Faculty of Haverford College
Special Meeting September 24, 1945

Archibald MacIntosh presided.

Minute 1

The Minutes of the last meeting were approved as read.

Student Enrollment and Budget

The President reported an enrollment of 160 to 165 students, not including those in the R. and R. Unit. There is a possibility that still more veterans may be accepted this semester. This increase in enrollment has had a happy effect on the budget. Last June we anticipated a deficit of $104,000 in the operations for the academic year 1945-46; the present estimate is $70,000, and even that figure may be decreased. Whether veterans will be admitted any time during the first two weeks of school, as suggested in an evening faculty session last year, will be up to the admissions office and will depend more or less on individual cases.

Committees of the Faculty

Dr. Teaf moved that committee appointments made in the spring by President Morley be vacated and that Mr. MacIntosh be empowered to appoint a faculty committee to consult with him in regard to appointments. Motion seconded and carried. Dr. Lockwood was appointed chairman of this committee and was empowered to appoint one other member. (See Annex A for committee appointments).

Credit for Half-year Courses

Dr. Sutton moved that the faculty reaffirm its previous action to grant credit for half-year courses throughout the College until further action was taken. Motion carried. (See Annex B for Administrative interpretation of this motion).

Faculty Representatives on the Board of Managers

Dr. Lockwood unofficially reported that the two faculty representatives to the Board of Managers sent a letter to the Chairman of the Board asking that faculty representatives be given a voice in the choice of a new President. This letter was read to the Board and referred for consideration to their nominating committee.

ADJOURNED.

Laurence W. Wylie, Acting Secretary.
FACULTY COMMITTEES

Following the action of the Faculty on September 22, 1945, the Nominating Committee of the Faculty has met and the committees listed below have been appointed for 1945-46:

Academic Standing: OAKLEY; Benham, Cadbury, Hoag, Holmes, Post

Admissions: HACINTOSH; Allendoerfer, Comfort, Holmes, Kelly

Curriculum & Honors: PFUND; Dunn, Hoag, Sutton, Teaf, Watson

Fellowships & Prizes: COMFORT; Drake, Flight (2), Pepinsky, Stinnes (1)

Graduate Students: LUNT; Herndon, Oakley, Steere, Wylie

Library: SARGENT; Drake, Foss, Henry, Lockwood, Post

Pre-Medical: HELDRUM; Dunn, Henry, Pepinsky, Taylor

Publications: LOCKWOOD; Caselli, Herndon, Hoag

Student Affairs: F.EVANS; Asensio, Benham, Haddleton, Hoag, Kelly, Wylie

Note: Chairmen are denoted by capital letters.
September 25, 1945

To all Members of the Faculty:

There is apparently considerable confusion as to the intention of the Faculty in passing the motion made by Dr. Sutton at the Faculty Meeting on September 24th. There is some question as to the content of the earlier Faculty action referred to and of the intention of the Faculty in reaffirming it.

At the request of the chairmen of several departments, who would prefer not to give credit for the first half of some courses, except in unusual cases, it is suggested that no commitments be made to students that credit will be allowed for half courses which are normally the first part of full year courses, except in those cases where this possibility is indicated on the mimeographed schedule in your hands. The Faculty will have ample opportunity to discuss this matter further before the problem becomes imminent at mid-years.

Mr. MacIntosh has expressed his agreement to this temporary arrangement.

This provisional arrangement does not apply to Biology 7b or to History 6b; in both of these cases your list should be corrected by striking out the words "a prerequisite."

You will remember also that the Physics Department wished to add 9a [10b], "Mechanics," to its offerings for the first semester.

Because of conflicts, the Romance Language Department has agreed to a re-scheduling of French 1a. Three hours will be scheduled as at present in Group IV on Tuesday, Thursday, Saturday, at 9:30. For the other three meetings of the course, one section will meet as scheduled at 9:30 on Monday, Wednesday, Friday; another section will be formed, hours to be arranged, consisting of those men whose schedules show a conflict at this hour.

The department is also arranging for a second section of French 2, hours to be arranged. This section will conflict with neither Group V nor VI, in which the present section of French 2 is scheduled.

The German Department has also agreed to form a second section of German 1a, hours to be arranged. It will therefore be possible to approve the German 1a course for students even though they may be taking other courses in Groups III and IV.

These changes will greatly facilitate the making of schedules without conflicts.

Gilbert T. Hoag
Dean

ANNEX B 9/24/45
Faculty of Haverford College

Regular Meeting October 18, 1945

Archibald Macintosh presided.

Minute 1
The Minutes of the last meeting were approved as read.

Longstreth Petition

Mr. Oakley, reporting for Mr. Lunt, Chairman of the Committee on Graduate Students, recommended in behalf of the Committee that the petition of Frank H. Longstreth to take three years, namely from September, 1945, to June, 1948, to complete the requirements for the Master's degree be granted. (See Annex A). Recommendation approved.

Catalog

Mr. Lockwood reported that progress is being made in the preparation of the new catalog. The President reported that the supply of old catalogs was exhausted a month ago. A new printing was ordered and soon exhausted, so that it has been necessary to order a new supply. He expressed hope that the new catalog would be ready earlier in the year than last year's catalog.

Academic Council

The President reported on the meeting of the Academic Council, held in his office on October 17th. He stated that the Council had served a useful purpose during the emergency, but that as we return to normal more and more matters should be referred to the appropriate Faculty Committees. Nevertheless, although it need meet less frequently, it would be helpful to him to discuss some questions with a small representative group before referring them to the Faculty.

In the last meeting of the Council, various problems were discussed, and several recommendations were prepared to be submitted to the Faculty. (See Minutes 5 to 12).

Accelerated Program

The President submitted a statement of the College's policy in regard to the accelerated program. This statement was amended and approved by the Faculty. (See Annex B).

Requirements for Graduation

The President submitted a statement of the College's policy in regard to the grade averages required for graduation. (See Annex C). The Faculty ordered the statement referred to the Committee on Academic Standing for further study.
Permission to take Six Courses

The President submitted a revised regulation concerning permission to take a sixth course. The Faculty ordered the statement mimeographed and distributed to the Faculty before the next meeting. (See Annex D).

Course Numbers

The President submitted a statement recommending the adoption of a new system of course numbers. The Faculty ordered the statement mimeographed and distributed to the Faculty before the next meeting. (See Annex E.)

Cut System

The Dean submitted a statement embodying, with one modification, what he considered to be the Faculty policy toward the cutting of classes. This statement was amended and approved. (See Annex F).

Schedule

The Dean recommended that, to meet the needs of the schedule, the College return to the system of five morning classes, beginning at 8:10 and ending at 1:00 P.M., with periods fifty minutes in length. The Faculty ordered this recommendation referred to the Curriculum Committee.

Adviser System

The Dean moved that the Faculty Nominating Committee nominate a special Committee of the Faculty to consider and make recommendations concerning the development of a Faculty Adviser System. Motion carried.

Language Courses

The Dean recommended that the Curriculum Committee make a special study of language courses, in regard to the problems of method and schedule, and make recommendations to the Faculty. Recommendation approved.

Faculty Representatives on the Board of Managers

Mr. Watson reported that, at the last meeting of the Board of Managers, Dr. Emlen Stokes succeeded Morris Leeds as Chairman of the Board, and Mr. Sutton succeeded Mr. Lockwood as Faculty Representative on the Board. Reports from President Morley and Acting President MacIntosh were read. It was ordered that certain sections of President Morley's report be printed and made available to the public. Acting on the letter written by the Faculty Representatives asking that the Faculty be given a voice in the choice of a new President (See 9/24/45, Minute 5), it was reported by the Nominating Committee: The Charter of the College requires the Board to take full responsibility for the choice of President, but the Faculty was assured that it would be given a consultative voice before the final decision is made. The Treasurer of the Board submitted a favorable financial report. The College debt is smaller than ever before, although the reduced debt is to some extent the result of a bookkeeping operation involving College property.
Library

Mr. Lockwood reported that for many years President Comfort acted as unofficial representative of the Library, on the Board of Managers. For the past few years Mr. Lockwood himself, as Faculty Representative, has been able to assure liaison between the Board and the Library. The Board has now appointed a Special Committee on the Library.

Budget

The President reported that, although the estimated deficit is smaller than anticipated, it is still formidable. Although the College was able to balance its budget last year, a sizable deficit looks inevitable this year.

Student Enrollment

The President reported that the admission of new students has practically ceased now. There are not enough new applicants to warrant making special arrangements for men to enter at mid-semester. The Dean added that applicants accepted now are allowed to take only four courses. After November 1, new applicants may take only three courses.

President's Report to the Board of Managers

The President reported that President Morley's Report to the Board of Managers would be mimeographed and distributed to the Faculty. The Faculty agreed that this Report must be kept confidential.

ADJOURNMENT at 12:50.

Laurence W. Wylie,
Acting Secretary.
The Committee on Graduate Students recommends to the faculty that the petition of Frank H. Longstreth to take three years, namely from September 1945 to June 1948, to complete the requirements for the masters degree be granted.

For the committee

William H. Harlow

Annex A
10/18/45
ACCELERATION

During the war, Haverford, like other colleges, made arrangements for students to complete the requirements for a degree in a shorter time than is normally required. With the return of peace, the accelerated program is now being dropped.

Freshmen who entered in the Fall of 1945, or thereafter, will be expected to meet the forty-course requirement for the degree. Those who have successfully completed one of the Summer Sessions at Haverford between 1942 and 1945, will be required to complete thirty-eight courses, and those who have completed two or more such Summer Sessions must complete thirty-six courses.

Hereafter, credit previously approved for Summer School courses taken elsewhere, will be granted on a straight course basis toward the total number of courses required for a degree.
For the catalogue under "GENERAL REGULATIONS," "DEGREES, Bachelor of Arts and Bachelor of Science," it is suggested that the phraseology under this heading be changed from that given in the catalogue to the following:

Students who have received credit for the full number of courses (40) in prescribed and elective studies, provided they have for the entire course a general average of 70 or above, and provided they have passed their Major examinations, are granted the degree of Bachelor of Arts or Bachelor of Science. For students whose freshman and sophomore years were completed before September 1945, the requirement for a general average of 70 applies only to the junior and senior years. The normal degree conferred upon all candidates meeting these requirements is that of Bachelor of Arts. However, upon request by the candidate, and approval by the department concerned, the Bachelor of Science degree will be granted to men majoring in Natural Science, Mathematics, or Engineering. The fee for the Bachelor's degree is $15.

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16-23 (carbon of above submitted to Dr. Oakley for the consideration and recommendation of the Academic Standing Committee).
No Freshman will be permitted to take a sixth course; upper classmen shall be permitted to take a sixth course only on condition that they pass five courses in the preceding semester with an average of not less than 80.

Exceptions to this rule may be made at the discretion of the Dean in the case of Seniors in their last semester in College. Such exceptions will be considered only when the average for the preceding semester is not below 70, and when a single additional course will be sufficient to complete the requirements for graduation.

A fee of $25 per semester is charged for every additional course.
Suggested System for Catalogue Numbers

In the new catalogue which is now being prepared, we shall have a chance to revise the present system for numbering courses in such a way that the numbers themselves will considerably simplify the problems of record keeping and of registration. No such system is perfect, and this one is thrown out merely as a suggestion. I hope that improvements upon it will be offered.

It is suggested that courses offered in the first semester be given odd numbers and those given in the second semester be given even numbers. Year-courses which will not count toward a degree except as units, can be given two numbers connected by a hyphen, such as English 23-24. Normal pairs which do not constitute year-courses would be given consecutive numbers, but would be listed separately.

Courses normally given in the first semester, but for some special reason given once in the second semester, would retain their odd numbers, but followed by a b. Similarly, in the case of a second semester course being given in the first half, a would follow the course number. Courses given in the summer, if we have a summer school, would keep their original numbers followed by s.

Courses normally open to freshmen would be numbered 10 or below. Courses normally open to sophomores and upper-classmen without prerequisite would be numbered from 11 to 20. Project courses, whose content varies, would always be numbered 101-102, or either part of this combination.

Courses whose enrollment is limited, and whose registration depends on the consent of the professor, would be indicated by an (1) following the course number.

Courses normally open only to juniors and seniors, whether with or without prerequisite, would be numbered from 51 to 100 inclusive.
At the meeting of the Academic Council on October 17, 1945, the cut system was discussed. There appeared to be some doubt as to exactly what the present cut system is, but at the same time all professors present expressed satisfaction with the general situation.

In order to clarify the situation I have set down my understanding of the cut system, as I have gathered it from several sources. If it is incorrect or unsatisfactory, I should appreciate being set straight. If there are no corrections, the Dean's Office will operate the system as here described:

Haverford expects undergraduates to meet all their academic appointments. If for any reason a student must be absent from a class or some other academic engagement he should, if possible, explain the situation to his instructor in advance; in any case, he should explain it at the next meeting of the class, and at that time arrange to make up the work which he missed.

In general, absences will not be reported to the Office of the Dean except when the professor in the course has reason to be dissatisfied with the attendance of any student.

Absences not excused by the professor, or absences in excess of what the professor regards as a reasonable number, will be reported to the Dean's Office. If the situation is not corrected, the student may, on agreement between the professor involved and the Dean, be dropped from the course; in case of disagreement between them, the matter will be decided by the Committee on Academic Standing.

Gilbert T. Hoag
Dean
Faculty of Haverford College

Regular Meeting  November 29, 1945

Archibald MacIntosh presided.

Minute 1  The Minutes of the last meeting were corrected and approved.

Concert of the National Symphony Orchestra

Mr. Swan reported on plans for the concert of the National Symphony Orchestra to be held in Roberts Hall on December 12.

New Courses

Mr. Pfund, Chairman of the Committee on Curriculum and Honors, moved that the faculty approve the recommendation of that committee that the following new courses be admitted:

History 7b - History of Europe 1914–1939 (Mr. Lunt)
Music 18 - Advanced Composition (Mr. Swan)
Music 19 - History of Music up to the end of the 16th Century (Mr. Swan)
French 19b - Modern French Literature (Mr. Wylie)

Motion carried. (See Annex A).

Schedule

Mr. Pfund, in behalf of the Committee on Curriculum and Honors, moved the temporary establishment of a five-hour morning, beginning in February, 1946. Motion carried. (See Annex B, cf 10/18/45, Minute 10)

Grading of Students

Mr. Oakley, Chairman of the Committee on Academic Standing, acting on the recommendation of that committee, moved that the following sentence be incorporated in the catalog under "Grading of Students" (see p. 38 of 1944–45 catalog):

Students who fail to make promotion averages will normally be dropped from college.

Motion carried. (See Annex C) (cf 10/18/45, Minute 6)

Permission to take Six Courses

Mr. Oakley, in behalf of the Committee on Academic Standing, moved that the faculty adopt the following policy with regard to a sixth course:

In general freshmen will be permitted to take only five courses. Sophomores and upperclassmen may take a sixth course only if they have passed five courses in the preceding semester with an average of not less than 30. Exceptions to this rule may be made at the discretion of the Dean in the case of Seniors in their last semester in college.

A fee of $25 per semester is charged for every additional course.
This recommendation is a modification of the statement submitted to the faculty on October 18, 1945. (cf 10/18/45, Minute 7, Annex D). Motion carried (See Annex C).

Dropped Courses

Mr. Oakley moved that the faculty adopt the following policy, recommended by the Committee on Academic Standing, with regard to dropped courses:

When a student drops a course, an arbitrary grade of 40 shall be recorded by the Registrar unless the instructor turns in a lower grade, except that in unusual cases, with the permission of the instructor in the course and the Dean, a course may be dropped after two weeks without a recorded grade. All recorded grades will be included in the semester average.

Motion carried. (See Annex C).

Premedical Committee

Mr. Meldrum, reporting for the Premedical Committee, submitted a tentative report. (See Annex D).

Catalog

The President reported on the progress of the catalog. Considerable change has been made in the phraseology of the catalog without changing the fundamental meaning. Mr. Lockwood reported that an attempt is being made to return to the pre-war calendar. Proofs will soon be available for examination and correction by the faculty.

Course Numbers

Mr. Sutton moved that the Chairman of the Committee on Publications be given the power to make changes in the course numbers, after consultation with the faculty members whose courses are involved, in order to make the numbering system more consistent. Motion carried.

Make-up Examinations

Mr. Oakley moved that the Committee on Academic Standing review the question of make-up examinations. Motion carried.

Post-War Planning Committee

The President reported that the new Post-War Planning Committee has held one meeting and expects to continue discussions for some time before submitting a report. The Committee is composed of Mr. Oakley as Chairman, and Messrs. Pfund, Hoag, Teaf and Cadbury.

Language Requirements and Limited Electives

The President, recalling the almost unanimous attitude expressed by the faculty in the Post-War Planning meeting of April 18, 1945, suggested that the time has come to change the language requirements. Mr. Sutton moved that the whole problem of limited electives be made the concern of the Post-War Planning Committee. Motion carried.
Limited Electives

Mr. Post moved that until the Post-War Planning Committee submits its report on limited electives, the Administration be empowered to act in this matter on behalf of the faculty. Motion carried.

English 1a

Mr. Comfort expressed the hope that members of the faculty would cooperate with Freshmen in English 1a seeking advice on term papers.

Sabbatic Leave

The President reported that he has attempted to formulate a schedule for sabbatical leave. Faculty members who are interested should drop in to discuss their individual cases with him.

Second Semester Enrollment; Double Courses

The President reported that at least 30 new men, mostly Freshmen, are expected to enter college in February. Departments affected by this influx should make suggestions of new and double courses that might be offered.

10:00 P. M. Coffee Hour

The President reported that the Dean and the Student Association have inaugurated a new custom in the hope that the faculty and the student body may get better acquainted. Coffee is being served every evening at ten o'clock in the R. and R. Lounge of the Union. Students and faculty are invited to drop in to meet each other informally.

Adjournment at 12:45.

Laurence W. Wylie
Acting Secretary.
COMMITTEE ON CURRICULUM AND HONORS

Proposed new courses recommended by the Committee to the Faculty for favorable action.

History 7 b  History of Europe 1914-1939  (Dr. Lunt)

Courses forming part of a
Music Major

Music 22  Advanced composition, including counterpoint in
4 parts, small vocal and instrumental forms
(motets, dance movements)  (Mr. Swan)

Music 23  History of Music up to the end of the 16th century.
(Mr. Swan)

(Name of Music 1 changed from "Introduction to Music History
and Appreciation" to "Foundations of Music."

French 19a now comprising "French Literature of the 19th
and 20th Centuries" to be changed to "French
Literature of the 19th Century."

French 19b to be given in the next semester and to comprise "Modern
"French Literature- from Baudelaire to Aragon."

(This does not mean that the number of courses
offered by the French Dept. during a semester
would be increased. French 19b would simply take
the place of French 16, which would be postponed
to the fall semester.)

For the Committee

[Signature]
November 29, 1945.

Recommendation to the Faculty by the Committee on Curriculum and Honors

In order to avoid numerous conflicts in courses such as arose last September, the Committee on Curriculum and Honors recommends the establishment of a five-hour morning, beginning in February, 1946. Classes would begin at 8 o'clock and run to 1 o'clock from Monday through Friday, and would be scheduled from 8 to 12 o'clock on Saturday. Thursday meeting would be from 11 to 12 o'clock. Laboratories would be scheduled from 1 to 3.30. There would also be two blocks of classes in the afternoon, from 1.30 to 2.30, and from 2.30 to 3.30.

For the Committee

[Signature]

Chm.
The Committee on Academic Standing, after considering the matters referred to it by the Faculty at the meeting on October 18th, wishes to make the following recommendations for consideration at the next Faculty Meeting:

1

The Committee on Academic Standing recommend that the following sentence be incorporated in the catalogue under "Grading of Students" (see p. 38 of 1944-5 catalogue):

Students who fail to make promotion averages will normally be dropped from college.

C. O. Oakley, Chairman

2

The Committee on Academic Standing recommend that the Faculty adopt the following policy with regard to a sixth course. This present recommendation is a modification of Minute 7, Annex D, Faculty Minutes, 10/18/45 presented to the Faculty by Dean Hoag. (If passed, this rule should be included in the catalogue):

In general freshmen will be permitted to take only five courses. Sophomores and upperclassmen may take a sixth course only if they have passed five courses in the preceding semester with an average of not less than 80.

Exceptions to this rule may be made at the discretion of the Dean in the case of seniors in their last semester in college.

A fee of $25 per semester is charged for every additional course.

C. O. Oakley, Chairman

3

The Committee on Academic Standing recommend that the Faculty adopt the following policy with regard to dropped courses. (If passed, the rule should be included in the catalogue):

When a student drops a course, an arbitrary grade of 40 shall be recorded by the Registrar unless the instructor turns in a lower grade, except that in unusual cases, with the permission of the instructor in the course and the Dean, a course may be dropped without a recorded grade. All recorded grades will be included in the semester average.

C. O. Oakley, Chairman
The Premedical Committee of the Faculty presents the following progress report:

The Premedical Committee held several meetings during the war but postponed making decisions until the postwar requirements for admission to the medical schools had been made known and until the postwar program of the College had been mapped out. These are not yet known with certainty but the Committee feels that certain of its plans should be announced in order to handle satisfactorily the individual programs of the large number of premedical students now in the College (about forty-five). It should be pointed out that certain items in the Committee plans are not new but were fully operative in the prewar years. The plans mentioned in this report are to be considered tentative and to be subject to alteration in accordance with requirements and advice of the medical schools.

The Committee submits that its main functions and responsibilities are:

1. The guidance of premedical students in their college program.
2. The establishment of an adequate program of premedical studies.
3. The protection of the interests of the College by the careful recommendation of students for admission to medical school.

The Committee proposes to discharge these duties as follows:

1) The guidance of premedical students.
   (a) Premedical students will be expected to register as such at entrance or as early in their college course as possible.
      (i) A suitable registration card will be prepared, carrying blanks for various items of information that will be desired later by the Premedical Committee.
      (ii) The majority of the premedical students will register as such at entrance: they could register when making out their college programs.
(b) Early in their freshman year premedical students will be invited to meet with members of the Premedical Committee for an informal discussion of matters of premedical interest.

(c) At least once during the year, the Committee will meet for the purpose of reviewing the qualifications of each premedical student with the view of determining his fitness for medical school work and for a medical career. As far as seems wise in the individual case, the Committee will advise the student as to its findings, whether favorable or unfavorable.

(d) Acceding to the request of several students, the Psychology Department will administer an aptitude test for the benefit of those premedical students who feel uncertain of their aptitude for medicine. This test is intended mainly for freshmen and will be taken at the option of the student.

2) The establishment of an adequate premedical program.

(a) The program of courses to be taken by premedical students, as far as convenient in the years indicated, will include:

1st. year: Biology la, lb; Chemistry 2a, 3b; Mathematics la, lb; German or French la, lb.

2nd. year: Chemistry 5a, 6b; Physics la, lb or 2a, 2b; Psychology la, lb; German or French 2a, 2b.

3rd. year: Chemistry 4a, 9b; Biology 3a, 3b.

NOTES: (i) If a student begins chemistry in college he will take la and 2b in his 1st. year, 5a, 6b, and 3b, in his 2nd. year.

(ii) German is favored by the medical schools over French but either is accepted; in some cases, Spanish may be accepted.

(iii) The requirement of Mathematics lb is tentative pending determination of its content.

(iv) It is expected that Biology 3 will meet the requirement of some medical schools of a semester-course in embryology.

(v) Some of the medical schools have certain additional requirements. For example, Johns Hopkins requires both French and German; Harvard and Johns Hopkins require Chemistry 13a; U. of P., a course in English Literature; etc. The student must make sure that such special requirements are met.

(vi) Various medical schools advise courses in English, sociology, economics, philosophy, and advanced organic chemistry.
(b) A premedical student may major in any field for which he is qualified, provided he can meet the major requirements in that field and as well as the premedical requirements. Regardless of the field of his major, he must do creditable work in the premedical sciences in order to secure a recommendation from the Premedical Committee for admission to medical school.

NOTE: The Premedical Committee decided not to offer a Premedical Major at this time.

3) The protection of the interests of the College.

(a) The medical schools will be asked to recognize those students who are definitely recommended by the Premedical Committee as fully qualified for the medical school course and for a medical career.

NOTE: In some cases, the special recommendation forms desired by some medical schools could still be supplied, as could, also, letters from individual members of the Faculty, although neither of these should be necessary.

(b) A premedical student whose work in one or more of his premedical science courses is not sufficiently good to warrant a Committee recommendation, may still receive supporting letters from individual members of the Faculty.

(c) The Committee does not consider that it is within its powers to prevent any student from continuing a premedical course and from making application for admission to medical school. It proposes, however, to give definite warning to any student whose work is below standard, to the effect that he might not secure admission to any Class A medical school.

Respectfully submitted

W. B. Meldrum
for the Committee

The Premedical Committee
E. R. Dunn
H. K. Henry
A. Pepinsky
H. W. Taylor
W. B. Meldrum
Faculty of Haverford College
Regular Meeting December 20, 1945

Archibald MacIntosh presided.

Minute 1 The Minutes of the last meeting were approved as read.

Second Semester Enrollment

The President reported that 28 new students have been accepted for the second semester, and there is still a long list of applicants to be considered. Among the new students are several Sophomores and a few Upperclassmen. It is now evident that Haverford will have as large a student body next September as could be desired.

Laboratory Science Requirement

Mr. Pfund reported that the Committee on Curriculum and Honors will make no recommendation at the present time concerning a change in the Laboratory Science Requirement but will abide the report of the Post-War Planning Committee.

New Courses

Mr. Pfund, on behalf of the Committee on Curriculum and Honors, moved that any new course proposed by a department should have the approval of the President of the College before coming before the Committee on Curriculum and Honors for consideration. (See Annex A). This recommendation was ordered back to the committee for further consideration.

Acquisition of Recent Foreign Publications

Mr. Lockwood reported that the Library of Congress is offering for sale a large stock of duplicate copies of recent European publications. For details see Annex B.

Catalog

Mr. Lockwood, reporting for the Committee on Publications, announced that no radical changes are to be made in this year's catalog but that next year's catalog will incorporate several new features.

1. Material will be rearranged.
2. The typography will be improved.
3. The faculty will be listed in order of appointment to present rank. The date of the appointment will be given.
4. The course numbers will be altered according to the plan described in Annex C.

The Faculty ordered the problem of the numbering of courses back to the committee for further study.
Advisory System

The Dean, on behalf of the Committee on the Advisory System, moved that an active advisory system, not confined to the problem of registration but operating throughout the year, be instituted immediately according to the recommendations contained in Annex D. Motion carried.

Date of Salary Payment

Mr. Herndon explained certain legal aspects involved in the proposed plan according to which the College would pay all salaries on the first of each month.

Faculty Appointments

At the request of the President, the former faculty representatives on the Board of Managers, Messrs. Lockwood and Oakley, submitted for the consideration of the faculty, a statement of general principles to guide the President and his advisory committees in making appointments. (See Annex E). It was moved that members of the faculty submit suggestions of possible changes to be made in the statement, that the authors of the statement reconsider and revise the statement in the light of these suggestions and that they present the revised document to the faculty in a special meeting to be held early in January before the meeting of the Board of Managers. Motion carried.

Physical Education

Mr. Randall reminded the faculty that before the war numerical grades were given in Physical Education; during the war only the grades "satisfactory" and "unsatisfactory" were given. It was moved that the Department of Physical Education be permitted to return to the system of numerical grading whenever the change may be deemed advisable. Motion carried.

The Dean moved that a student be permitted to repeat a course and that the College accept as his definitive grade for the course the better of the two grades which he has received, but that in such a case the College grant only one course credit. Motion lost.

It was moved that returning veterans be given this privilege. Motion carried.

Adjournment at 1:05 P. M.
COMMITTEE ON CURRICULUM AND HONORS

It is recommended in the form of a motion that any new course proposed by a department should have the approval of the President of the College before coming before the Committee on Curriculum and Honors for consideration.

For the Committee

[Signature]

12/20/45

Chairman
To the Faculty:

I attended the Meeting of Eastern College Librarians on December 1, to hear the report of the Librarian of Congress on European Publications. The situation is difficult and complicated. Transportation is the chief stumbling-block.

There has now been issued a brief Report on Cooperative Acquisition of Recent Foreign Publications (not including periodicals). The Library of Congress has a large stock of duplicate copies of important publications, selected by their agents in Europe and delivered to Washington, D. C. by the Army. These duplicates will be distributed to libraries at approximately one dollar per volume.

We must indicate the fields we are interested in; and we must pay a lump sum in advance. We then HAVE TO TAKE WHAT THEY SEND US.

In my opinion it is worth doing. We will get valuable books at a nominal price. Later, in the open market, the same books will cost many times as much.

Will Departments that are holding post-war surpluses please decide at once whether they want to subscribe to this plan. Our answer must be sent to the Committee not later than December 22. Departments must therefore check the subject-list and decide how much they want to spend (sight unseen).

The Report and the Subject-List may be consulted at the circulation desk at the Library.

D. P. Lockwood
Librarian
THE NUMBERING OF COURSES

Very little can be done to alter course-numbers in the forthcoming Catalog (changes can hardly be made in the middle of the year); but in order to clarify the situation and to plan for the future, the following suggestions are made for 1946-47.

RULES

(1) First-semester courses should have uneven numbers followed by a.

(2) Second-semester courses should have even numbers followed by b.*

(3) Full-year courses should have uneven numbers (with no letter).**

(4) Elastic courses (research or project or tutorial or what not), which may be taken as a semester-course in either half year or as a full course, should have a double number in the catalog. Credit for such courses will be given and recorded semester by semester.***

(5) Courses restricted to one semester, but offered in both semesters, should be designated by the "or" formula.****

FOOTNOTES

* Although the b is superfluous (if the even-number rule is adhered to), it is nevertheless a logical contrast to the a and is a useful visual aid.

** A full-year course is one which may not normally be divided, i.e. credit will not be given for either semester alone. Under the system of 40 semester-credits for graduation, the two points for a full course will not be recorded until both semesters have been passed.

*** In most cases, such courses may even be carried for more than one academic year, or may receive double or multiple credit for any period.

**** During the current year there is only one course properly so designated: "Chemistry 2a or 2b" -- which ought to be (in conformity with Rules 1 and 2) "Chemistry 3a or 4b", but that one correction involves stepping up almost all the rest of the courses in the Department.
HOW TO RELIEVE THE CONGESTION

The five Rules stated above are simple and easy to follow. The chief obstacle to their immediate adoption is that practically all our departments have tight sequences, with little or no leeway for possible alteration or expansion. For a generation we have been moving away from a fixed and rigid curriculum; all knowledge is expanding. It is high time that our practice should be brought into conformity with our theory. In fact, in the numbering of courses, most departments are now in a jam -- cf. Chemistry 1, 2, 3, 4, 5, 6, 7, 8, 9; History 1, 2, 3, 4, 5, 6, 7; etc. Even in language courses, where there is a tradition for using 1, 2, 3 to mean first-year, second-year, third-year, the same idea could be conveyed by 1, 5, 9 -- or even 1, 21, 31. Although it seems impossible to classify Haverford courses into those open to Freshmen (to be numbered 1 - 10), those open to Sophomores and upperclassmen (to be numbered 10 - 20), those open only to Juniors and Seniors (51 - 100), and "project" courses (over 100), nevertheless Dean Hoag's recent suggestion might be adopted to the extent of spreading the courses in every department from 1 to 100b (the review-course for majors, now called "20b").

I recommend, therefore, that such a policy be attempted, as far as possible, for 1946-47: namely, that the course-numbers in each department be spread between 1 and 99, in accordance with the rules and forms specified above; and that the so-called "20b course" or "time allowed in the final semester for review of Major subjects" be called "100b".

As examples of what might be done, I append some departmental course-lists for the current year, with suggested changes:

<table>
<thead>
<tr>
<th>ASTRONOMY [old]</th>
<th>[new]</th>
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<td>5a, 6b</td>
<td>33a, 34b</td>
<td>48b (Bib, Lit.)</td>
<td>12b</td>
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<td>7a, 8b</td>
<td>45a, 46b</td>
<td>*11b</td>
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<td>9a, 10b</td>
<td>59a, 60b</td>
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<td>(20b) (100b)</td>
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BIB. LIT. [old] | [new] |
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<td>8b</td>
<td>46b (English)</td>
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BIOLOGY [old] | [new] |
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<td>*2a</td>
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<td>(20b) (100b)</td>
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D. P. Lockwood

N.B. The dummy is done and is on view in the Library.
The Committee on the Advisory System, appointed by President MacIntosh, recommends to the Faculty that an active advisory system, not confined to the problem of registration but operating throughout the year, be instituted immediately.

The Committee recommends that entering men be assigned by the Admissions Committee to Faculty Advisers before the time of registration. Before assigning the men, the Admissions Committee should consult a list of entering men which shall carry such information as the home town, hobbies whenever known, the school attended, so that Faculty members may indicate with which boys they think they could most readily establish a personal contact. In making its assignments, the Admissions Committee should attempt to assign men to Faculty members who have something in common with them; failing this, the Committee should whenever possible assign entering men to Faculty members who will have them in class during the first term. Academic preferences, which may result in the selection of a major in the adviser's department, should be considered among the other interests which may strengthen the relationship of adviser and advisee. It is understood, of course, that in making assignments the Committee will consider the extra-curricular load of the members of the Faculty, particularly those who serve as major supervisors to a considerable number of students.

The Committee recommends that the advisee normally remain with his Faculty Adviser for two years. When the advisee selects a major, the Faculty Adviser should turn over to the major supervisor his record on the advisee, together with such
recommendations as he chooses to make concerning the selection of courses for the last two years outside the major field.

During the first two years the Faculty Adviser, and thereafter the major supervisor, will sign the "selection of course" card.

The Committee recommends that a system be worked out to make sure that no selection of course card is signed and submitted until satisfactory arrangements have been worked out with the Comptroller.

The Committee recommends that the College make arrangements for a fund to be at the disposal of advisers up to $3.00 per advisee per year for entertainment. The purpose of this fund, which may be used or not at the discretion of the adviser, is to enable those who wish to do so to make opportunity for a natural personal relationship to develop between themselves and their advisees.

The Committee recommends that the Office of the Dean make arrangements to send to the advisers' mid-term reports on their advisees which are received in the Dean's Office.

The Committee recommends that the Dean consult the adviser whenever possible in case of general difficulty experienced by any of his advisees, but it is understood that the Dean will continue to have freedom of action without such consultation in connection with purely academic and disciplinary details.

The Committee recommends that arrangements be made for consultation between advisers and advisees before the end of each term, and for the signing of a selection of course card
at that time. Changes in the selection of courses must be made before the beginning of classes in the succeeding term. It is recommended that a fee of $5.00 be charged for late registration.
MEMORANDUM FROM THE FACULTY REPRESENTATIVES ON THE
BOARD OF MANAGERS

TO THE PRESIDENT OF THE COLLEGE

First Submitted: April, 1944
Revised: December, 1945.

Subject: Appointments.

The perennial problem of college administration is the selection and maintenance of a faculty - "the vital task of continuously replenishing the teaching staff". "On the wisdom of today's selections rises the institution of tomorrow". The position of Haverford, for a generation to come depends upon decisions which must be made now and at frequent intervals hereafter.

There is no greater danger to the welfare of a college than hasty stop-gap appointments and laissez-faire promotions, made without a long-range policy. Haverford College will be confronted with unusual difficulties in the post-war period. A major committee has been appointed to plan the post-war curriculum; if the post-war faculty is not composed of men of the highest caliber, the labors of this planning committee will be wasted.

There is but one way to build up and maintain a superior faculty. That is to offer terms which will attract young men of ability and promise from the open market. Some of these men may well be Haverford graduates who have won their spurs and proved their worth elsewhere. It is impossible to build up a faculty of high caliber by picking up unemployed teachers (necessary though this policy may have been in the war emergency) or by selecting from voluntary applicants who are discontented with inferior positions. The President or his representatives should attend meetings of learned societies and keep constantly in touch with promising scholars in the basic fields of instruction. A strong faculty cannot be built up by fits and starts: it is a continuous process.

We propose, therefore, the following general principles to guide the President and his advisory committees in the making of appointments:
(a) A long-range policy must be followed. Final results — twenty or thirty years hence — must be considered, as well as immediate needs. (A personnel chart of the college, department by department, should be drawn up to enable the President to foresees probable promotions and retirements at a glance).

(b) As older men retire, younger men of equal or even greater ability must be appointed. Haverford's standing, past and present, is sufficient to attract some of the best men in the country, if adequate salaries can be maintained.

(c) A prospective appointee should be rated on three fundamental qualities: teaching ability, personality, and activities in his field of research. (Good moral character is assumed). He should not be rated on grounds of race, creed, political affiliation, or social connection.

(d) The college should not be too ingrown; only the best of Haverford's own graduates should return to Haverford to become permanent members of the faculty after experience elsewhere.

(e) Special attention should be paid to diversity of age, in order to maintain harmony within departments and in order to establish an economical spread in salaries.

(f) Except in departments where permanent laboratory assistants are needed, no one should be retained beyond a few years as instructor or assistant professor who does not show promise of ultimately reaching professorial grade.

(g) If in special cases it seems wise to retain a member of the faculty permanently at the grade of assistant professor or associate professor, this decision should be communicated to him unequivocally at the time of his appointment or promotion.
(h) When a member of the facultyretires he should not pick his successor, but he should be given an opportunity to make suggestions. Active members of a department naturally should have a strong voice in appointments and re-appointments. The faculty should be advised of positions to be filled and should feel free to offer names of likely candidates, the most promising of whom, selected on the basis of a thorough canvass of the field, should be invited to Haverford to meet with representative members of the faculty in allied departments. No undue pressure in behalf of a favored candidate should be placed on the President by a member of the Board.
Faculty of Haverford College

Special Meeting January 10, 1946

William B. Lunt in the chair.

Minute 1 Faculty Appointments (See Minute 9, 12/20/45)

Mr. Sutton read the revised version of the proposed Memorandum from the Faculty to the Board of Managers and to the President of the College, containing a statement of general principles to guide the President and his advisory committees in the making of appointments.

Mr. Oakley moved that this memorandum, a guide to the President and his advisors in matters of appointment, be adopted and that it be presented to the President and to the appropriate committee on the Board of Managers.

After some discussion and further revision of the Memorandum, the question was put and the motion carried unanimously. (See Annex A).

Faculty Representation on the Board of Managers

Mr. Watson read a letter from the Chairman of the Board of Managers, written in reply to a letter from the Faculty Representatives on the Board of Managers, in which the latter expressed the hope that the Faculty would be consulted in the matter of the choice of a President of the College. (See Minute 5, 9/24/45). The Chairman of the Board of Managers assures the Faculty that the Board of Managers desires the cooperation of the Faculty in this regard. He suggests that the Faculty appoint two representatives to meet occasionally with a committee appointed by the Board of Managers to consider the appointment of a President. These two Faculty Representatives would not, however, have the right to vote.

Since so many members of the Faculty were absent, it was decided that selection of these proposed Faculty Representatives should be postponed to an early date. (See Annex B).

Schedule for the Second Semester

The Dean asked the Faculty to inspect the schedule for the second semester within the next two days so that necessary changes can be made before the final copy is mimeographed and distributed.

Petition of George Sturr

Mr. Herndon presented a petition submitted by George Sturr and recommended that it be referred to the Academic Council. It was moved that the Academic Council be given the power to act on behalf of the Faculty in this matter. Motion carried. (See Annex C).

Adjournment at 4:40 P. M.

Laurence W. Wylie
Acting Secretary
MEMORANDUM FROM THE FACULTY
TO THE BOARD OF MANAGERS
AND TO THE PRESIDENT OF THE COLLEGE
First Submitted: April, 1944
Revised: January, 1946
Subject: Appointments

The perennial problem of college administration is the selection and maintenance of a faculty—"the vital task of continuously replenishing the teaching staff"—"in the wisdom of today's selection rises the institution of tomorrow". The position of Haverford for a generation to come depends upon decisions which must be made now and at frequent intervals hereafter.

There is no greater danger to the welfare of a college than hasty stop-gap appointments and laissez-faire promotions, made without a long-range policy. Haverford College will be confronted with unusual difficulties in the post-war period. A major committee has been appointed to plan the post-war curriculum; if the post-war faculty is not composed of men of the highest caliber, the labors of this planning committee will be wasted.

There is but one way to build up and maintain a superior faculty. That is to offer terms and conditions which will attract young men of ability and promise from the open market. Some of these men may well be Haverford graduates who have won their spurs and proved their worth elsewhere. It is impossible to build up a faculty of high caliber by engaging unemployed teachers, or by selecting candidates from voluntary applicants who are discontented with positions elsewhere. The President or his representatives should attend meetings of learned societies and keep constantly in touch with promising scholars in the basic fields of instruction. The building of a strong faculty cannot be done by fits and starts: it is a continuous process.

We propose, therefore, the following general principles to guide the President and his advisory committees in the making of appointments:

(a) A long-range policy must be followed. Final results—twenty or thirty years hence—must be considered, as well as immediate needs. (A personnel chart of the college, department by department, should be drawn up to enable the President to foresee times of reappointment, probable promotions, and retirements.)

(b) As older men retire, younger men of equal or even greater ability must be appointed. Haverford's standing, past and present, is sufficient to attract some of the best men in the country, if adequate salaries, suitable teaching loads, and research facilities can be maintained.

(c) A prospective appointee should be rated on three fundamental qualities: teaching ability, personality, and productive scholarship or activities in his field of research. (Good moral character is assumed.) He should not be excluded from consideration on grounds of race, creed, political affiliation, or social connection.
(d) The college should not be too ingrown; only the best of Haverford’s own graduates should return to Haverford to become members of the faculty, after experience elsewhere.

(e) Special attention should be paid to diversity of age, in order to maintain harmony within departments and in order to establish an economical spread in salaries.

(f) No faculty member should be retained beyond a few years as instructor or assistant professor who does not show promise of reaching ultimately the rank of full professor. However, advancement from one grade to another should not be regarded by anyone as in itself a guarantee of further advancement. If in special cases it seems wise to retain a member of the faculty permanently at the grade of instructor, assistant professor, or associate professor, this decision should be communicated to him unequivocally at the time of his appointment or promotion.

(g) When a member of the faculty retires he should not pick his successor, but he should be given an opportunity to make suggestions. The President should seek advice from active members of a department whenever new appointments or re-appointments are under consideration. The faculty should be advised of positions to be filled and should feel free to offer names of likely candidates, the most promising of whom, selected on the basis of a thorough canvass of the field, should be invited to Haverford to meet with representative members of the faculty in allied departments. Pressure in behalf of a favored candidate should not be placed on the President by a member of the Board, a faculty member, or an interested alumnus or benefactor.
December 31, 1945

Dr. Frank D. Watson
Haverford College
Haverford, Pa.

Dear Dr. Watson:

The Committee of the Board of Managers of Haverford College, which was appointed to consider the selection of a new President for the College, held its first meeting a few days before Christmas.

I presented to this Committee the concern expressed by certain members of the faculty in a letter addressed to Morris Leeds and signed by you and Dr. Lockwood.

This Committee, of which Harold Evans is Chairman, is in thorough accord with the feeling expressed, that the widest possible canvass of the field should be made and a thorough investigation of the qualifications of all candidates should be undertaken. This will necessitate the close cooperation of the Board and the faculty, in particular, as well as help from the Alumni Body.

In order that the appropriate channels of cooperation with the faculty might be established they were of the opinion that the faculty should appoint two representatives who could meet with the Committee from time to time, at the request of the Chairman.

In as much as the responsibility of the final choice rests with the Board of Managers it was felt by all the Committee that voting rights should not be considered as a part of the mode of operandi.

The work of this committee is one of fact finding, research, and then recommendation and we hope that our conclusions will be reached in a spirit of cooperative judgement rather than through the voting process.

Even though the faculty does appoint 2 representatives who can be called upon I hope they will understand that this does not preclude any member of the faculty, who so wishes, to express his opinion directly to the Committee. As I said before we want the fullest cooperation, and we realize the faculty has a large stake in this most important decision.

Trusting this method of cooperation will meet with your approval,

I remain sincerely,

S. Emlen Stokes
Dr. S. Eulene Stokes, President  
Board of Managers  
Haverford College  

Dear Dr. Stokes:

This is to acknowledge your letter of December 31st last, in reference to Faculty cooperation with the Committee of the Board of Managers of Haverford College, appointed to consider the selection of a new President for the College.

I read your letter to the Faculty last week at a special meeting of that body and wish to report that the Faculty appreciates the cooperative spirit in which the Board received the concern of a substantial number of the Faculty, as expressed by Dr. Lockwood and myself, (as Faculty Representatives on the Board of Managers) in a letter to Morris Leeds last fall.

The Faculty will, at its next regular meeting January 24th, choose two representatives who will hold themselves ready to meet from time to time with the Board's Committee on the selection of a new President, when requested to do so, by the chairman of that special committee, Harold Evans.

When the Faculty has chosen its two representatives, I shall forward to you the names of those selected for this important task.

Yours sincerely,

(sgd) Frank D. Watson
I hereby submit a request to the faculty that they grant me the following:

(A) Credit for three complete courses (and three corresponding credits for graduation) as an equivalent of the four courses I successfully completed at Leland Stanford University during the summer of 1945; notwithstanding the fact that:

1) Last summer was my third (rather than second) consecutive summer of study for college credit, and

2) The courses I took at Stanford have no exact counterpart in any of the courses offered at Haverford College, but were, nevertheless, courses which met with the standards of Stanford University as to:

   a) The quality of the subject matter of the courses;
   b) The minimum number of hours of class-meeting each week;
   c) The length of the summer term;
   d) The number and the calibre of required periodic tests, examinations, and papers.

(B) Permission to take three courses for credit at Haverford in absence during the coming term, which, if I get credit for the courses at Stanford University last summer, will bring my total number of credits to 36, which is the required number for graduation from Haverford under the acceleration program.

   1) A project course in the field of public relations on which I have been working.

   2) A reading course in the field of international relations -- government being my major department.

   3) The second half of Spanish 3.

I request this so that I might better make necessary arrangements on the Pan American Project described in the accompanying paper.

George B. T. Sturr
The minutes of the last regular meeting and of the special meeting were approved with correction.

Second Semester Enrollment

The President reported for the Committee on Admissions that 80 new students have been admitted for the second semester. This influx will have a favorable effect on the budget; the estimate of the deficit has been steadily lowered. It appears certain that Haverford will have 400 students in September; the President will write to heads of departments concerning the situation next year.

New Courses

Mr. Pfund, on behalf of the Committee on Curriculum and Honors, reported a revision of the proposed procedure to be followed in considering new courses. He moved that the Committee's recommendation (See Annex A) be adopted. Motion carried.

New Courses

Mr. Pfund, on behalf of the Committee on Curriculum and Honors, moved that the faculty approve the recommendation of that committee that the following courses be admitted:

Government 12 b -- U.S. Relations with Russia and the Far East (Mr. Chandler).

Government 14 b -- U.S. Relations with Latin America (Mr. Chandler).

Motion carried.

New Courses

Mr. Pfund, reported that the Committee on Curriculum and Honors had considered the petition of Messrs. Kelly, Sargent and Wylie to offer an interdepartmental course on Modern European Literature. Although the Committee feels that such courses are educationally sound and desirable, it decided that in view of the increasing teaching load it would be inadvisable for faculty members to burden themselves still further at present by offering new courses. It was hoped that such a course might be offered in the future.

Post-War Planning and Premedical Committees

The Committees on Postwar Planning and Premedical Studies reported progress.
Publications

Mr. Lockwood, reporting for the Committee on Publications, reminded the faculty that the President's Report and the Faculty Bibliography have not been published for the last two years. The bibliography for 1944-45 is at hand, but the one for 1943-44 cannot be found. It is hoped that eventually both of these can be printed with the President's reports for those two years. The President reported that a new college directory will be issued next semester.

Library

Mr. Lockwood announced that the Yale University Press is offering its publications at half price. He suggested that faculty members check the list of these publications by January 31.

Procedure for Purchasing Books

Mr. Teaf explained the new regulations governing the procedure for purchasing books. Faculty cooperation is particularly important in order to avoid complications arising from requirement of the Veterans' Administration. (See Annex B).

Wives of Veterans

Mr. Oakley moved that the faculty recommend to the Board of Managers that academically qualified wives of veterans and CPS men enrolled at Haverford be permitted to enroll as regular students. Motion carried. Mr. Oakley suggested that the administration consider means of financially assisting veterans' wives to meet tuition charges.

Credit for Half-year and Full-year Courses

Mr. Allendoerfer moved that Departments shall designate in the catalog those courses which are "full-year courses" and for which credit will be given only for the entire year and not for separate semesters. Exceptions to this rule will be allowed in the case of men who leave college (who shall be given one credit for all work passed). Additional exceptions may be allowed at the discretion of the Dean in consultation with the department concerned. This ruling shall take effect in September, 1946. Motion carried.

Credit for Half-year Courses

Mr. Dunn moved that the faculty give legal sanction to the administrative interpretation of the action taken by the faculty in its meeting of September 24, 1945 regarding credit given for half-year courses. (9/24/45, Annex B). Motion carried.

Appointment of John A. Lester

Mr. Sargent announced the appointment of John A. Lester, '37, as Instructor of English.

Library Fund of the University of Caen

The Acting Secretary made a plea for aid to the Library of the University of Caen, destroyed in the war. It was recommended that the President appoint a committee to study the request and to suggest action to be taken.
Faculty Appointments

The President announced that the Memorandum from the Faculty to the Board of Managers and to the President of the College concerning the making of appointments had been presented to the Board of Managers. Inasmuch as the Board members had not received the Memorandum in time to study it carefully, action was postponed.

Norwegian Students

The President announced that the Board of Managers had authorized him to admit two Norwegian students to the College. One of them has arrived.

Summer Session

The President announced that the possibility of holding a summer session in 1946 may of necessity become again an open question. He has appointed a committee to study the problem.

Faculty Representation on the Board of Managers

The President asked Mr. Watson to take the chair for the purpose of conducting the election of two faculty representatives to meet with the committee of the Board of Managers appointed to consider the selection of a new President for the College. (See 1/10/46; minute 2).

Mr. Watson, in answer to questions, stated that the committee, under the chairmanship of Mr. Harold Evans, meets separately from the Board. It has met only once, and no action has yet been taken. The Faculty Representatives will meet, when invited, with the committee. He further stated that the committee is not limiting candidates to members of the Society of Friends.

The Faculty elected as its representatives, Mr. Lockwood and Mr. Oakley and requested the Acting Secretary to notify the President of the Board of its action. (See Annex C).

ADJOURNMENT at 12:43.

Respectfully submitted

L. W. Wylie
Acting Secretary
RECOMMENDATION TO THE FACULTY BY THE COMMITTEE ON
CURRICULUM AND HONORS

re: Revision of the procedure to be followed in considering
new courses.

It is recommended in the form of a motion that when a new
course is proposed by a department to the Committee on Curriculum
and Honors, the meeting of that Committee to consider such a
proposal shall whenever possible be so arranged that the Presi-
dent of the College is able to attend as an ex-officio member.
This is to enable the Committee to consider more effectively
both the over-all academic aspects and any budgetary implica-
tions of such a course. Whenever it is not possible for the
President to attend, the procedure shall be as follows: (1) the
Committee shall consider the advisability of the course from an
academic point of view. If the action of the Committee results
in a favorable recommendation of such a course to the Faculty,
the Chairman shall then (2) take up with the President both the
academic raison d'être and especially the budgetary implications
of such a course. (3) If the President believes the course de-
sirable in the light of both of these considerations, the recom-
mendation of the Committee shall be made to the Faculty at its
next meeting. If the President does not agree, the matter shall
be referred back to the Committee for further consideration and
action. If the President has disapproved for financial reasons,
any approval of the course by the Committee will be limited to
approval in principle.

The same procedure shall be followed where the recommend-
dation of a new course originates within the Committee itself,
except that here the chairman of the department concerned shall
PROCEDURE FOR PURCHASING BOOKS

1. Each student, upon payment of his deposit of $20, will be given a wallet-size identification card which he has to show when he asks to have a book charged to his account.

2. Only textbooks or other books required for courses can be charged at the book store through the College.

3. The amount of book charges will be deducted from the $20 deposit and a bill rendered for this amount. It is expected that the deposit will be restored to $20 by payment to the Comptroller within 30 days of the date of this bill.

4. All books to be charged must be bought through the McCawley Book Store, and the business office of the College will neither refund money paid out by students for books bought elsewhere nor will it be able to consider any request from a faculty member to charge to the account of the student books bought through faculty members.

5. Veterans who are entitled to books must deliver to the book store a requisition on a form to be supplied by the Registrar. A separate requisition must be used for each book or item and the instructor's signature will be required on each requisition. The book store will return the requisition to us together with the bill, and that will be our authority not to charge the student but charge to the Veteran's Administration.

6. Veterans will procure instruments and supplies for biology and engineering from those departments upon presentation of a requisition therefor. The instructor will sign the requisition and turn it in to the Comptroller with charges against non-veteran students.

7. For Chemistry laboratory breakage charges against veterans, the instructor will itemize and sign a requisition for the amount due for the term. This requisition will be returned to the Comptroller by the veteran together with the excess of whatever is allowed charge will be deducted from the

HAVERFORD COLLEGE

VETERAN'S BOOK AND SUPPLY REQUISITION

To: E. S. McCawley & Co.
Name
Biological Department
Chemistry Department
Engineering Department

Last First Initial

BIOLOGY DEPARTMENT

 CHEMISTRY DEPARTMENT

 ENGINEERING DEPARTMENT

Please issue to the above named Veteran the following material required in

Course

Authorized Signature

I have received the above mentioned books and/or supplies and agree to pay for them personally in the event payment is not made by the Veteran's Administration or other appropriate agency.

Aldo Caselli

Comptroller
February 1, 1946.

Mr. Laurence Wylie,
Acting Secretary of the Faculty,
Haverford College,
Haverford, Pa.

Dear Mr. Wylie:

Dr. Stokes has referred to me your letter of January 24 advising of the appointment of Cletus O. Oakley and Dean P. Lockwood to represent the faculty in co-operating with the committee of the Board of Managers to consider the selection of a new President for the College. I can assure you that the committee will be very glad to have this co-operation of the faculty in this important matter.

Yours very truly,

HE:AMP
January 24, 1946

Dr. S. Eilen Stokes,
129 Chester Avenue,
Moorestown, New Jersey.

Dear Dr. Stokes:

At a meeting of the Faculty this morning, Clitus O. Oakley and Dean E. Lockwood were elected to represent the Faculty on the Committee of the Board of Managers of Haverford College, appointed to consider the selection of a new President for the College.

This action was taken in accordance with the suggestion made in your letter of December 31, 1945, to Frank D. Watson.

Sincerely yours,

Laurence Wylie
Acting Secretary of the Faculty

LW:am
Faculty of Haverford College

Regular Meeting              February 21, 1946

Archibald MacIntosh presided.

Minute 1

The minutes of the last regular meeting were approved. Messrs. Lester and Chandler were welcomed to the faculty. A vote of thanks was accorded Mr. Wylie for carrying on the work of Secretary during the first semester.

Admissions

Minute 2

The President reported for the Committee on Admissions that no more students are to be admitted during this semester. He expressed the intention of gathering the faculty together in the near future to explain and discuss the admissions policy as now constituted and practised.

Make-up Examinations

Minute 3

Mr. Oakley, reporting for the Committee on Academic Standing, moved a recommendation that make-up examinations be given only on the scheduled dates in September, except in the case of students leaving college for reasons which, in the opinion of the Dean, justify an earlier date. Motion carried.

Micro-film Reader

Minute 4

Mr. Drake announced that a new micro-film reader is installed in the Treasure Room of the Library for demonstration and may be used by members of the faculty.

Committee on Summer School

Minute 5

Mr. Allendoerfer presented an interim report for the Special Committee on the Summer School (see Annex A). Important points made in the report were: if a summer session is held, it should be designed to meet the needs of regular Haverford students who wish to accelerate, and it should not be thrown open to the general public; courses to be given and faculty to be employed should be designed to fit the needs of our own students only; no sufficient number of questionnaires (distributed to faculty and students) has yet been returned to determine the actual demand; faculty members show little desire for a summer session, but two-thirds were willing to teach should their services be required; perhaps within two weeks all questionnaires will be returned so that a decision could be reached; it is recommended that a special faculty meeting be called at such a time to give final judgment on the matter. Report accepted.

ADJOURNMENT at 12:40

Respectfully submitted

John W. Flight, Secretary
The Committee on Academic Standing recommend that make-up examinations be given only on the scheduled dates in September, except in the case of students leaving college for reasons which, in the opinion of the Dean, justify an earlier date.
Interim Report on the Special Committee on the Summer School

The committee on the summer school wishes to present an interim report at this time. This report includes the present findings of the committee, but it cannot be complete until all the answers from the student questionnaires have been returned to the committee.

The committee believes that the summer session (if it is held) should be designed solely to meet the needs of regular Haverford students who still wish to accelerate. It should not be thrown open to the general public to meet the reported shortage of academic accommodations in the country at large. The courses to be given and the number of faculty to be employed should be designed to fit the requirements of our own students only; but there would be no objection to admitting other qualified students (for the summer only) whose presence would not require extra courses to be offered nor extra instructors to be engaged.

The criterion on which the existence of a summer session should be based is therefore: Are there a sufficient number of our own students who need to accelerate and who cannot fill their needs at other institutions? The answer to this question depends upon the results of the student questionnaires which are still incomplete. Out of 264 students now in college 114 replies have been received to date. Of these 41 (36 percent) desire a summer session. If this sample is interpreted to be a random sample of the college, this means that 95 present students wish a summer session, to which number should be added the number of new regular students who would wish to start in the summer instead of in the fall. However, there is good reason to believe that this sample is not random, but that it represents a large portion of those men interested in a summer session. In this case the number of men requiring a summer session may be estimated to be about 55. Which of these two estimates is correct can only be determined when a larger proportion of the questionnaires have been returned.

At the request of the administration the committee has not asked other institutions whether or not they would be willing to accept our students in the event we do not have a summer session. When the number of students so involved has been determined, the president will examine this possibility with the heads of the summer sessions at other colleges and universities.

The committee has also polled the faculty concerning their views on the summer session. Out of 24 faculty members who replied, three favored a session; the others were opposed or dubious. Two-thirds, however, were willing to teach if the services were required, and these were distributed among the departments so that nearly every department would be manned. We may conclude, then, that the faculty would greatly prefer not to have a summer session; but that if one is required it would be possible to muster an adequate faculty from among our own numbers.

Because of the limited data available at this time, the committee cannot make any definite recommendations at this time. It is hoped, however, that within two weeks the answers to all these questions will be on hand. Because of the urgency of the decision, the committee recommends that a special meeting of the faculty be called at such a time to give final judgment on this matter.

For the committee, Carl B. Allender, Chair
Archibald MacIntosh presided.

**Committee on Summer Session**

(See Minute 17, 1/24/46 and Minute 5, 2/21/46)

Mr. Allendoerfer presented the report for the Special Committee on the Summer Session, recommending that no summer session be held at Haverford this year, but that the president be urged to take steps to place in other institutions those students who need instruction this summer. (See Annex A) The recommendation was voted approved by the faculty.

**Cope Fellowship Candidates**

Mr. H. Comfort announced the names of students who are candidates for the Cope Fellowship and asked, in behalf of the Committee on Fellowships and Prizes, that members of the faculty present to the Committee by Saturday, March 9 any comments they may have concerning these candidates.

**Normal Student Load (and re Dropped Courses)**

In consideration of the question raised by the Veterans' Administration concerning the payment of full tuition for veterans who for sufficient reasons have had to reduce their schedule to four courses, Mr. Teaf offered the following motion which was passed by the faculty:

That the normal full load for Haverford students be five courses, except that in extraordinary cases the Dean may permit a student to drop one course, in which case four courses shall be considered the normal full load for that student. It is the sense of this meeting of the faculty that this motion validates what has been the normal practice of the college.

ADJOURNMENT at 5:00 P. M.

Respectfully submitted

John W. Flight, Secretary
Final Report of the Special Committee on the Summer Session.

The committee has received completed questionnaires from 184 students concerning their attitude toward a possible summer session at Haverford. It is reasonable to suppose that those students who have not returned questionnaires have no interest in the summer session. The results of this poll are as follows:

<table>
<thead>
<tr>
<th>All students</th>
<th>Desire a summer session</th>
<th>66</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Do not desire a &quot;&quot;</td>
<td>118</td>
</tr>
<tr>
<td></td>
<td></td>
<td>184</td>
</tr>
</tbody>
</table>

Of the 66 indicating their wish to attend a summer session, it is estimated that only 50 really need a summer session. The others would attend to make up failures or merely because they like to study. The courses which would be elected by those planning to attend such a session may be broken down by departments as follows:

- Chemistry: 15
- Economics: 7
- English: 16
- German: 6
- Government: 12
- History: 6
- Mathematics: 6
- Philosophy: 8
- Physics: 7
- Psychology: 10
- Spanish: 5
- Sociology: 7

Departments not listed in this list received fewer than five elections.

It may therefore be estimated that a summer session would draw between sixty and seventy students and require about fifteen members of the faculty. A rough guess indicates that the income available to each faculty member would average about $400.00.

A further breakdown of the desires of veterans has been carried out. Out of 130 veterans in college, replies have been received from 103. Of these 42 would attend a summer session and 61 would not.

The possibility of placing our students in other colleges has not as yet been investigated. An indication of possibilities in this direction, however, is the announced arrangement of Swarthmore College whereby their students will be sent to Hamilton and Amherst.

In view of the above evidence the committee recommends that no summer session be held at Haverford, but that the president be urged to take steps to place in other institutions those students who need instruction this summer. It should be mentioned that this recommendation of the committee is based upon a four-to-one vote, and that the minority member of the committee may wish to express his views at this meeting of the faculty.

For the committee,

Carl B. Allendoerfer

Chairman.

March 4, 1946
Faculty of Haverford College

Regular Meeting  March 21, 1946

Mr. MacIntosh presiding.

Minutes of last meeting read and approved.

Mr. MacIntosh announced that word has been received from Amherst and Hamilton Colleges signifying their willingness to accept a limited number of our students for the summer session.

Language Requirement - foreign students

Minute 1  Mr. Pfund, reporting for the Committee on Curriculum and Honors, brought in a recommendation permitting a foreign student under certain circumstances to fulfill his foreign language requirement on the basis of proficiency in his native tongue, thus giving him more time for intensive study of the English language during his first year of residence here (See Annex A). The proposal was approved.

Cope Fellowship

Minute 2  Mr. H. Comfort reported the recommendation of the Committee on Fellowships and Prizes, that Hans Peterson be awarded the Cope Fellowship for 1946-47 for study of classics at Harvard. Members of the faculty requested further information concerning the data on other candidates, a brief statement of which was presented orally. In view of the limited time available at this meeting, it was voted to re-open the matter at another meeting of the faculty, with the understanding that only the three top ranking candidates be considered.

Inter-Library Cooperation

Minute 3  Mr. Sargent announced that the finding of a Committee to explore and report on a possible program of inter-library cooperation between Bryn Mawr, Swarthmore and Haverford, is in publication and will soon be distributed to the faculty.

Faculty Housing -- War Memorial

Minute 4  Mr. Sutton announced that a mimeographed report of the Committee on Faculty Housing Policy has been distributed to the faculty, and requested that members of the faculty bring to the attention of the President any comments or recommendations they may have on this matter. He also reported that a Committee of the Board of Managers and Alumni is working on the matter of a War Memorial, and inclines at present to favor an outdoor reading space in addition to the library.

International Nutrition

Minute 5  Mr. Chandler expressed a concern that, in view of the grave food situation and the possibilities of starvation in the world, Haverford should undertake solicitation of funds for establishment of an institute or a professorship for the study of international nutrition and to provide for the training of competent men so urgently needed in this field. It was voted that the matter be taken into consideration and brought to the attention of the
Board of Managers. It was suggested that a small committee (two Board and two faculty members) be appointed by the President to study the matter and report back to the faculty soon.

A. S. T. F. English Credits

Mr. Teaf reported that two men (Clark and Effinger) who had been members of the pre-medical group of ASTP at Haverford have encountered difficulties in the matter of credits for English in order to satisfy the license boards. They had been granted five credits, a less generous apportionment than that given for the same work in other institutions. These men need six credits. It was voted that they be granted 1½ credits for each of the first two terms of English, a proposal already approved by Messrs. Snyder and Allendoerfer of the original committee on credits. It is understood that this provision applies only to the two men in question.

Language Requirement -- Veterans

Dean Hoag moved that in the case of veterans the faculty delegate to the chairman of the appropriate major departments and the Dean, with power, the handling of special arrangements for the fulfilling of the language requirement. The motion was carried.

Following various announcements, the meeting was

Adjourned at 11:50.

Respectfully submitted

John W. Flight, Secretary
A PROPOSAL OF THE COMMITTEE ON CURRICULUM AND HONORS

March 21, 1946

In order to enable a foreign student who is deficient in his command of the English language to obtain more free time for the intensive study of English during his first year of residence at Haverford, the Dean may grant him fulfillment of the foreign language requirement on the basis of his command of his native tongue, if this be one of the more important cultural languages and if the appropriate language department of the College agrees. The Dean may furthermore grant credit for one, or possibly two, semester courses for progress in the English language. Such progress is to be tested by an oral and a written examination. No numerical grades are to be entered for such courses; the designation on the basis of the examinations is to be simply "satisfactory" or "not satisfactory".

The above provisions are in no sense to be construed as mandatory in the case of every foreign student. They are to apply only where it appears that a student is seriously handicapped in his college work by his deficiency in English.

These provisions may apply retroactively to students enrolled in the College at the present time.

The Committee:
Dunn
Hoag
Sutton
Teaf
Watson
Pfund, Chmn.

ANNEX A
Mar. 21, 1946
Mr. MacIntosh presiding.

Minutes of last meeting approved as corrected.

Mr. MacIntosh announced, for the Committee on Admissions, that in contemplating the whole pattern of admissions for next year, he finds that there will be sizeable senior and junior classes; some distortion will appear in the sophomore enrollment, owing to the large number of returnees; the new application list is huge and this, with the men who entered at mid-years this year, will make an unusually large freshman class; at mid-years next year, the sophomore class will be further enlarged by those passing from the freshman class after two terms.

Mr. Pfund announced that the Committee on Curriculum and Honors will soon review and scrutinize the course offerings for next fall.

Mr. H. Comfort, chairman of the Committee on Fellowships and Prizes, called attention to the mimeographed sheets in the hands of faculty members showing the records of the three top-ranking candidates for the Cope Fellowship: Messrs. Petersen, Katchen and Bayly Winder. (See Annex A) It was voted that the Committee's recommendation, made at the March meeting, be accepted, granting the Cope Fellowship for 1946-47 to Hans E. Petersen for study in classics at Harvard University.

Mr. Sargent announced that the Library Committee is to meet Wednesday to consider the recommendations presented by the special committee on a possible program of inter-library cooperation between Bryn Mawr, Haverford, and Swarthmore Colleges, and the committee invites comments on this matter before that meeting.

Mr. Oakley reported that a meeting of the Post-War Planning Committee is to be held Thursday afternoon, from which the Committee hopes to bring a definitive report, and suggests the holding of a special faculty meeting to discuss this report on Thursday afternoon, April 25th.

Mr. Francis Evans made a progress report for the Committee on Student Affairs, stating that the Committee hopes to work out a program marking a return to more normal arrangements for student activities.

Dean Hoag presented a petition for a degree from Haverford for Charles C. Ryrie, who has completed two years of work at Dallas Theological Seminary. The Dean recommended that the degree be granted, without specification of a Major. The recommendation was voted approved.

The meeting adjourned at 11:35 A.M.

Respectfully submitted

John W. Flight, Secretary
NAME: RICHARD BAYLY WINDER

At Haverford 7 terms, including summer, 1945.

Averages (not including second semester 1945-46):

7 terms: 85.1
Last 5 terms: 92.9
Last term : 92.9

Major Subject: ENGLISH

Honorable Mention in English 2b (1940), Sophomore Honors in English (1941)

Field of Graduate Study: "I am now enrolled and studying as a graduate student at Princeton University in the Department of Oriental Languages, a field for which my war experience somewhat equipped me and in which I am vitally interested." Specifically, this means Arabic language and literature.

Institution: Princeton University

Career: Winder's interview indicated very diverse opportunities open to one trained in Arabic language and Middle Eastern culture, e.g., teaching in the United States or abroad, diplomacy, journalism. He expects to spend some time in Arabic lands, but prefers this country for a permanent residence.

Activities: Winder submitted no list of undergraduate activities. "For three and a half years I served as an unpaid volunteer in the American Field Service" in Italy (where he was slightly wounded at Anzio), Egypt, Lebanon, France and Germany. For some months he was on leave from the AFS teaching at the University of Beirut under a plan sponsored by the State Department."
HAVERFORD COLLEGE  
Haverford, Penna.

NAME: JULIUS KATCHEN

At Haverford ___8___ terms, including summer 1943, 1944, 1945.
Averages (not including second semester 1945-46):
- 8 terms: 91.6 (9th term in progress)
- Last 5 terms: 91.0
- Last term: 95.8

Honorable Mention in __________ (194_), ________________ (194_)

Field of Graduate Study: "I am looking forward to a period of intense concentration on music... One of the fields in which I should particularly like to do graduate work is composition."

Institution: Julliard School of Music, New York.
Career: Concert pianist.
Activities: (digested from an extensive list):
- Founders Club in Junior Year
- Debating Society for 5 terms
- Corporation Scholarships for 1 term
- Cap and Bells Club -- Vice President (and ex officio member of the Students Council) for 1 term, roles in two plays; Glee Club for 7 terms (including presidency for 2 terms and directorship for 1 term)
- Activity in informal undergraduates musical and dramatic enterprises
- Haverford News -- member in various capacities for 7 terms
- Inter-faith Forum
- Radio Club member for 3 terms
- Frequent piano recitals alone and in concert, on and off campus, professionally and for benefits 1946 Record
- Scholastic Improvement Committee
NAME: HANS PETERSEN

At Haverford 7 terms.

Averages (not including second semester 1945-46):

<table>
<thead>
<tr>
<th>Terms</th>
<th>Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 terms</td>
<td>92.8</td>
</tr>
<tr>
<td>Last 5 terms</td>
<td>92.8</td>
</tr>
<tr>
<td>Last term</td>
<td>92.2</td>
</tr>
</tbody>
</table>

Honorable Mention in: 1941, 1944

Field of Graduate Study: Classical Philology and Ancient History

Institution: Harvard University, to which he has been admitted.

Career: Petersen's interview indicated expectation of a professorial career, with emphasis upon research rather than undergraduate classroom teaching.

Activities: Corporation Scholarships whenever eligible 1945 Record
            Scholastic Improvement Committee
Regular Meeting

May 23, 1946

Archibald MacIntosh presided.

Minutes of last meeting read and approved.

Mr. Pfund reported for the Curriculum and Honors Committee a proposal, approved by the Committee after following the procedure established at January 21st meeting (See Annex A of that date) recommending certain new courses, as follows:

- Astronomy 6, Photometry - to be given by Mr. Green
- Government 7a, American Polit. Parties - to be given by instructor
- Government 15a, Contemp. Gov'tal. & Soc. Systems - to be designated
- Psychology 14, Experimental Psych. - to be given by Psych. 5, Psychology of Personality - Mr. Pepinsky

These courses were voted approved by the Faculty. It was also voted that Psychology 1, be considered as a Laboratory Science course. (But it was pointed out that under the Post-War curriculum - adopted later in this meeting, see below- this provision will be taken care of under the new listing of courses.) (See Annex W herewith)

Mr. Comfort reported for the Committee on Fellowships and Prizes that no entries have been received this year for any of the essay prizes or the reading prizes, the first time that such a dearth of competition for these prizes has been met with.

Mr. Steere announced for the Graduate Students Committee that six Wistar Brown Fellows have been appointed for next year, and that two other graduate students will be in attendance, one of them being Richard Hamilton who will graduate with the senior class this June.

The report of the Post-War Planning Committee, brought in by Mr. Oakley, Chairman, was voted adopted (see Annex A, revised copy, herewith) with the following provisions:

1. that the changes called for in this report be put into effect next fall semester for students not previously enrolled in the College. This applies to the limited elective system outlined in the report, since the general courses therein designated will probably not yet be available. (See paragraph 2, page 1 of Annex A)

Mr. Sutton reported actions of the Board of Managers including the following items:

1. The Housing Report (see Faculty Minutes 3/21/46, #4, later provision see Annex c) was adopted for one year, with reservations concerning the provisions applying to retiring members of the Faculty.
2. Terms of Faculty appointments are returned to pre-war figures as applied to the various levels of appointments. (See Faculty Minutes 5/23/43 for war-time provision.)
3. The question of admitting veterans' wives to classes was referred to the usual admissions policies of the College for decision.
4. Consideration was given to the problem of providing for small apartments on the campus for faculty members, but no final decision given.
It was announced that the following Divisional representatives to the Academic Council were elected:

Natural Sciences:  C. B. Allendoerfer
Humanities:       H. Comfort
Social Sciences:  F. D. Watson

Approval was voted of the plan of Eugene Pat Maley, as announced by Mr. Kelly, to spend his Junior year in study abroad, at Zurich, subject to approval of President and Dean.

The Faculty voted to recommend to the Board of Managers the granting of appropriate degrees at this Commencement to all those who satisfy the requirements by Commencement time.

Election of Faculty Representatives to the Board of Managers, which usually takes place at the May meeting of the Faculty, is postponed to the time of the Special meeting to be held next week.

Adjournment at 12:05 P. M.

Respectfully submitted

John W. Flight, Secretary
The following material is to replace the sections marked "General," "Required Courses," and "Limited Electives," under CURRICULUM, pp. 25-26 1945-46 Catalog.

(By Faculty action, 5/23/46, the new plan is to go into effect September, 1946 for students not previously enrolled at Haverford College on the old plan.)

General

To achieve its aims, Haverford has designed its curriculum around a system of Required Courses, Limited Electives, Major Concentration, and Free Electives. In this system the central elements are the Limited Electives and Major Concentration, the primary object of the former being breadth, of the latter, depth.

The Limited Electives plan requires each student to take in addition to a year or more of Foreign Language at least four semester-courses in each of three areas: the Humanities, the Natural Sciences and the Social Sciences. Recommended to the special attention of the students are the general courses Humanities 1, Biological Science 1, Physical Science 1, Earth Science 1, and Social Science 1. The integrated material in these courses presents the ideas and methods of extensive areas of liberal education. For this reason the general courses should usually be among those taken in fulfillment of the Limited Electives requirement.

The Major Concentration plan requires each student to take a considerable amount of advanced work in one field of knowledge. This field may lie in a single department or in two departments. Major concentration offers the student a thorough and systematic training in testing, co-ordinating, and correlating information in a limited area. In many cases this training constitutes an adequate preliminary preparation for a profession.

Every regular student shall normally carry a program of five courses per semester for four years. To graduate, a student must have completed successfully the work of forty semester-courses, as well as eight terms of Physical Education. (The work in the Department of Physical Education is divided naturally into Fall, Winter, and Spring terms.) The courses may be classified as follows:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limited Electives</td>
<td>14</td>
</tr>
<tr>
<td>Major Concentration (average)</td>
<td>12</td>
</tr>
<tr>
<td>Free Electives (average)</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>50</td>
</tr>
</tbody>
</table>

Required Courses

Two semester-courses in English are required of all Freshmen. Three terms (Fall, Winter, and Spring) of Physical Education are required of all Freshmen and Sophomores, and two terms of all Juniors.

Limited Electives

To secure breadth of distribution, every student is required to pass a number of courses, as indicated, in each of the following four groups:
1. Foreign Languages: One full-year course in a language beyond the elementary grade. For the purpose of this requirement, all foreign language courses with catalog number 1, with the exception of Greek 1, are considered as of elementary grade. (N.B. A single full-year language course, if included among those listed under the Humanities requirements below, will satisfy the requirements in both Foreign Languages and Humanities.)

2. Humanities: The requirement may be met by passing courses in either of the following combinations:

a) Humanities 1 and two semesters from the list below, or

- Biblical Literature 1a, 2b, 4b, 6b, 8b
- English 1b, 12a, 14a, 14b, 21b, 22b, 26b, 30b, 32b
- French 16b, 17a, 18b, 19a, 19b
- German 5a, 6b, 11a, 12b
- Greek 1, 2, 27a
- History of Art (at Bryn Mawr College, with the consent of the Dean of Haverford College)
- Latin 5a, 6b, 7, 36b
- Philosophy 3a, 5, 7a, 9a, 10b, 11b, 15a
- Music 1, 2
- Spanish 5a, 6b, 7a, 8b

b) Two semesters from the following courses with a pronounced philosophical content: Biblical Literature 4b, 6b; Philosophy 3a, 5, 7a, 9a, 10b; and two semesters chosen from the list above in departments other than Biblical Literature and Philosophy.

Any student who does not take Humanities 1 may be required by his Major Supervisor or by his instructor in a course in the Humanities to do certain reading in the area covered by Humanities 1.

3. Natural Sciences: The requirement may be met by passing two semester courses in each of two of the following groups:

a) Biological Science 1
   - Biology 1
   - Biology 2a, 2b
   - Psychology 1

b) Physical Science 1
   - Chemistry 1a, 2a or b, 3b
   - Physics 2

c) Earth Science 1
   - Astronomy 1a, 2b
   - Mathematics 1

4. Social Sciences: The requirement may be met by passing courses in either of the following combinations:

a) Social Science 1 and two semesters from the list below, or

b) Four semesters from the list below, selected from at least two departments.

- Economics 1
- Government 1a, 2b, 3a, 9a
- History 1, 2, 3, 5, 6, 12a, 14b
- Sociology 2b, 4b

Any student who does not take Social Science 1 may be required by his Major Supervisor or by his instructor in a course in the Social Sciences to do certain reading in the area covered by Social Science 1.
Note to the Faculty—The Post-War Planning Committee has adopted some of the suggestions of the Faculty and, proposes to present this revised draft to the Faculty at the next meeting for their adoption.

(The following material is to replace the sections marked "General," "Required Courses," and "Limited Electives," under CURRICULUM, pp. 25-26 1945-46 Catalog.)

General

To achieve its aims, Haverford has designed its curriculum around a system of Required Courses, Limited Electives, Major Concentration, and Free Electives. In this system the central elements are the Limited Electives and Major Concentration, the primary object of the former being breadth, of the latter, depth.

The Limited Electives plan requires each student to take at least four semester-courses in each of three areas: the Humanities, the Natural Sciences, and the Social Sciences. Recommended to the special attention of the student are the general courses Humanities 1, Biological Science 1, Physical Science 1, and Social Science 1. The integrated material in these courses presents the ideas and methods of extensive areas of liberal education. For this reason the general courses should usually be among those taken in fulfillment of the Limited Electives requirement.

The Major Concentration plan requires each student to put his intellect and the techniques acquired by him in earlier work against some of the more difficult problems in at least one field of knowledge. This field may lie in a single department or in two departments. Major concentration offers the student a thorough and systematic training in testing, co-ordinating, and correlating information in a limited area. In many cases this training constitutes an adequate preliminary preparation for a profession.

Every regular student shall normally carry a program of five courses per semester for four years. To graduate, a student must have completed successfully the work of forty semester-courses, as well as eight terms of Physical Education. (The work in the Department of Physical Education is divided naturally into Fall, Winter, and Spring terms.) The courses may be classified as follows:

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<tbody>
<tr>
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<td>2</td>
</tr>
<tr>
<td>Limited Electives</td>
<td>.14</td>
</tr>
<tr>
<td>Major Concentration (average)</td>
<td>.12</td>
</tr>
<tr>
<td>Free Electives (average)</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>.40</td>
</tr>
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</table>

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Limited Electives

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1. Foreign Languages: One full-year course in a language beyond the elementary grade. For the purpose of this requirement, all foreign language courses with catalog number 1, with the exception of Greek 1, are considered as of elementary grade. (N.B. A single full-year language course, if included among those listed under the Humanities requirements below will satisfy the requirements in both group 1 and group 2.)

2. Humanities: The requirement may be met by passing courses in either of the following combinations:

a) Humanities 1 and two semesters from the list below, or

b) Two semesters from the following courses with a pronounced philosophical content: Biblical Literature 4b, 6b; Philosophy 3a, 5, 7a, 9a, 10b; and two semesters chosen from the list below in departments other than Biblical Literature and Philosophy.

Biblical Literature 1a, 2b, 4b, 6b, 8b.
English 11b, 12a, 14a, 14b, 21b, 22b, 26b, 30b, 32b.
French 16b, 17a, 18b, 19a, 19b.
German 5a, 6b, 11a, 12b
Greek 1, 2, 27a
History of Art (at Bryn Mawr College, with the consent of the Dean of Haverford College)
Latin 5a, 6b, 7, 36b
Philosophy 3a, 5, 7a, 9a, 10b, 11b, 15a
Music 1, 2
Spanish 5a, 6b, 7a, 8b

Any student who does not take Humanities 1 may be required by his Major Supervisor or by his instructor in a course in the Humanities to do certain reading in the area covered by Humanities 1.

3. Natural Sciences: The requirement may be met by passing two semester courses in each of two of the following groups:

a) Biological Science 1
   Biology 1
   Biology 2a, 2b
   Psychology 1

b) Physical Science 1
   Chemistry 1a, 2a or b, 3b
   Physics 2

c) Astronomy 1a, 2b
   Mathematics 1
   Earth Science 1

4. Social Sciences: The requirement may be met by passing courses in either of the following combinations:

a) Social Science 1 and two semesters from the list below, or

b) Four semesters from the list below, selected from at least two departments.

Economics 1, 2, 9, 10
Government 2b, 3a. (Also Principles of Government, and International Relations, when those courses are again offered)
History 1, 2, 3, 5, 6, 12a, 14b
Sociology 2b, 4b

Any student who does not take Social Science 1 may be required by his Major Supervisor or by his instructor in a course in the Social Sciences to do certain reading in the area covered by Social Science 1.
COMMITTEE ON CURRICULUM AND HONORS

Proposed new courses recommended by the Committee to the Faculty for favorable action:

ASTRONOMY 6: Photometry. A year course to be a substitute and extension of the present course listed as Astronomy 6b. The catalog description will read as follows: Systematic observations of variable stars with particular emphasis on eclipsing binaries. Reduction of the observations and the determination of the elements of the orbit and the physical parameters of the eclipsing stars in the case of binaries. Each student will in general work on a previously uninvestigated binary. Prerequisites: Ast. 1a and Math. 1. Fee $7.50 per semester. To be offered on request.

GOVERNMENT 7a: American Political Parties. A study of political parties and pressure groups in the United States, including such topics as party organizations and platforms, conduct of elections, lobbies, political machines, and legal controls over parties. Semester course. Prerequisite: Govt. 3a or 4b or Hist. 2 or 3. Instructor to be appointed.

GOVERNMENT 15a: Contemporary Governmental and Social Systems. A study of the democratic and totalitarian systems, with particular reference to Nazi Germany, Soviet Russia, Great Britain and the United States. Semester course. Prerequisite: Junior standing. Instructor to be appointed.

PSYCHOLOGY 4 (a or b): Experimental Psychology. A laboratory course designed to familiarize students with the methods and techniques of psychological research, and to enable qualified students to undertake investigations in which they are particularly interested. Laboratory fee $7.50 per semester.

PSYCHOLOGY 5 (a or b): Psychology of Personality. A study of the problems of development and organization of personality. An analysis and discussion of the problems and techniques of personality adjustment in the home and in the educational, occupational, social, civil, political and recreational phases of human life. Laboratory fee $5.00 per semester.
The Committee also agreed to recommend to the Faculty that, beginning with the academic year 1946-47, PSYCHOLOGY be considered laboratory science course.

All of the above recommendations have been sanctioned by Acting President MacIntosh in accordance with the Faculty ruling of January 24, 1946.

For the Committee

Harry H. Ayund.

Chm.
The special committee appointed by the President of Haverford College to work out a policy for the rental of faculty residences on the campus makes the following recommendations:

I. Procedure to be followed in assigning available houses or apartments:

1. College-owned houses and apartments, when available for rental, shall be offered to faculty members and administrative officers. Prospective vacancies shall be announced on the earliest possible date by the College Administration, and a time limit fixed for the consideration of applications. Applications shall be made to the Comptroller.

2. Assignment of living quarters by the Comptroller to applicants shall be made on the basis of seniority of service to Haverford College regardless of academic rank or other position. For this purpose the President of the College shall prepare a seniority list of faculty and administrative officers which shall be kept by the Comptroller but accessible to the faculty and the Administration.

3. In exceptional cases, the President of the College, after consultation with the faculty representatives on the Board of Managers, shall be empowered to alter this procedure.

4. This procedure shall not void any commitments already made to any person connected with the College. Commitments now on record shall be reaffirmed at the earliest possible date.

5. All changes of residence in College-owned houses shall be made in accordance with these recommendations.

II. Occupation of campus property by retired faculty members and Administrative Officers:

Two recommendations are here given; the adoption of either completely nullifies the other. These recommendations are given in order of preference of this committee.

A.1. There shall be no restriction placed on the occupancy of College-owned property by faculty members and Administrative Officers, active or retired, but, in the case of the death of a faculty member, his family must vacate the property in not more than twelve months from the date of the death.

2. In order to provide living accommodations for faculty members and Administrative Officers, active and retired, more houses and apartments should be provided on the campus. The committee recommends that the Board of Managers study this matter at the earliest possible date and either actively encourage present faculty members to build their own homes on College property or to use College funds and start a campus housing project. A committee of the Board of Managers, together with interested faculty members should specify available sites for new homes.

B.1. All members of the faculty and Administration who retire after January 1, 1950, shall terminate their occupancy of College-owned property on the campus not later than August 31 of the year of retirement.

(over)
2. All members of the faculty who are scheduled for retirement after January 1, 1950 and who occupy their own houses on the campus shall offer their houses to the College for purchase, and vacate, if requested to do so by the College not later than August 31 of the year of retirement.

3. In exceptional cases, the President of the College, after consultation with the faculty representatives on the Board of Managers, shall be empowered to alter paragraphs II, B(1) and (2).

III. Rental values of College-owned houses on the campus:

1. The normal rental values of the College-owned houses and apartments shall be in accordance with the appraisal made by the consultant who was engaged for this purpose in 1945. These rental values are shown on page 5 under the heading "Rental values on the open market." The committee recommends that new appraisals be made at least every ten years.

2. Faculty members occupying College-owned property on the campus shall be charged 75% of the open-market value. These rates are also shown on page 5. Any non-faculty occupant of one of these houses or apartments shall be charged the open-market rental.

3. The rental rates for the houses include a garage. The rates for apartments do not include a garage. For houses that do not now have a garage the College shall provide garage accommodations without increasing the rent. The income, if any, derived from subletting garage space by a tenant shall revert to the College.

4. One month's rent per year shall be allowed each tenant for redecoration. This sum may be anticipated by not more than two years by a new occupant or allowed to accumulate to the tenant's credit up to a five-year limit in the case of an old tenant. Any part of this fund not spent in any five-year period shall revert to the College. The College may insist, at its discretion, on interior redecoration.

Any expense, over the two-month's allotment, entailed in putting living quarters in shape for a new occupant shall be taken from surplus income. The Property Committee of the Board of Managers should approve the amount to be charged against surplus income.

Major alterations for either a new or an old tenant to any living quarters; the installation of modern plumbing; the installation of fuel or burning equipment; etc., shall be decided on the individual merits of each case and an agreement reached between the tenant and the Property Committee of the Board of Managers on one of the following bases:

(a) The tenant shall bear all the expenses with no change in rent.

(b) The tenant and the College shall share the expense on some equitable basis without any change in rent.

(c) The College shall advance the tenant sufficient funds to bear the entire expense which the tenant shall repay to the College in monthly installments over a period of years. The loan should be made without interest. Rental charges shall not be changed.
All improvements made by a tenant on any one of the above bases shall become the property of the College at the termination of the lease (or as soon as made).

A simple breakdown of the operating charges for any individual property would be as follows:

### Apartments

**Direct charge to tenant:** Rent; gas; electricity; garage; all repairs created by tenant's negligence.

**Indirect charge to tenant:** redecoration allowance.

**College charges:** heating plant; plumbing; plaster; electric wiring; water; hot water; heat; stove; lawns; roads and driveways; outside painting; janitor service; snow removal; shrubbery; installation, removal and upkeep of screens and sashes; all repairs not resulting from tenant's negligence.

### Houses

**Direct charge to tenant:** rent; all gas, electricity and water; minor repairs; major repairs resulting from tenant's negligence.

**Indirect charge to tenant:** redecoration allowance.

**College charges:** heating plant; plumbing; plaster; electric wiring; roads and driveways; outside painting; walks; stove.

### Lawns:

Tenants of individual houses shall care for lawns and shrubbery in addition to any gardens they may choose to till.

### Screens, Storm Doors and Storm Sashes:

The equipment available for the different houses on the campus will be that existing at the date when this report is approved and put into operation by the Managers. It will be the responsibility of the occupants of the houses to see that this equipment is removed and properly stored when not in use. When a replacement of this equipment is needed the routine outlined above for major repairs will be observed.

### Labor for Minor Repairs:

The house tenants may ask the department of Maintenance and Operation for minor repairs with the understanding that they will be billed according to the usual procedure. The department of Maintenance and Operation will take care of these repair and maintenance jobs only if it has the available manpower. Tenants must look elsewhere for a source of labor if the College cannot do the work.

### Insurance:

The College carries fire insurance to cover its own property. It is the responsibility of the tenant to arrange for the protection of his personal belongings against loss from fire or theft.

5. A sinking fund of one and one-half percent of the book value of the real estate listed on page 5 of this document ($281,331.70), shall be set aside each year for amortization.

(over)
6. The sum of $8,000 shall be set aside each year for the operation of this property.

7. The return on the book value of this property shall be set at four percent per year and any return in excess of this amount shall be set aside for extraordinary and unforeseen repairs.

The following table shows clearly the financial picture for this real estate:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rentals for faculty as proposed</td>
<td>$21,265.00</td>
</tr>
<tr>
<td>Language, Gov't, and Science Houses</td>
<td>4,400.00</td>
</tr>
<tr>
<td>Gross income from this property</td>
<td>$25,665.00</td>
</tr>
<tr>
<td>Internal redecoration</td>
<td>$1,823.75</td>
</tr>
<tr>
<td>Operational expense</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Sinking fund, 1-1/2%</td>
<td>4,219.97</td>
</tr>
</tbody>
</table>

Total cost of operation: $14,043.32
Net return on book value (4.1379%) $11,641.28

IV. Subletting procedure:

1. Subject to the approval of the College authorities (Comptroller), any faculty tenant of College-owned property shall have the privilege of subletting the space covered by his lease in the summer, and also while on sabbatical leave. Similar approval shall be required for any other subletting arrangements.

2. No member of the faculty shall sublet any room or rooms in College-owned property to a student of the College, for either money or services, without permission from the College authorities.

V. Implementation of the foregoing proposals:

The committee finally recommends that the foregoing proposals be put into effect as soon as legally possible and that all leases be rewritten to conform thereto.

Respectfully submitted,

Aldo Caselli
Thomas E. Drake
John A. Kelly
Clayton W. Holmes, Chairman.
Special Meeting
May 30, 1946

Archibald MacIntosh presided.

Minutes of last meeting read and approved with revisions.

The Faculty voted approval of the award of honors as follows:

Minute 1

Roberto Pablo Payro - High Honors in English
Hans Eberhard Petersen - High Honors in Greek, subject to the decision of the oral examiners, since oral examination has not yet been held.

The Faculty approved the suggestion of Mr. MacIntosh that

Minute 2

the three newly-elected representatives to the Academic Council be considered a Nominating Committee to confer with the President in naming members of Faculty Standing Committees for 1946-47. These nominations are to be made in the Fall, in accordance with the recommendation made by last year's Post-War Planning Committee.

Mr. Wylie reported that the special committee to secure books and money for the Library of the University of Caen has succeeded in collecting $4,000 and many books, but would like to have additional contributions before closing the matter. $62.00 final total.

Minute 4

Mr. Sutton announced that the "Tribute Fund" has a very small balance on hand, and asked renewal of $1.00 (or larger) contributions from Faculty members. It was further voted that a special collection be made at this time in order to send a tribute to Thomas O. Jones who is very ill in Mercy Hospital, Oshkosh, Wisconsin. Individual members were urged to send letters to Mr. Jones.

Minute 5

Mr. Lockwood suggested that a modest steamer gift be sent to Roberto Payro who is leaving for Argentina this week; contributions for this purpose may be made to Mr. Lockwood at this time.

Minute 6

Election of a Representative and two Alternates to the Board of Managers resulted as follows:

Representative for two year term: Howard M. Teaf, Jr.
First Alternate - one-year term: Cletus C. Oakley
Second Alternate - one-year term: Ralph M. Sargent

Adjournment 11:50 A.M.

Respectfully submitted

John W. Flight, Secretary