eisenberg stated they were operating on the 48% basis and would probably have a small surplus left but they had planned to use it for necessary repairs which have been put off for some time. They will be able to operate on the 48% basis next year by delaying these repairs.

Doctor Straughn stated that they are operating on a 48% budget, and they had intended to use some of the money saved in this way for necessary repairs, but under the conditions they would be willing to delay making the repairs except the very urgent ones.

He further stated that any amount which was saved by the institutions in this manner of economizing should be put into a reserve fund and not drawn on unless absolutely necessary and that it should be distinctly understood that this is for any emergency that should arise in the State Teachers Colleges. He did not feel that it should be returned into the General Fund of the State Treasurer.

There is also another factor and that is the increased cost of administration under the new legislative acts. It has been necessary to add to the clerical force in the offices under the new financial and administrative code in order to take care of the routine work that is required.

Doctor Foster stated that they are operating the present year under the 48% plan but it is going to be a very close call to do it; if necessary, they will try to operate on the same basis next year, but delaying some of the repairs may seriously hurt the plant.

Doctor Rule stated that he would like each President to go over the problem of finance with his Bursar with reference to a possible saving and then write to him concerning their findings. He explained that he would have a very definite understanding with the Budget Secretary to the effect that all savings will be thrown into a surplus so that if any school does run into an emergency he would be in a position to dip back into the surplus for needed funds.

Doctor Cameron asked if a cut were made by the Presidents, whether a further cut could be made any where else along the line?

Doctor Rule seemed to think that this could not be done. He asked each President to write him a letter and tell him very frankly just what they felt they could do in the way of retrenchments for the next year.

He further stated that another thing which should be settled immediately was the matter of summer assignments.

Doctor Rule stated that the policy which is followed this summer will have nothing to do with a policy of the future and this policy is simply being put into effect because of the present conditions and because of the psychology of it. He stated that his feeling is one of very great reluctance in approving summer assignments. He did not feel that delaying the matter for this summer should in any way affect those teachers who would have been in line for it and that when the policy is again in effect these instructors should be given preference.

On motion of Doctor Haas, seconded by Doctor Eisenberg, it was voted that the summer assignments be deferred for one summer with the understanding that when conditions become normal the policy with respect to special assignments with pay be put into effect and that those instructors who have accumulated years of service to their credit, will not forfeit priority right to their leave.

III. New Business

1. Responsibility for keeping local accounts

Miss Burke, Mr. Crosley, and Mr. McClure of the Department of Public Instruction came to the meeting at 10:30 o'clock to discuss this question.

Mr. Crosley explained that Doctor Logan, Budget Secretary suggested centralizing all the bookkeeping for all the institutions. The Department of Public Instruction objected to this.

Doctor Rule stated that this is not practical because it would put an immense load on the Department and them, too, the Presidents would not have current information which they should have for budget control.

It was suggested that if the Presidents were to do three things it would help matters: 1. See to it that reports are in on time; 2. See to it that they are carefully checked for errors before mailing; 3. Be sure that all requisitions are made up accurately.

2. Lengthening of elementary curriculum to four years

Discussion postponed.

3. Health care of students - suggestions from State Board of Medical Education and Licensure

Discussion postponed.

IV. Miscellaneous

1. Summer Session - 1933

The question was raised as to whether a combination of summer sessions might be worked out involving a considerable saving.

Doctor Haas stated that this matter should be settled before June 1, 1932 this year so that all instructors could be given at least a year notice in advance.

Doctor Rule asked the Calendar Committee to make a tentative report on this matter at the next meeting of the Board of Presidents which will be held in May.

2. Dual Employment in the State Teachers Colleges

Doctor Rule stated that he had written to each President and asked for information with reference to this situation and had received replies from all the institutions.

He asked that as far as possible the employment of two or more members in the same family should be avoided in the future.

3. Centralized Purchasing

Doctor Straughn stated that a great saving could be effected if more goods were purchased locally or by the institutions direct. The way in which purchases are made now by the Department of Property and Supplies, the colleges are never able to pay the invoices in time to make the discounts which in the course of a year in their institution amounts to thousands of dollars and this amount taken into consideration for all the colleges would certainly be an item worth looking into.

Doctor Foster confirmed this statement.

Doctor Rule stated that he would like to get some accurate figures immediately on savings that would be effective on

the making of discounts on invoices in the purchases of supplies for the institutions.

Doctor Steele pointed out that the saving is not only in the original cost of an article but the life of an article should be taken into consideration.

Doctor Rule suggested that a committee of the Board work with Mr. McClure of the Department of Public Instruction with reference to the problem of preparing a statement that could be properly presented to the Board at the next meeting. He felt that such a statement should be brought to the attention of the Governor.

On motion of Doctor Foster, seconded by Doctor Tanger, it was voted that the State Superintendent be authorized to appoint a small committee to look into the matter of the cost of centralized purchasing for the State Teachers Colleges.

Doctor Rule therefore asked the Fee Committee consisting of Doctor Straughn, Doctor Foster, and Doctor Steele, to prepare a statement on this item. He also asked Doctor Cameron as a representative of one of the largest schools to become a member of this committee.

On motion of Doctor Tanger, seconded by Doctor Straughn, it was voted that the meeting adjourn to meet May 13, 1932 at nine o'clock, eastern standard time.

The meeting adjourned at three o'clock.

Henry Klonower
Secretary

Approved: May 5, 1932

James N Rule
Superintendent of Public Instruction

JOURNAL OF A MEETING

OF THE

BOARD OF PRESIDENTS, STATE TEACHERS COLLEGES

Friday, May 13, 1932

---+---

A regular meeting of the Board of Presidents of the State Teachers Colleges of the Commonwealth of Pennsylvania was held in the Superintendent's Conference Room of the Department of Public Instruction, Harrisburg, Pennsylvania, and was called to order by the Chairman at 9:30 o'clock.

The following were present:

Francis B. Haas	Bloomsburg
Robert M. Steele	California
G. C. L. Riemer	Clarion
T. T. Allen	East Stroudsburg
C. C. Crawford	Edinboro
Charles R. Foster	Indiana
A. C. Rothermel	Kutztown
Dallas W. Armstrong	Lock Haven
William R. Straughn	Mansfield
Landis Tanger	Millersville
Albert Lindsay Rowland	Shippensburg
J. Linwood Eisenberg	Slippery Rock
Norman W. Cameron	West Chester

James N. Rule, Chairman
Henry Klonower, Secretary

Doctor Leslie Pinckney Hill, Principal of the Cheyney Training School was absent.

I. Approval of minutes of the meetings of the Board of Presidents held in Harrisburg, March 22, 1932 and April 12, 1932.

On motion of Doctor Armstrong seconded by Doctor Straughn it was voted that the minutes of the meeting held March 22, 1932, be approved with the amendment that Doctor Armstrong be recorded as being present.

On motion of Doctor Tanger seconded by Doctor Cameron the minutes of the April 12, 1932 meeting were approved as submitted.

II. Unfinished Business

1. Report of Curricular Revision Committee

a. Revision of lists of equivalent courses
b. Revision of Curriculums in special fields
c. Lengthening of elementary curriculum to four years

Doctor Eisenberg presented reports on the following items:

Four-year curriculum for Group I - Kindergarten-Primary
Four-year curriculum for Group II - Intermediate
Four-year curriculum for Group III - Rural
Four-year curriculum for Secondary Field

The curriculum follow:

ARRANGEMENT OF COURSES BY SEMESTERS
SUBJECT TO MODIFICATION FOR ADMINISTRATIVE PURPOSES

FOUR YEAR CURRICULUM FOR GROUP I

Kindergarten and Primary Grades 1, 2, 3

First Semester

	Class Hours	Semester Hr. Credit
*Introduction to Teaching . . . . . (include Social Guidance on the Campus)	3	3
*English I	3	3
*English Activities . . . . . (Include library, voice and dramatization)	3	3
*Science I - Biology . . . . . (Include physiology of the nervous system as a basis for psychology)	4	3
*History of Civilization	3	3
*Physical Education I	3	1
	19	16

Second Semester

* Psychology I	3	3
* English II	3	3
* Science II - Physical Science	4	3
* Principles of Geography	3	3
* Hygiene I - Personal and Nutrition	3	3
* Physical Education II	3	1
	19	16

Third Semester

Psychology II	3	3
* English III	3	3
# * American Government	3	3
Arithmetic I	3	3
Music I	4	2
Art I - Elementary Industrial Art	4	2
Physical Education III - Games	3	1
	23	17

Fourth Semester

Teaching of Primary Subjects	3	3
# * Literature I	3	3
Teaching of Reading	3	3
Civic Education	3	3
Music II	3	1½
Art II - Elementary drawing, design, and color study with method of presentation	3	1½
* Handwriting	2	1
Physical Education IV - Teaching of	3	1
	23	17

For those students who desire to teach after two years

of residence on a "limited certificate", 6 semester hours of student teaching will be substituted in place of American Government and Literature I.

Fifth Semester

* Educational Measurements	2	2
* Literature II (Include Penna. Literature) . .	3	3
Geography of Western Hemisphere	3	3
United States History I . . . . . (Early U. S. History; include Pennsylvania - course of study)	3	3
* Music III. . . . . (History and Appreciation of Music)	3	2
Art III . . . . . (Advanced pictorial arts, design, color, handicrafts; bibliography)	4	2
	18	15

Sixth Semester

* Visual Education	2	1
Pre-School Child	2	2
Kindergarten-Primary Theory	2	2
Speech Problems	2	2
Children's Literature and Story Telling . . .	3	3
Science III - Nature Study	4	3
* Art IV . . . . . (History and Appreciation of Art)	3	2
	18	15

Seventh Semester

N.B. *Student Teaching and Conferences	21	14
N.B. *Techniques of Teaching	2	2
	23	16

Eighth Semester

* History and Philosophy of Education	4	4
* Educational Sociology	3	3
Hygiene II - School and Community	3	3
Free Elective	6	6
	16	16
Total	159	128

n.b. Common to all curriculums but differentiated content.

---+---

ARRANGEMENT OF COURSES BY SEMESTERS
SUBJECT TO MODIFICATION FOR ADMINISTRATIVE PURPOSES

FOUR-YEAR CURRICULUM FOR GROUP II

Intermediate Grades 4, 5, 6

First Semester

	Class Hours	Semester Hrs.Credit
* Introduction to Teaching . . . . . (Include Social Guidance on the Campus)	3	3
* English I	3	3
* English Activities . . . . . (Include Library, voice and dramatization)	3	3
* Science I - Biology . . . . . (Include physiology of the nervous system as a basis for psychology)	4	3
* History of Civilization	3	3
* Physical Education I	3	1
	19	16

Second Semester

* Psychology I	3	3
* English II	3	3

Second Semester - Cont'd

* Science II - Physical Science	4	3
* Principles of Geography	3	3
* Hygiene I - Personal and Nutrition	3	3
* Physical Education II	3	1
	19	16

Third Semester

Psychology II	3	3
* English III	3	3
# * American Government	3	3
Arithmetic I	3	3
Music I	4	2
Art I - Elementary Industrial Art	4	2
Physical Education III - (Games)	3	1
	23	17

Fourth Semester

# * Literature I	3	3
Teaching of Reading	3	3
Civic Education	3	3
Arithmetic II	3	3
Music II	3	1½
Art II (Elementary drawing, design, and color-study with method of presentation)	3	1½
* Handwriting	2	1
Physical Education IV - Teaching of	3	1
	23	17

For those students who desire to teach after two years of residence on a "limited certificate" six semester hours of student teaching will be substituted in place of American Government and Literature I.

Fifth Semester

* Educational Measurements	2	2
* Literature II (Include Penna. Literature)	3	3
Geography of Western Hemisphere	3	3
United States History I (Early U. S. History; include Pennsylvania course of study)	3	3
* Music III (History and Appreciation of Music)	3	2
Art III (Advanced pictorial arts, design, color, handicrafts; bibliography)	4	2
	18	15

Sixth Semester

* Visual Education	2	1
Children's Literature and Story Telling	3	3
Science III - Nature Study	4	3
Geography of Eastern Hemisphere	3	3
U. S. History II (Include History of Pennsylvania)	3	3
* Art IV (History and Appreciation of Art)	3	2
	18	15

Seventh Semester

n.b.* Student Teaching and Conferences	21	14
n.b.* Techniques of Teaching	2	2
	23	16

Eighth Semester

* History and Philosophy of Education . . .	4	4
* Educational Sociology	3	3
Hygiene II - School and Community . . .	3	3
Free Elective	6	6
	16	16
Total . . .	159	128

n.b. Common to all curriculums but differentiated content.

ARRANGEMENT OF COURSES BY SEMESTERS
SUBJECT TO MODIFICATION FOR ADMINISTRATIVE PURPOSES

FOUR-YEAR CURRICULUM FOR GROUP III

Rural

First Semester

	Class Hours	Semester Hrs. Credit
* Introduction to Teaching . . . . . (Include Social Guidance on the Campus)	3	3
* English I	3	3
* English Activities . . . . . (Include Library, voice and dramatization)	3	3
* Science I - Biology . . . . . (Include physiology of the nervous system as a basis for psychology)	4	3
* History of Civilization	3	3
* Physical Education I	3	1
	19	16

Second Semester

*	Psychology I	3	3
*	English II	3	3
*	Science II - Physical Science	4	3
*	Principles of Geography	3	3
*	Hygiene I - Personal and Nutrition	3	3
*	Physical Education II	3	1
		19	16

Third Semester

	Teaching of Primary Subjects	3	3
*	English III	3	3
#*	American Government	3	3
	Arithmetic I	3	3
	Music I	4	2
	Art I - Elementary Industrial Art	4	2
	Physical Education III - Games	3	1
		23	17

Fourth Semester

# *	Literature I	3	3
	Teaching of Reading	3	3
	Civic Education	3	3
	Arithmetic II	3	3
	Music II	3	1½
	Art II (Elementary drawing, design, and color-study with method of presentation)	3	1½
*	Handwriting	2	1

Fourth Semester Cont'd

Physical Education IV - Teaching of	3	1
	23	17

#For those students who desire to teach after two years of residence on a "limited certificate" 6 semester hours of student teaching will be substituted in place of American Government and Literature I.

Fifth Semester

*	Educational Measurements	2	2
*	Literature II (Include Penna. Literature) .	3	3
	Geography of Western Hemisphere	3	3
	United States History I . . . . . (Early U. S. History; include Pennsylvania course of Study)	3	3
*	Music III . . . . . (History and appreciation of Music)	3	2
	Art III . . . . . (Advanced pictorial arts, design, color, handicrafts; bibliography)	4	2
		18	15

Sixth Semester

*	Visual Education	2	1
	Children's Literature and Story Telling . .	3	3
	Science III - Nature Study	4	3
	Geography of Eastern Hemisphere	3	3
	United States History II . . . . . (Include History of Pennsylvania)	3	3
*	Art IV . . . . . (History and Appreciation of Art)	3	2
		18	15

Seventh Semester

n.b.* Student Teaching and Conferences.	21	14
n.b.* Techniques of Teaching	2	2
	23	16

Eighth Semester

* History and Philosophy of Education	4	4
* Educational Sociology	3	3
Hygiene II - School and Community	3	3
Free Elective	6	6
	16	16
Total	159	128

n.b. Common to all curriculums but differentiated content.

ARRANGEMENT OF COURSES BY SEMESTERS
SUBJECT TO MODIFICATION FOR ADMINISTRATIVE PURPOSES

FOUR-YEAR SECONDARY CURRICULUM

Preparation of Teachers for Secondary Field

First Semester

	Class Hours	Semester Hrs. Credit
* Introduction to Teaching . . . . . (Social Guidance on the Campus)	3	3
* English I	3	3
* English Activities . . . . . (Include Library, voice and dramatization)	3	3
* Science I - Biology . . . . . (Include physiology of the nervous system as a basis for psychology)	4	3
* History of Civilization	3	3
* Physical Education I	3	1
	19	16

Second Semester

*	Psychology I	3	3
*	English II	3	3
*	Science II - Physical Science	4	3
*	Principles of Geography	3	3
*	Hygiene I - (Personal, School and Community)	3	3
*	Physical Education II	3	1
		19	16

Third Semester

	Psychology II	3	3
*	English III	3	3
*	American Government	3	3
*	Music III (History and Appreciation of Music)	3	2
	First Elective	3	3
	Second Elective	3	3
		18	17

Fourth Semester

	Problems in Jr.-Sr. H.S. Education (Include Purpose, organization and development of Jr. H.S. and extra-curricular activities)	3	3
*	Literature I	3	3
*	Educational Sociology	3	3
*	Handwriting	2	1
	First Elective	3	3
	Second Elective	3	3
		17	16

Fifth Semester

*	Educational Measurements	2	2
*	Literature II - (Include Penna. Literature)	3	3
*	Art IV (History and Appreciation of Art)	3	2
	First Elective	6	6
	Second Elective	3	3
		17	16

Sixth Semester

*	Visual Education	2	1
	World Problems in Geography	3	3
	First Elective	3	3
	Second Elective	6	6
	Free Elective	3	3
		17	16

Seventh Semester

n.b.*	Student Teaching and Conferences	21	14
n.b.*	Techniques of Teaching	2	2
		23	16

Eighth Semester

	Guidance	2	2
*	History and Philosophy of Education	4	4
	First Elective	3	3
	Second Elective	3	3
	Free Elective	3	3
		15	15
	Total	145	128

n.b. Common to all curriculums but differentiated content.

On motion of Doctor Eisenberg seconded by Doctor Steele it was voted to adopt the curriculums as submitted by the Committee.

The committee recommends that the following minor modifications as to name in the four-year elementary and secondary curriculums be made:

Present Name	Name Recommended
1. Educational Biology Include physiology of nervous system as basis for psychology	Science I (Biology) Include physiology of nervous system as basis for psychology
2. Science I (Physical Science)	Science II (Physical Science)
3. Science II (Nature Study)	Science III (Nature Study)
4. Geography of New World	Geography of Western Hemisphere
5. Geography of Old World	Geography of Eastern Hemisphere

On motion of Doctor Eisenberg seconded by Doctor Straughn it was voted to accept the recommendation of the Curricular Revision Committee with reference to the change of names in certain courses.

The committee further recommends that:

Dramatic English . . . . . 3----3 be added to the list of English electives.

On motion of Doctor Eisenberg seconded by Doctor Cameron it was voted to accept the recommendation of the Curricular Revision Committee with reference to the elective in the field of English.

Doctor Eisenberg further stated that the committee had given some consideration to the curriculums in the special fields and had the following recommendation to make with reference to the minimum core courses for the special four-year curriculums in Art, Commerce, Health Education, Home Economics, Music, Industrial Arts, and Kindergarten Education.

Education			33	26
Introduction to Teaching . . . . . (Include Social Guidance on the campus)		.3	3	
Psychology I		.3	3	
History & Philosophy of Education . . . . . (Include History of Education in Pennsylvania and School Law)		.4	4	
Student Teaching & Conferences	21 14	23	16	
Techniques of Teaching	2 2			

English			12	12
English I	3	3		
English II	3	3		
English Activities . . . . . (Include library, voice, dramatization)	3	3		
Literature I or Literature II . . .	3	3		
Science			3	3
Science I - Biology . . . . . (Include Physiology of nervous system as basis for psychology)	3	3		
Social Studies			9	9
The History of Civilization	3	3		
Educational Sociology	3	3		
American Government	3	3		
Health Education			6	2
Physical Education I	3	1		
Physical Education II	3	1		
Total			63	52

Home Economics and Industrial Arts curricula may be modified if necessary to meet Smith-Hughes requirements. If all the core subjects of the Elementary and Secondary curricula can be retained in the special curricula, the committee thinks it desirable.

It was suggested that the Presidents of the several institutions offering these special curricula arrange to agree on desired changes in the present curricula and arrange to submit the revised curricula to the Curricular Revision Committee by July 9, 1932.

On motion of Doctor Eisenberg seconded by Doctor Foster it was voted that the Teacher Bureau be responsible for getting together the Presidents of the institutions in which the special curriculums are offered so that they will be ready for presentation on the dates specified.

The committee further recommends that:

(1) and (3) under requirements relating to students in all curricula on page 12 of General Curricular Revision Report be dropped but that (2) all students be required to take part, without credit, in one extra curricular

activity one semester each year, be retained.

On motion of Doctor Eisenberg seconded by Doctor Haas it was voted to adopt the recommendation of the Curricular Revision Committee with reference to (1) and (3) and (2).

2. Report of committee on "Policy with reference to uniformity in printing"

a. Uniform Application Blank

Doctor Haas, Chairman of the Committee on Uniform Printing, stated that he had no report at this time, but that Doctor Foster as Chairman of the Sub-committee on "Uniform Application Blank" had a report to submit.

Doctor Foster reported that he had studied the problem but not knowing in advance what the committee on Admission Requirements had done in this matter it was just possible that there was a duplication in certain items.

On motion of Doctor Eisenberg seconded by Doctor Foster it was voted that the form be left to the Chairman of the Committee on Admission Requirements and to Doctor Foster who is in charge of Uniform Application Blank, for a further report.

3. Report of committee on "Stores conducted at the State Teachers Colleges"

Doctor Haas, Chairman of the Committee, stated that he had asked each member of the Board to send him a letter outlining their reasons for developing this situation. These letters in some way have become lost or mislaid. On the basis of these letters it was his intention to prepare a statement for presentation through the Office of the Superintendent to the Attorney General's Office raising the question as to the conditions under which they might operate such stores in the State Teachers Colleges.

Therefore he asked each President to send him a copy of the original letter so that he might formulate this statement at an early date. He would like to have this statement ready for submission to Doctor Rule so that a statement might be received from the Attorney General before the next meeting of the Board.

4. Report of committee on "Admission requirements in the State Teachers Colleges"

Doctor Steele, Chairman of the Committee, reported for the committee as follows:

"DETAILED REQUIREMENTS FOR ADMISSION
TO
STATE TEACHERS COLLEGES OF PENNSYLVANIA

In accordance with the principles governing admission adopted April 12, 1932 by the Board of Teachers College Presidents, five general requirements were set up for admission to teachers colleges.

1. General Scholarship
2. Character and Personality
3. Health and Physical Vigor
4. English Fundamentals and Psychological Tests
5. A Personal Interview

Candidates for admission must satisfy these five general requirements in detail as outlined below.

1. General scholarship as evidenced by graduation from an approved four year high school or institution of equivalent grade, or equivalent preparation as determined by the Credentials Division of the Department of Public Instruction, and ranking in the upper half of the class at graduation. Candidates for admission who lack this rank at graduation will be required to present further evidence of fitness.

   a. Applicants ranking in the upper half of their graduating class in high school will be admitted on certificate without further evidence of general scholarship.

   b. Applicants who do not rank in the upper half of the graduating class may be admitted on probation, provided:

      1. They are recommended by their high school principal as being able to do creditable college work, and

      2. Appraisal of the detailed high school record indicates to admission authorities of the college that the candidate can do satisfactory college work. Whenever available candidates are urged to present to the admission authorities cumulative records of high school work such as were used by the Carnegie Foundation in the Pennsylvania Study, and

      3. A rating satisfactory to the institution is made on a scholastic aptitude test administered at the college.

   Applicants satisfactorily meeting the requirements 1, 2, and 3 above will be admitted for one semester on probation. At the end of the probationary period such students will be required to withdraw from the college unless they meet the required standard of scholarship in at least nine (9) semester hours of work.

2. Integrity and appropriate personality as shown by an estimate by secondary school officials of the candidate's trustworthiness, initiative, industry, social adaptability, personal appearance and sympathy.

   a. The estimate of the secondary school official will be recorded by a check mark in the appropriate column of a three point rating scale as follows:

	Low	Middle	High
Trustworthiness			
Initiative			
Industry			
Social Adaptability			
Personal Appearance			
Sympathy			

   b. This will be included as a part of the high school record blank.

3. Health, physical vigor, emotional stability, absence of physical defects that would interfere with the successful performance of the duties of a teacher and absence of predisposition toward ill health as determined by a medical examination at the college.

   a. All applicants for admission shall present a certificate of examination signed by a physician legally qualified to practice medicine in the Commonwealth of Pennsylvania. Forms for the examination will be furnished by the college. This medical examination will be checked by the examining physician at the college and students may be required to undergo a complete reexamination.

   b. Applicants may be rejected for the following reasons:
      1. Incurable defects or diseases as of the heart, lungs, kidneys, digestive system, nervous system including hysteria, epilepsy, nervous instability, skin, organs of the special senses, thyroid.
      2. Defective vision of marked degree.
      3. Permanently impaired hearing.
      4. Marked speech defects.
      5. Unsightly deformities.
      6. Marked obesity.

      Students with remedial defects may be accepted on condition that immediate treatment be undertaken for the removal of these defects.

4. Normal intelligence and satisfactory command of English as evidenced by ratings in standard tests. The tests to be used will be prescribed each year by the Board of Presidents and will be uniform for all State Teachers Colleges.

   This fourth requirement will not be in effect for the year 1932-1933. The giving of such tests for placement and guidance purposes for the year 1932-1933 will be left to the individual teachers college.

5. A personal interview with particular attention to personality, speech habits, social presence, expressed interests of the applicant and promise of professional development.

a. The personal interview is to serve two purposes:

1. It is to give the examining committee of the college an opportunity to select from the applicants for admission those persons who give promise of becoming desirable teachers.

2. It is to take an inventory of the personal characteristics of the applicants who are admitted, making this inventory available to instructors and officers concerned with personnel work in the college.

b. The interview will be conducted at the college or other places and at times designated by the President of the college.

The committee recommends:

1. That these detailed standards become effective June 1, 1932 and that thereafter all beginners except teachers in service be admitted according to these requirements.

2. That the following forms used in admissions be made uniform in all teachers colleges in the State of Pennsylvania.

a. Application and Personnel Record.
b. High School Record and Principal's Estimate of the Applicant.
c. Report of Preliminary Medical and Physical Examinations.

Copies of these forms suitable for the above are herewith presented for the Board's consideration.

3. That the different colleges experiment with the personal interview and that each institution report to all the others before October 15, 1932 on its method of conducting the personal interview with candidates for admission. It is further recommended that copies of forms used by interviewers be attached to the above report.

4. That each President submit to the other presidents and to the Teacher Bureau, not later than September 1, a complete list of all applicants rejected.

Francis B. Haas
T. T. Allen
G. C. L. Riemer
Albert Lindsay Rowland
Robert M. Steele

May 13, 1932 Committee"

On motion of Doctor Cameron seconded by Doctor Eisenberg it was voted that the report of the Committee on Admission Requirements to the State Teachers Colleges be adopted as submitted to become effective September 1932.

Doctor Steele asked that the committee be given the authority to select the uniform aptitude tests for the colleges.

On motion of Doctor Eisenberg seconded by Doctor Cameron it was voted that the committee be given authority to designate the tests and notify all the Presidents in ample time to give the tests to students.

On motion of Doctor Steele seconded by Doctor Tanger it was voted that July 15, 1932 be set as the date for the written examinations for the new admission requirements.

5. Health care of students - suggestions from State Board of Medical Education and Licensure

Doctor Rule introduced Doctor I. D. Metzgar, Chairman of the State Board of Medical Education and Licensure, and stated that he was very helpfully interested in the health and medical care of students in the State Teachers Colleges. At the suggestion of Doctor Rule, Doctor Metzgar and Doctor Koch visited the State Teachers College at California to survey the situation relative to the health-care of the students and on the basis of his findings in that institution, he wants to discuss the situation today and offer helpful and constructive suggestions for all the institutions.

Doctor Rule stated that in most of the institutions, if not all, a nurse is employed to take care of the health of the students; the relationship of the nurse and her duties to the practice of medicine constitutes a delicate and difficult problem, but there are some very real problems tied up in this situation. In the first palce all want to be protected against criticism and embarrassment in the case of serious illness in the institutions where the nurse has undertaken more than her professional qualifications would entitle her to do. He felt that Doctor Metzgar could advise the Board as well as anyone on the basis of his general knowledge of the whole situation.

Doctor Metzgar expressed appreciation for the invitation to appear before the Board. He stated he was very much interested in Education since he had been a teacher at one time, but now he is trying to educate Doctors not only in Pennsylvania but all over the country. The particular problem of the moment seems to be that in certain educational institutions of the State, nurses are practising medicine and the State Board of Medical Education and Licensure have been asked to do something about it. This objection is mostly coming from Doctors and in some few cases inquiry as to the health care of the students in the State Teachers Colleges has come from the parents. In some colleges

and universities the health care of the students is left largely to the registered nurse. The first problem seems to be the immediate care of the students in the institutions, and secondly, the matter of health education.

He stated that the health responsibility is borne by a graduate nurse who has an R. N. degree. She carries the burden cautiously and with a wholesome sense of temerity. She knows that she has no legal authority to do anything beyond that of rendering first-aid. This may not involve continued treatment beyond the time in which the patient may be placed into a hospital or into the hands of a licensed physician, in no case in Pennsylvania beyond twenty-four hours.

The nurse promptly refers the most serious and the most obvious cases to some physician, but in many minor diseases or accidents, she carries the patients along for days by continuous treatment. Naturally she is constantly anxious lest some serious condition might develop from those comparatively simple infections. Much mental ill-ease is évident also on the part of the President, lest some untoward disease-outbreak might embarrass him and the welfare of the institution.

Such a situation should not exist in any State institution. A licensed physician should be employed on part time, or on full time, who could adequately cope with the health needs of the students by rendering reliable care and advice. Doctor Metzgar felt that a wide-awake physician could become invaluable, not only as a guardian of health but also as a promoter of vital, physical education to meet the individual needs of students.

He offered the following suggestions for the duty of a physician employed for part-time or full-time service in a State Teachers College:

"1. To be present each morning for an hour or more to hear the complaints of students, or others, as elicited by teachers or by the nurse, and to advise care under the direction of the nurse.

2. To supervise redressings or treatment by the nurse, day by day, of cases that refuse to consult any other physician of their choice.

3. To make a survey of the physical condition of each student early in the year and outline special means of development through the athletic department. Also to interdict harmful physical activities in particular cases.

4. To assure the health of the group against infections which convalescents might carry back by a careful check-up of the physical condition before being admitted to classes. This pertains especially to disease carriers which follow recovery from diphtheria, typhoid, scarlet fever and diseases of childhood such as mumps, whooping cough and measles.

5. To insist on the correction of physical imperfections in any student which will hamper study and later educational activities.

Examples: Enlarged and diseased adenoids and tonsils, decayed teeth, diseased sinuses, and vocal infections.

6. To survey regularly the premises in order to detect any unhygienic conditions, bad plumbing, fire hazards, heat supply, ventilation, etc.

7. To inspect regularly the sanitary conditions relative to food supply, its preparation and service and especially as to food handlers.

8. In any case of illness, or threatened illness, to assume professional responsibility of the case until referred to another physician and to do so without making any specific, special charge for the same.

9. To give specific health talks from the professional viewpoint which would sensitize these prospective teachers to the health-needs of pupils who later will come under their care.

10. To advise the Presidents and other administrative officers relative to the activities of the institution in the matters which pertain to the physical welfare of each and all."

Doctor Cameron stated that he assumed the nurse had a right to look over the students when they came to her and give them instructions as to what they should do.

Doctor Metzgar stated that there must be licensed and registered physicians to head up this work and carry the responsibility.

Doctor Rule felt that it would be a good thing to have each of the Presidents outline the situation in their institution at the present time for the information of Doctor Metzgar.

Mr. Allen stated that they have an infirmary and a registered nurse and part-time physician.

Doctor Eisenberg stated that they have a full-time physician on the faculty and also a registered nurse.

Doctor Armstrong stated that they have a part-time physician.

Doctor Riemer stated that he felt they were obeying the law, but they were not by any means doing for the students what they should be doing. They are giving a thorough physical

examination once a year, but they are not doing half they should do for the students or what they would like to do.

Doctor Crawford stated he thought the responsibility practically goes back to the nurse in his institution. They have right near the campus a very good physician who will come on call at any time. They have a thorough examination twice a year and a local physician is hired to do this work and paid for by the schools and makes recommendations in the interests of the students.

Doctor Rowland stated that they had a part-time physician which he felt exactly met the minimum requirements as set up by Doctor Metzgar. The physician comes to the institution each day and does not come simply on call but comes as a regular part of his routine duties. He has a conference with the nurse and gives her such instruction and advice as she may require.

Doctor Steele stated that they employed three physicians at the beginning of the year and make a very careful check-up of the students in the beginning classes and also those that have been admitted before. They check up on all defects which are remedial and make recommendations for the correction of such things, but they have no physician in the school on full-time.

Doctor Haas stated that their situation with reference to the program which has been set up is about average. They have a typical infirmary in charge of a very capable nurse. They employed as an Assistant Dean of Women a registered woman physician. On entrance day they employed two full-time registered physicians for two days and used the services of the Assistant Dean of Women, the nurses and the entire Health Education Department.

Doctor Haas stated that the Dean of Men and the Dean of Women give him a written report on the sanitary conditions of the rooms, lavatories, dormitories, et cetera, twice a year.

Doctor Tanger stated a registered nurse in his institution has the responsibility for the health care of the students. They have a physician who comes in on call and lives just a short distance from the campus of the college.

Doctor Cameron stated that they have some very good nurses on the job all the time and they also have a committee of persons who assist in examining students at the opening of the college. They ask one or two physicians to come in and to assist. The instructors in the Health Education Department also help assist with the examination.

Doctor Cameron asked what qualifications such a full time physician should have if there were only one such person on the job, and length of experience such a person should have.

Doctor Metzgar stated that there are many young men coming out of college who would be willing to accept such a position for a reasonable salary and would be devoted to the institution and grow up with it and be a part of it.

Doctor Rothermel stated that the nurse assumes the responsibility and calls in a physician when she feels it is necessary.

Doctor Straughn stated that he is very much interested in the discussion as presented and also stated that they had been doing for ten years what Doctor Metzgar had indicated as a suggested program. He stated they had two nurses on duty all the time and also a full time physician.

Doctor Foster stated that they have a thorough examination at the beginning of the year of all students and call in local physicians to do this work.

Doctor Rule stated that he felt these statements and discussions helped a great deal in giving Doctor Metzgar an idea what the institutions are doing at the present time. He further stated that he wanted to thank Doctor Metzgar for the helpful advise. He suggested that each President should work through his own special problem and let him have a written report as to their finances with the thought of developing for each institution this type of service.

6. Report of Calendar Committee on "Summer Sessions for 1933"

Doctor Haas, Chairman of the Committee, stated that there are a lot of possibilities for staggering the summer sessions for 1933 and they expected to have something worked out before the next meeting of the Board.

He further stated that the committee consisting of Doctor Straughn, Mr. Allen, and himself did not recommend combining the summer sessions in several schools for the summer of 1933.

7. Report of committee on "Centralized Purchasing for the State Teachers Colleges"

Doctor Straughn, Chairman of the Committee, stated that they had only a report of progress to make at this time. They would try to have a report ready sometime during the summer and send a written statement to each President for his consideration.

III. New Business

1. Correspondence from Doctor Suhrie relative to his visits to the State Teachers Colleges

Mr. Klonower read the following paragraph from a letter received from Doctor Suhrie, Professor of Normal-school and Teachers-college Education of New York University:

> "I have visited twelve of the public and private teachers colleges of Pennsylvania and came home with an enhanced impression of the effectiveness of the work that is being done in Pennsylvania for the training of teachers."

On motion of Mr. Allen seconded by Doctor Cameron it was voted that the letter be accepted with thanks and filed for further reference.

2. Informal Opinion No. 107 from the Deputy Attorney General re refunds to students in the State Teachers Colleges

On motion of Doctor Haas seconded by Doctor Steele it was voted that this matter be referred to the "Refund Committee" with instructions to study the whole opinion and make the proper contact with Mr. Arnold of the Attorney General's Department if necessary in order to clarify the opinion.

3. Syllabi in the new curricula

Doctor Eisenberg stated that he would like each President to ask the faculty member under his jurisdiction who has anything at all to do with the syllabi to transmit them immediately to Mr. Klonower, Secretary of the Curricular Revision Committee.

4. Should Mid-year admissions to the State Teachers Colleges be continued?

Doctor Rule stated that his feeling was that mid-year admissions were expensive and hard to administer unless fairly good sized classes could be found.

Doctor Eisenberg stated that it was his feeling that it would be unwise to make a definite recommendation at this time.

Doctor Rule asked each of the Presidents to think about this matter.

5. Summer Session Enrollments

a. High school graduates
b. Teachers in service
c. Those discharging professional requirements

Doctor Rule stated that he was of the opinion that the summer sessions were primarily for teachers in service and those discharging professional requirements, but he did not see why recent high school graduates in the upper half of the class could not be admitted if we are not setting up the possibility of small classes and complications.

IV. Miscellaneous

1. Group Insurance

Doctor Rule asked the Board to consider the matter of Group Insurance with two points in view; first, as to the soundness and adaptability to our situation, and secondly, as a matter of policy should we recommend it?

Doctor Rowland stated that this matter was presented to his teachers while he was Superintendent at Cheltenham Township, and they were not interested in insurance as "group insurance" because group insurance terminates at the time the person leaves the specific service which the group insurance covers. Out of the one hundred fifty teachers there were only ten who were persuaded to buy this insurance.

On motion of Doctor Rothermel seconded by Doctor Straughn it was voted that the Board of Presidents believed it inadvisable to approve at this time any policies which increase contributions from public monies, the benefit of which accrues to the individual.

2. Status of Construction Contracts

Doctor Rule asked each President to briefly outline for him the status of all construction contracts at his college.

3. Report of the meeting of the Deans of Instruction

Mr. Klonower stated that a meeting of the Deans of Instruction together with the Chairman of the Curricular Revision Committee and several of the Presidents had been held on Wednesday, April 27, 1932. It was a very helpful meeting and much good accomplished in the way of a better understanding with the Deans in the administration of the new curricula.

The report of the meeting follows:

"The Conference was opened at 10:00 o'clock, standard time, with Mr. Henry Klonower, Director of the Teacher Bureau, presiding. Mr. Klonower, after a brief introduction, turned the meeting over to Dr. J. Linwood Eisenberg, Chairman of the Curricular Revision Committee of the Board of College Presidents, who presided for the remainder of the sessions.

1. The following resolution was unanimously passed by the Group:

"RESOLVED THAT one year's additional preparation in the

appropriate field, including at least 30 semester hours, be required to extend a secondary college certificate to the elementary field, or an elementary college certificate to the secondary field."

2. Dr. Haas presented a preliminary report concerning the new entrance requirements to State Teachers Colleges, and asked for the re-action of the Deans and the Presidents to this report. A number of suggestions were offered which were noted by the Committee.

3. In the administration of the new curriculum as to semesters offered, the concensus of opinion is to allow considerable administrative freedom. Dean Sutliff of Bloomsburg presented a suggested re-arrangement of courses for the first and second semesters.

4. The concensus of opinion favored the elimination of an elective in the first and second semesters in the secondary curriculum; the substitution therefore to be decided at the meeting provided by the General Curricular Revision Committee of the Board of College Presidents.

5. With respect to the evaluation of credentials on the part of students completing two-year courses in the same institution, or students from other institutions, the subsequent completion of deficiencies should be dependent upon an evaluation of the courses already completed by the student with the said student present when the evaluation is made. In every case the student must matriculate at the institution before a final and complete evaluation of his credentials is made.

6. In the transfer of two-year students to the four-year curricula, it was suggested that a plan be worked out which would indicate satisfactory equivalents of all courses, by a Committee of the Board of College Presidents. This plan of equivalents will then be used as a basis for all such evaluations. Each Dean was requested to send in to the Teacher Bureau, or to the Committee, any such evaluation plan which he has developed and which has proved useful.

7. With reference to I-5, 6, the content of sequential courses such as Psychology I and II, Arithmetic I and II, et cetera, will be determined largely by the syllabi which are now being developed by the different committees of the State Teachers College instructors.

8. Considerable discussion centered around the course in History and Philosophy of Education. It was the thought of the Curricular Revision Committee and the Board of College Presidents in approving this course, that such a course would be a completely integrated course in the History and Philosophy (Principles) of Education, including the History of Education in Pennsylvania. The thought back of this integrated course might be expressed in the following title: "The Philosophy of Education with its accompanying historical back-ground, including essential facts concerning the History of Education in Pennsylvania".

9. Considerable discussion centered around the topic I-7, with regard to student teaching and conference. Reports of the Deans showed wide variation as to the administration of the practice teaching

requirements especially during the summer session. It was the intention of the Board of College Presidents that a full semester be given to student teaching and technique of teaching.

10. The selection and administration of free electives is to be in accordance with the action of the Board of College Presidents as indicated in the small brown pamphlet.

The conference adjourned at quarter of four o'clock, standard time."

On motion of Doctor Haas seconded by Doctor Straughn it was voted that the report be accepted, received with thanks, and filed and the recommendation made by the Deans of Instruction referred to the Curricular Revision Committee for study and report at the next meeting of the Board.

4. Report of the "Fee Committee"

Doctor Straughn stated that he would like to submit a report of the Fee Committee relative to a certain fee for Home Economics students. This refers only to the State Teachers Colleges at Mansfield and Indiana.

He presented the following report:

> "Students assigned to the Home Economics Practice Cottage shall be regarded as day students having housing facilities on the campus for periods of six or nine weeks. They shall pay the college a housing fee at the rate of $2.50 a week, and shall pay to the Practice Cottage Club $5.50 a week to maintain the project in Home Economics on a co-operative basis".

On motion of Doctor Rowland seconded by Doctor Cameron it was voted to adopt the resolution as presented by Doctor Straughn's Committee concerning fees for the Home Economics students.

5. Curriculum in Cooperative Education

Doctor Rule presented a curriculum which had been forwarded to him for his consideration by Doctor Rowland.

Doctor Rule stated that he was very much interested in this special curriculum in "Cooperative Education" and with the permission of the Board suggested that it be referred to the Curricular Revision Committee for study and report at the next meeting.

On motion of Doctor Haas seconded by Doctor Straughn it was voted to refer the curriculum in "Cooperative Education" to the Curricular Revision Committee for immediate consideration and report at the next meeting of the Board of Presidents.

On motion of Doctor Foster seconded by Mr. Allen it was voted to adjourn at 5:30 and reconvene August 1, 1932 at nine o'clock daylight saving time.

Secretary

Approved:

May 31, 1932

Superintendent of Public Instruction