STATE BOARD OF HIGHER EDUCATION
Minutes of Meeting May 27, 29, 30 and June 6, 1931

Pursuant to adjournment of the meeting of the Board on May 14, the Oregon State Board of Higher Education met at the University Club, Portland, Oregon at 10:00 A. M., May 27, 1931. The following members were present:

Mr. C. L. Starr
Mr. C. C. Colt
Mr. E. C. Sammons
Mr. F. E. Callister

Mrs. Cornelia Marvin Pierce
Mr. Albert Burch
Mr. R. F. Irvine

Mr. Pease and Mr. Oliver were not present, Mr. Pease due to the illness of his wife, and Mr. Oliver on account of seasonable ranch operations.

The Board approved the minutes of Board Meeting #17 held on May 15 and 14, 1931, and the minutes of Executive Committee Meeting #151, held on May 25, 1931.

The Board approved the favorable report of the Building Committee on matters referred to them as follows:

(1) Replacing entrance ways to Villard Hall at the University with more permanent materials at an estimated cost of $2,500, in accordance with the recommendation submitted by President Hall under date of May 19, and

(2) Purchase of a new hopper for the heating plant of Oregon Normal School as recommended by President Landers under date of May 22.

Pursuant to the direction of the Board at its last meeting that:

"The President of the University and the President of the College prepare a joint report on the survey recommendations and on the policy of financial retrenchment set forth in the Board's resolution previously mentioned, said report to be based on the resolutions presented by the University and by the College, for presentation to the Board at a meeting set for 10:00 A. M. Wednesday, May 27, 1931, at the University Club, Portland, Oregon."

Presidents Hall and Kerr submitted to the Board mimeographed copies of a "Joint Statement to the State Board of Higher Education".

The Board accepted the report and placed it on file for further study.

The Board directed that the Secretary read the statement to the board, with the exception of pages 7 to 9, inclusive, and pages 15 and 16. This
Joint Statement is not included in the minutes because of its bulk, but has been placed on file in the offices of the Board.

Following the reading by the Secretary and examination by the Board of the statement, the Board proceeded immediately to a discussion of the report item by item, as follows:

Item 1 - DORMITORIES

The Board directed the President to appoint a committee of the Board to consider living conditions at the several institutions and report back to the Board. The President appointed Mrs. Pierce, Mr. Callister and Mr. Burch.

Item 2 - STUDENT FEES

The Board adopted the recommendations contained in the Joint Statement under Item 2, STUDENT FEES, providing for a uniform schedule of student fees applying to students registering at the University of Oregon and the Oregon State Agricultural College as follows:

1. A registration fee of $10.00 a term to be paid by all undergraduates registering at either institution.

2. A non-resident tuition fee of $50.00 a term to be paid by all undergraduate students classified as non-residents of Oregon except minor children of enlisted or commissioned personnel in the regular army or navy.

3. An Associated Students' fee of $5.00 a term at the College and $5.25 a term at the University.

4. A building fee of $5.00 per term.

5. A health service fee of $3.00 a term.

6. A graduation fee of $10.00, $2.00 of which is to be credited to the Alumni Association.

7. All students registering in the School of Business Administration at the University or the School of Commerce at the College, shall pay a school registration fee of $5.00 per term.

8. All students registering in the School of Education at the University or in the School of Vocational Education at the College shall pay a registration fee of $5.00 per term.
9. Graduate students shall pay $20.00 a term, this to include the registration fee of $10.00, the health service fee of $3.00, the gymnasium fee later to be determined, the balance to be allotted to such institutional funds as may be desired by the respective institutions.

10. Any person who may be admitted to either institution as an auditor shall pay a fee of $1.00 per credit. The privileges of such a student shall be limited to attendance in class or classes for which registered.

11. Any student, whether graduate or undergraduate, who registers for but one course may be given the privilege of class attendance in this course upon payment of the registration fee of $10.00. Such student is not entitled to any other institutional privileges.

12. Any student not registering on the regular scheduled registration days of any term, shall pay a late registration fee of $2.00 a day to a maximum of $5.00; that is, a student registering one day late would pay a fine of $2.00; two days late, a fine of $4.00, and three days late a fine of $5.00, the latter amount being the maximum charge.

13. Any student making any change in his schedule after such schedule has been duly approved and accepted by the registrar's office, shall pay $1.00 for each change made. It is understood, however, that exceptions to this requirement may be made on the basis of the merit of the individual case.

14. If a student fails to pay his assessed fees during the period scheduled for the payment of regular fees, his registration shall be cancelled. He may be reinstated only after such fees have been paid and also a reinstatement fee of $2.00 plus 25 cents for each day his fees have remained unpaid.

15. Any student who has been registered at either institution, requesting a transcript of his record, is entitled to one such transcript free of charge. Additional requests must be accompanied by a fee of $1.00.

16. Students registering for the six weeks summer session at either institution shall pay registration fees as follows: Residents of Oregon, $20 per session; non-residents of Oregon, $25 per session.
17. Your representatives find that a slightly different policy is followed at each institution with reference to military fees and deposits. We believe, however, that the situations are hardly comparable, and that since military work is largely under the direction of the Federal Government, a uniform policy is not necessary.

18. Since it is agreed that class, laboratory, and shop fees should be adjusted on a basis of actual cost of materials furnished students in their respective courses, including mimeographed or printed notes, syllabi, supplies, chemicals, electric power, gas, labor and store-room expenses in handling supplies, etc., and since these expenses will of necessity vary not only between institution and institution, but between departments in the same institution.

It is agreed that adjustment of laboratory and shop fees be left to each institution, and that no attempt be made to establish a uniform schedule.

Item 3.—PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS

1. CATALOGUES

The Board directed that all catalogues and catalogue bulletins descriptive of the work of the various institutions under the control of the Board be edited and published by the Board through its office.

2. OTHER PUBLICATIONS

The Board adopted the recommendations contained in the Joint Statement under Item 5, PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS, Section 2, OTHER PUBLICATIONS, as follows:

"It is agreed institutional bulletins and leaflets designed for 'student recruiting' shall not be issued. Publications providing information for prospective college students and their parents with respect to entrance requirements, fees, board and room, dormitory facilities, student expenses, etc., are regarded as an economical and desirable means of answering essential inquiries about the institutions. Brief booklets giving a bird's-eye view of the curricula and activities of the respective institutions as a whole are also recognized as desirable
for circulation in lieu of the Catalogue. Also there is need for such booklets as conform strictly to the principle set forth in the Oregon law creating the State Board of Higher Education, which provides, in Section 13, that publications issued for the higher educational institutions are to 'be conducted in such a way as to present to the citizens of the state and prospective students a fair and impartial view of the higher educational facilities provided by the state, and the prospects for useful employment in the various fields for which those facilities afford preparation.' Concerning booklets of this type, however, it is recommended that provision be made by the State Board of Higher Education for issuing uniform, high-grade booklets that shall represent the vocational objectives of the respective institutions as opportunity offers, and that inter-institutional subjects such as education, be developed for all institutions in a single publication. The object sought should be to help prospective students to choose the curricula and the institution best fitted to their purpose. All publications of this type are subject to review and approval by the State Board of Higher Education before being authorized for publication."

3. HIGH SCHOOL CONTACTS

The Board adopted the recommendations contained in the Joint Statement under item 3, PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS, Section 3, HIGH SCHOOL CONTACTS, with the exception of the last paragraph, as follows:

"Since the educational institutions of the state exist largely for the benefit of the youth of Oregon, and since these young people are prepared for the University and the College by the high schools of the state, it is but natural that the relationships between the high schools and the institutions of higher learning should be maintained on a high plane of mutual cooperation. This means that certain contacts are inevitable. Such contacts however should be on a uniform basis for all institutions, and in harmony with the wishes of the preparatory schools.

"It is therefore agreed that beginning with the school year 1931-32, all high school contacts be in conformity with a plan to be worked out by representatives of the educational institutions and the State Superintendent of Public Instruction, with the approval of the State Board of Higher Education. It is further agreed that during the summer of
1931, and until such time as a definite plan is developed, both the University and the College will refrain from putting any of their representatives in the field for the purpose of establishing contacts with prospective students, and refrain also from extending any subsidy to students or alumni for recruiting purposes."

4. ADMISSION OF OUT-OF-STATE STUDENTS

The Board adopted the recommendations contained in the Joint Statement under Item 5, PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS, Section 4, ADMISSION OF OUT-OF-STATE STUDENTS, as follows:

"The Survey recommendations on selection of out-of-state students are accepted, but we prefer this method to be a temporary measure pending the development of a more objective plan with the thought that a scheme can be devised which will make more uniform decisions possible. It is our belief that the Commission's plan should be accepted for the academic year 1931-32 and that during that time a committee of three, one from Oregon State College, one from the normal schools, and one from the University, should work out a more objective scheme for admission of out-of-state students and should consider the possibility of selecting a battery of tests to be used with Oregon as well as out-of-state students in order that a better guidance program can be developed."

5. UNIFORM MARKING SYSTEM

The Board adopted the recommendations contained in the Joint Statement under Item 5, PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS, Section 5, UNIFORM MARKING SYSTEM, as follows:

"The system of marking recommended by the Survey includes four passing grades, A, B, C, D, Failure, and Incomplete. No 'condition' mark is included. The distribution recommended is as follows: A, 7%; B, 24%; C, 38%; D, 24%; F, 7%.

"This system is approximately the one used at the present time by Oregon State with the exception of a slight variation in the distribution of percentages over the various intervals. The University uses a grading scale including five passing grades; a 'failure,' a 'condition,' and an 'incomplete.' The University is willing to accept the recommendation of the Commission and change their grading system to agree with that recommended in the Survey."
6. WITHDRAWAL OF STUDENTS FROM CLASSES

The Board adopted the recommendations contained in the Joint Statement under Item 3, PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS, Section 6, WITHDRAWAL OF STUDENTS FROM CLASSES, as follows:

"There is very little difference in the method used by the State College and the University in handling withdrawals of students from courses. It is agreed, however, that slight modifications be made in the two systems in order that they shall be approximately the same."

7. ADVERTISING

The Board adopted the recommendation contained in the Joint Statement under Item 3, PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS, Section 7, having to do with ADVERTISING, as follows:

"It is agreed that advertising be discontinued except to the extent that there may be special advertisements in educational and similar publications regarding summer sessions and extension classes."

8. SCHOLARSHIPS

The Board adopted the recommendation contained in the Joint Statement under Item 3, PUBLICATIONS, ADMISSIONS, RELATED SUBJECTS, Section 8, having to do with SCHOLARSHIPS, as follows:

"It is agreed that free scholarships of any kind, whether such scholarships be in the form of monies or exemption from or remission of tuition or other fees, shall not be offered from institutional funds except on a basis applicable alike at all the state institutions of higher learning."

Item 4. INTERCOLLEGIATE ATHLETICS

The Board deferred action on the recommendations contained in the Joint Statement under Item 4, INTERCOLLEGIATE ATHLETICS.

Item 5. STUDENT LABOR

The Board adopted the recommendations contained in the Joint Statement under Item 5, STUDENT LABOR, setting forth the following wage scale for the two institutions:
CLASS I - INSTRUCTIONAL ASSISTANCE -
Assistance in laboratories, shops, correcting papers, etc. ......................... Rate per hour 30¢ to 50¢

CLASS II - CLERICAL ASSISTANCE -
Stenographic, typewriter, accounting, cashing, mimeographing, mailing, etc. .......... 30¢ to 40¢

CLASS III - GENERAL LABOR -
Dormitories, farm, orchard, campus, janitorial and such departments .................... 30¢ to 40¢

The minimum and maximum limits specified above are offered in order that the respective departments concerned may have some leeway in giving recognition for faithful and efficient service. The maximum wage should be given only to those who, through term of service, efficiency and faithfulness, have earned the recognition.

OTHER THAN STUDENT LABOR

CLASS IV -
Janitors ........................................ Rate per hour 40¢
Campus and Farm Labor ................................. 30¢ to 50¢
Millworkers, painters, carpenters, bricklayers, plumbing and steamfitters, linotypers, pressmen, compositors, binderymen, etc. ............... Receive the Union Wage scale

Item 6. STUDENT SOCIAL EXPENSES

The Board deferred action on the recommendations contained in the Joint Statement under Item 6, STUDENT SOCIAL EXPENSES.

Item 7. PERSONNEL SERVICES

The Board adopted the recommendations contained in the Joint Statement under Item 7, PERSONNEL SERVICES, as follows:

"Representatives of the Personnel departments of the University of Oregon and Oregon State Agricultural College after conference, find no instances or policies in which they are in conflict. They have agreed upon the following points as a basis for carrying on in closer coordination their service and assistance to students."
1. The recommendations of the Survey Commission, pages 357-359 and 529-540, inclusive, of the Survey Report, are accepted as a basis for comparable personnel development in the two institutions.

2. A uniform blank or blanks will be used by the two institutions for the purpose of securing original data necessary to the prosecution of a general personnel and student guidance program. Supplementary blanks will be used where necessary by special schools and departments.

3. In cases where students transfer from one institution to the other, the personnel department of the institution transferring such student will forward a duplicate copy of the student's personnel record to the institution receiving him.

4. The two personnel departments will exchange the different blanks and forms now in use for the purpose of making a close study of possible revision and standardization in so far as they can be made to facilitate the work and lessen the expense without jeopardizing the benefits to students."

The Board recessed for lunch at 12:30 P. M., to meet again at 1:30 P. M.

Item 8. HEALTH SERVICE

The Board adopted the recommendations contained in the Joint Statement under Item 8, HEALTH SERVICE, as follows:

"That health and hospital facilities, including salaries, be maintained entirely from receipts from special Health Service fees collected for this purpose; present Health Service fees to be adjusted as required to balance the budgets."

Item 9. PRINTING DEPARTMENTS

The Board adopted the recommendations contained in the Joint Statement under Item 9, PRINTING DEPARTMENTS, as follows:

"That printing departments be on a self-sustaining basis deriving their revenue from orders for printing and paper supplies from the various schools and departments. There should be no subsidy from State funds, except to furnish housing. The margin of charge above actual cost should be no larger than necessary to provide reasonable sinking fund for equipment replacement and unavoidable improvements."

Item 10. BUDGETING OF SELF-SUSTAINING PROJECTS

The Board adopted the recommendations contained in the Joint Statement under Item 10, BUDGETING OF SELF-SUSTAINING PROJECTS, as follows:
"That the budgeting of self-sustaining projects be entirely separate and apart from general institutional budgets, and that in accounting they be so kept and reported and not merged into regular institutional budgets. Such self-sustaining projects would include dormitories, dining service, intercollegiate athletics, student activities, health service, associated student projects, student loan funds, etc."

Item 11. FELLOWSHIPS

The Board adopted the recommendations contained in the Joint Statement under Item 11, FELLOWSHIPS, as follows:

"That teaching or research fellowships in the several institutions be offered only on a basis of uniformity as to rate of compensation and requirements of service."

The Board directed the Secretary to reply to a letter from the American Building Maintenance Company requesting the privilege of making an estimate of the maintenance of the two major institutions, and to state that the Board will be glad to have such an estimate without expense or obligation on the part of the Board, including the State University, the Oregon State Agricultural College and the Oregon Normal School.

The Board approved President Lenders' oral recommendation that the resignation of Miss Jessica Todd, Dean of Women and head of the dormitories at the Oregon Normal School, be not accepted but that Miss Todd be granted leave of absence for one year without pay.

The Board directed that as a tribute to the years of faithful and efficient service Miss Todd has rendered to the Oregon Normal School and to the young women coming under her guidance and control, the main dormitory at the Oregon Normal School be named Jessica Todd Hall, and that a tablet carrying a suitable inscription be arranged for by the Building Committee and placed at the entrance to the Hall.

The Board approved the oral recommendation of President Inlow for the building of a new tennis court at the Eastern Oregon Normal School, all expense thereof to be provided for from student funds.

The Board directed the presidents to arrange for the preparation and presentation to the Board of estimates with regard to increased utilization of the radio station at Corvallis by the institutions under the control of the Board, submitting figures showing expenses of establishing remote control studios at the various institutions and at Salem, of transporting representatives of the institutions to the studio at Corvallis, and of providing programs by the various institutions.

The Board adjourned at 6:00 P.M., May 27, to meet at 10:00 A.M. the following morning.
The Board convened at 10:00 A. M., May 28, the same members being present as on the previous day.

The Board postponed further consideration of matters contained in the Joint Statement of the Presidents and proceeded to discussion of more important phases of the program of reorganization and financial retrenchment under consideration. For this discussion the Board went into Executive session.

The Board adopted the following resolution and directed that it be released immediately to the representatives of the press:

Whereas by decree of the legislature and by desire of the people, the State Board of Higher Education is to readjust courses and departments as a means of cutting the costs of higher education in Oregon, and

Whereas the primary purpose of this Board is to furnish educational facilities for the youth of the State, and

Whereas the Board recognizes that each institution has rendered and is giving excellent service each in its own field to the people of the State of Oregon, which service must be conserved; therefore be it

RESOLVED that in these adjustments in the University of Oregon and the Oregon State College the transfers of courses and departments shall be on a basis fair alike to the two institutions in their respective fields and that there be no effort to build up one institution by tearing down the other.

The Board decided that pure sciences should not be moved from the University to the College.

The Board recessed at 12:30 P. M. for lunch, to reconvene at 1:30 P. M.

The Board referred the forthcoming estimate of the American Building Maintenance Company of the cost of maintaining the institutions at Eugene, Corvallis, and Monmouth, to the Building Committee with the request that the committee report back to the Board.

The Board directed that the Oregon Normal School at Monmouth discontinue all commercial courses and courses for the training of commercial teachers and Junior High School work, and that the announcement of such courses be not included in the catalogue for the coming year.

The Board directed the Secretary to allocate such equipment for commercial courses and courses for the training of teachers in commercial subjects, as may be available at the Oregon Normal School, to departments under the control of the Board as the needs may determine.
The Board directed that instruction in home economics at the Oregon Normal School be discontinued, that announcement of such course be excluded from the catalogue for the coming year, and that such equipment in this field as may be available be allocated by the Secretary to other departments under the control of the Board as the need may determine.

The Board approved the following items of retrenchment presented by President Landers under date of April 50:

1. Elimination of one member from Department of Art, thus saving $ 2,250.00
2. Elimination of one member from Department of Music for year, saving 2,400.00
3. Elimination of one member from Department of Music for summer, 1951 690.00
4. One member from Home Economics Department 2,700.00
5. One member from Commercial Department 2,640.00
6. One member from Education Department 2,115.00
7. One member from Department of Training Schools 2,070.00
8. One member from Management of Dormitory 1,350.00
9. One member from office of Registrar and Business Office 1,800.00
10. One member from Department of Buildings and Grounds 1,350.00
11. Discontinuation of Valsetz as training center; salary saving 6,301.50

$ 26,286.50

The Board directed the Secretary to record the appointment of a committee consisting of President Starr, Mrs. Pierce and Mr. Burch to consider ways and means of improving the quality of instruction in training for elementary teachers offered by the Board at the Oregon Normal School.

The Board directed that the presidents of the normal schools take immediate steps to determine the reorganizations, improvements or additions necessary to qualify their institutions for membership in the American Association of Teachers Colleges, and to report their findings to the Board at the earliest possible date.

The Board directed the presidents of the three normal schools to work as a committee in developing a uniform course of study for the preparation of teachers in Oregon's elementary public schools, and to report their findings to the Board at the earliest possible date.

The Board directed that the presidents of all the institutions under its control join either personally or through their appointed representatives in an investigation working toward an adjustment in dormitory fees that will bring about reduction and uniformity in such fees, the findings of
this investigation to be reported to the committee of the Board on student living conditions, the membership of which is Mrs. Pierce, Mr. Callister and Mr. Burch.

The Secretary was directed to write to the City Commissioner of La Grande explaining the situation with regard to the improvement assessment against the property of the state at the Eastern Oregon Normal School, and offering a payment during the current calendar year of ten percent of the total amount.

The meeting adjourned at 5:30 P.M., May 28 to meet at 9:30 A.M. the following morning.

The meeting convened at 9:30 A.M., May 29, the same members being present as on the preceding day.

The Board adopted the following resolution of policy with regard to the program of the Board, beginning July 1, 1931, and directed that it be released immediately to the press:

Whereas the Thirty-Fifth Legislative Assembly of the State created a department of the government of the State of Oregon to be known as the Department of Higher Education, said Department of Higher Education to be conducted under the control of a board of nine directors to be known as the State Board of Higher Education, and

Whereas the control of all the institutions or activities of higher education in the state of Oregon, including the University of Oregon, the Oregon State Agricultural College, and the Oregon normal schools, was placed under the control of the Board of Higher Education, and

Whereas the Board was given full authority to reorganize the work of each and all the institutions under its control so as to eliminate unnecessary duplication of equipment, courses, departments, schools, summer schools, extension activities, offices, laboratories and publications, and was directed to establish a standardized system of accounts and records, and

Whereas the Board was directed to secure the assistance of some nationally recognized, impartial authority or authorities in making a complete survey of all branches of higher education and research in Oregon, results of this survey to be embodied in a report to the Board, and

Whereas the Board was directed to proceed, on the basis of this report, to draft a program of higher education development adapted to the needs of the state, taking into consideration its population, resources and taxing ability, and
Whereas the Board has secured the United States Office of Education to make the survey of higher education in Oregon herein-before provided for, and has had the report of this survey since March of this year, and

Whereas the presidents of all the institutions and all other interested individuals or organizations in the State of Oregon have been given ample opportunity to present both oral and written material bearing on the proposed reorganization of the system of higher education in this state, and

Whereas the Board was directed to inaugurate its program beginning July 1, 1951; therefore,

Be It Resolved by the Oregon State Board of Higher Education:

That it shall be the policy of the Oregon State Board of Higher Education to organize a single, unified and coordinated system of higher education under one administrative head, the date of consummation of which shall be determined by all factors involved, and all allocation, modification or initiation of courses in the University of Oregon, the Oregon State College and the Normal Schools shall be determined with this policy as the ultimate objective.

The Board resolved that the School of Journalism at the University be the only degree granting school of Journalism under the control of the Board, and that the Department of Industrial Journalism at the College be confined strictly to lower division work with the exception that students in the various technical schools of the College may be allowed to take this lower division work as it fits better with the curricula in upper division periods instead of lower division periods of their attendance.

The Board resolved that courses in Industrial Arts be given exclusively at the College.

The Board resolved that the only degree granting School of Art under the control of the Board be at the University and that the service courses being given in Art at the College be closely examined with a view to reducing them to the needs of the students at the various schools of the College.

The Board resolved that the only degree granting School of Music under the control of the Board shall be at the University; that the College shall be allowed to provide for Institutional Music and for activities of such a character as training of glee clubs, bands, etc., and that the director of this work and his assistants shall be allowed to give private lessons in Music, without credit toward graduation, and for fees to be paid by the students.

The Board resolved that the training of teachers in both the University
and College be restricted to the fields covered by the subject matter taught at the institutions, that the graduate school of Education be at the University, that there be no graduate work in Education at the College, except in Vocational Education, and that the training of public school administrators including superintendents and principals be done exclusively at the University.

The Board decided to cooperate with the other educational agencies of the State by inviting them to become part of a commission to study the question of certification of teachers for small high schools, by University of Oregon and Oregon State Agricultural College, combinations of subjects and courses of study which they may teach, this commission to consist of one each from the College and the University, one representative from the Board to be chosen by the President, the Superintendent of Public Instruction, and a principal of a high school to be chosen by the Board.

The Board resolved that the only degree granting School of Home Economics be at the College, this School to give not only courses in foods but also in textiles, house furnishing and domestic art, and that courses in Home Economics at the University be exclusively service courses for students in other Schools of the University.

The Board defined a policy that the School of Commerce be not moved from the College to the University, and directed the president to appoint a committee of three to study a possible plan for the removal of the School of Business Administration from the University to the College with instructions to report at the meeting of June 6, the subject to be a special order of business at the convening of that meeting at 9 A. M. The president appointed on this committee Mr. Burch, Mr. Callister and Mr. Sammons.

The Board resolved that no state funds be expended in the support or subsidy of any alumni organization or activity of any of the institutions under the Board's control.

The Board deferred action upon the expansion of the normal school activities to include the work of the freshman and sophomore years.

The Board directed that the presidents of all institutions under its control survey the course offerings for the coming academic year with a view to making all possible consolidation of courses and classes, eliminations of courses and classes not absolutely essential to the work authorized for the respective institutions, and all possible eliminations of similar courses or classes being given by two or more different institutions, each president to complete this work and report his findings to the Board before any catalogue or catalogue bulletins for the coming academic year are issued by the Board.

The Board directed that the presidents of the various institutions by personal conference or through their appointed representatives formulate procedures which will avoid duplicating library facilities with a view to
creating a single library system, the entire resources of which will be made available to all faculty members and students attending the institutions under the control of the Board through a union catalogue and ready transfer of material when necessary, eliminating duplicate orders for expensive sets of volumes, the findings of these conferences to be presented to Mrs. Pierce at the earliest possible date and by her to the Board.

The Board directed the presidents by personal conference or through their appointed representatives to formulate a policy relative to out-of-state travel, said policy to include such matters as frequency per person, absences from classes, kinds of associations, numbers for each meeting from each faculty, etc., and to be prepared to present this policy to the Board at the earliest possible date, extending the statement adopted by the Board on April 3 and incorporating it.

The Board directed that the committee appointed to investigate the feasibility of moving the School of Business Administration from the University to the College investigate and report to the Board on the abolishment of news service at both the College and the University. The committee as appointed consisted of Mr. Burch, Mr. Callister and Mr. Sammons.

The Board approved the appointment of Wayne Morse as dean of the law school at the University of Oregon at an annual salary of $4,250, with the understanding that the faculty of the law school will include one member with an annual salary of not to exceed $4,000, as recommended orally by President Hall to the Board at its meeting on May 29.

President Starr stated that the members of the Executive Committee due to the time element involved had authorized the Oregon State Agricultural College to confer the following honorary degrees at the Commencement in June 1931:

- William Lovell Finley, Doctor of Science
- George B. Harington, Doctor of Engineering
- Adolphe Wolfe, Doctor of Laws
- William Oxley Thompson, Doctor of Laws

The Board approved the action of the Committee.

The Board adjourned at 1:30 P.M., May 29, to continue the meeting in Executive session at 9:00 A.M., Saturday June 6, at the University Club in Portland, Oregon.

The meeting convened at 9:00 A.M., Saturday, June 6, at the University Club in Portland, the same members being present as at the preceding session with the addition of Mr. E. C. Pease. Mr. Oliver was unable to attend.

Pursuant to the special order of business fixed at the session on May 29, the Committee appointed to study a possible plan for the removal of the School of Business Administration from the University to the College reported to the Board. In accordance with this report the Board resolved
that a vertical division between the two institutions be made in the field of Business Administration and Commerce by which the College is assigned all work in secretarial training, instruction in business methods for those who have an idea of going into salesmanship, merchandising, insurance, real estate, bookkeeping and similar vocations and such courses in commerce as are essential to instruction in the other degree granting schools of the College, the remaining work in Business Administration and Commerce to be a part of the School of Business Administration at the University, having in view especially training for executive positions. (See note below)

The Board reconsidered the action taken on May 29 relative to Vocational Education and made certain changes, these changes being incorporated in the action as it appears on page 15 of these minutes.

The Board reconsidered the action taken on May 29 relative to Physical Education as follows:

The Board resolved that the School of Physical Education at the University be the only degree granting school in Physical Education, and the only agency under the control of the Board having authority to train teachers in Physical Education, and that the service courses in Physical Education being given at the College be curtailed in conformity with this policy.

The Board recessed at 12:45 P. M. for lunch to reconvene at 2:00 P. M.

The Board formulated and issued to members of the press the following statement of action taken:

"The Board has defined a policy that there is to be a unified, coordinated system of higher education in Oregon, said system eventually to come under one administrative head. Working toward the consummation of this policy the Board has allocated most, if not all, of the major functions of a state system of higher education to the institutions under its control. Some of these allocations of functions briefly are as follows:

"PURE SCIENCE: to remain at the University.

"BUSINESS ADMINISTRATION AND COMMERCE: a vertical division by which the College is assigned all work in secretarial training, instruction in business methods for those who have an idea of going into salesmanship, merchandising, insurance, real estate, bookkeeping and similar vocations and such courses in commerce as are essential to instruction in the other degree granting schools of the College, the remaining work in Business Administration and Commerce to be a part of the School of Business Administration at the University.

"COMMERCIAL COURSES and courses for the training of teachers in Commerce discontinued at Oregon Normal School.

The reporter's notes on this report are not inserted here because of length, but are on file in the offices of the Board and form a part of this record.
"HOME ECONOMIC Courses and courses for the training of teachers in Home Economics discontinued at the Oregon Normal School.

"JOURNALISM: degree granting school to be at the University.

"INDUSTRIAL ARTS: to be given at the College.

"ART: degree granting school to be at the University.

"MUSIC: Degree granting school at the University.

"HOME ECONOMICS: degree granting school at the College.

"EDUCATION: to remain unchanged subject to report of Committee provided for.

"The Board has also taken the action indicated on the following matters:

"STUDENT FEES: Uniform.

"PUBLICITY, including CATALOGUES: to be issued by and through the office of the Board of Higher Education.

"HIGH SCHOOL CONTACTS: discontinued.

"ADMISSION OF OUT-OF-STATE STUDENTS: uniform in all institutions.

"MARKING SYSTEM: uniform in all institutions.

"PRINTING DEPARTMENTS: purely on a self-sustaining basis.

"The Board at its meeting this morning was faced by the news of the filing of the referendum petition reducing the amount of total state income from taxation available to the Board previously estimated at $6,118,075, by the sum of $681,175 in addition to the $500,000 previously vetoed by Governor Meier. The effect of the filing of the referendum is to withhold the total legislative appropriation of $1,181,175 until November, 1952, at which time the electorate will pass upon the appropriation. Of course, this will be too late for use of any of these funds for more than the last two months of the biennium. The presidents of the various institutions under the control of the Board had reported previously estimated savings of approximately $484,000 and the Board in its first public policy statement in its letter to Governor Meier dated May 14 had assured the Governor and the people of Oregon of substantial additional savings. It will now be necessary for the Board to increase the $484,000 savings already reported by approximately $700,000. This is the major task now facing the Board."

The Board approved the appointments of lecturers, instructors and assist-
ants at the salaries and for the work indicated in the various 1931 summer sessions of the University submitted by President Hall through Executive Secretary Pallett under date of June 5, as being in accordance with the budget previously approved by the Board for these sessions.

The Board approved the request of the University for the granting of the honorary degree of Doctor of Science to Albert Raddin Sweetser at the Commencement exercises on June 15, 1931, as submitted by President Hall through Executive Secretary Pallett under date of June 4, and requested that President Hall draft a statement for adoption by the Board as an expression of appreciation of the years of service rendered by Professor Sweetser in the interests of higher education in this state.

The Board approved the oral request of President Hall that the salary of Professor Ernst Geiphorn be fixed at an annual sum not to exceed $4,000 with the understanding that the total savings necessary at the University during the last eighteen months of this biennium be increased by the amount of increase in Professor Geiphorn's present salary.

The Board approved the following list of sabbatical leaves as presented orally by President Kerr.

**Ava B. Milam,** Dean of School of Home Economics, member of staff 20 years, sabbatical leave from September 1, 1931, to September 1, 1932, for purpose of advanced study and for administrative assistance to four home economics departments in Oriental colleges located in Korea and China.

**Ernest H. Wiegand,** Professor of Horticultural Products, member of staff 12 years, sabbatical leave from July 1, 1931, to July 1, 1932, for purpose of making a survey of frozen fruit industry and canning and food industries west of the Rockies; also to study the frozen fruit industry from the distribution end.

**F. A. Magruder,** Professor of Political Science, member of staff 14 years, sabbatical leave from September 1, 1931, to June 30, 1932, for purpose of visiting Europe and the Orient to study problems of government and international relations; also to spend several months in Washington, D. C. studying our national government.

**Charles A. Mockmore,** Associate Professor of Civil Engineering, member of staff 10 years, sabbatical leave from July 1, 1931, to September 1, 1932, for purpose of taking advanced work at University of Iowa.

**T. J. Starker,** Professor of Forestry, member of staff 8 ½ years, sabbatical leave from September, 1931 to June 30, 1932, for purpose of advanced study and to travel in the United States visiting forest experiment stations, laboratories, arboreta, nurseries, etc.

**Elizabeth Barnes,** Associate Professor of Public Speaking, member of staff 9 years, sabbatical leave September 1, 1931, to September, 1932, for purpose of travel and study.
G. A. Williams, Assistant Professor of Mathematics, member of staff 11 years, sabbatical leave from September 1, 1951, to June 30, 1952, for purpose of advanced study for Ph. D. degree at University of California.

J. C. Othue, Assistant Professor of Mechanics and Materials, member of staff 10 years, sabbatical leave from September 1, 1951 to June 30, 1952, for purpose of advanced study for Master's degree, at one of eastern institutions.

Frank L. Knowlton, Poultry Husbandman, Experiment Station, member of staff 11 years, sabbatical leave September 1, 1951, to June 30, 1952, for purpose of advanced study.

The Board resolved that the policy of sabbatical leaves now obtaining at the College be made uniform at all institutions under the control of the Board.

In response to an oral recommendation by President Kerr for the reimbursement of certain individuals for out of state travel expenditures the Board directed that the Attorney General be asked for an opinion on the question as to whether available non-state funds under the control of the Board may be used to reimburse those who have expended money for out of state travel after authorization by the Board but without authorization by the Governor, the time between the authorization by the Board and the making of the trip being too short for the Governor to have passed upon the matter.

Upon the request of the Finance Committee the following letter was read to the Board:

STATE OF OREGON
Senate Chamber

Colen R. Eberhard
1401 N Street
La Grande, Oregon

Mr. E. E. Lindsay, Secretary,
Oregon State Board of Higher Education,
Salem, Oregon.

June 2, 1951

Dear Doctor Lindsay:

The papers doubtless will carry the news before you read this, that the referendum petitions on the Board of Higher Education appropriation have been completed, and that the bill will be referred; at least I am sure that will be the result over the State, if the result of the campaign to secure signers here is illustrative of the sentiment elsewhere. Approximately or perhaps more than four hundred signers have been certified by the County Clerk of Union County and turned over to Mrs. Walter Pierce's agents for transmission to headquarters at McMinnville.
The object of this letter, however, is to inquire whether, under the 1929 statute, there seems to be authority for the Board to continue the Eastern Oregon Normal School in the event the referendum is completed and the appropriation held up until the general election in 1932. I should like to have a reply or to have you issue statement as soon as possible as to this situation. I today told Mr. J. B. Woodell, one of the circulators (who informed me that Mrs. Pierce was handling the circulation of the petition), that there would be no funds available for the Eastern Oregon Normal School except through this bill, and he insisted that the Board will have plenty of money, exclusive of this source, to operate the school. I should like to be informed, as stated above.

With kind personal regards, I am,

Very truly yours,

CRE:J
Colon R. Eberhard (Signed)

The Board directed the Secretary to request the president of the University and the president of the College to submit to the Finance Committee before the meeting of the Board on June 18 budget material for the eighteen months following July 1, 1931, in accordance with the reallocation of functions between the University and the College as recorded in the minutes of the sessions of this meeting, Board Meeting #18, showing savings in the amounts of state income for the respective institutions as they appear in the budget of the Board presented to the 1931 legislature, as follows:

Savings in the Board's budget for the University:

4/9ths of $1,181,173, and also a budget showing savings of
4/9ths of $1,000,000

Savings in the Board's budget for the College:

5/9ths of $1,181,173, and also a budget showing savings of
5/9ths of $1,000,000

The Board directed the Secretary to request the presidents of the normal schools to submit to the Finance Committee before the meeting of the Board on June 18, budget material for the eighteen months following July 1, 1931, reorganized in the light of the actions relative to normal schools, as recorded in the minutes of the sessions of this meeting, Board Meeting #18, and also in the light of the filing of the referendum petition on the appropriation of $1,181,173.

The Board directed the Finance Committee to receive the budget reports of the various presidents and to formulate therefrom a budget report to the Board at its meeting on June 18.
The Board resolved to establish a single business office as of July 1, 1931, in accordance with the recommendation of the Finance Committee, and referred details connected therewith to the Finance Committee.

President Starr announced the appointment of Herman Oliver as a member of the Finance Committee, the other two members of this committee being Mr. Sammons and Mr. Pease.

The Board adjourned at 6 P.M., June 6, to reconvene at 9 A.M., Thursday, June 18, 1931, at the University Club, Portland, Oregon.

C. L. STARR, President. E. E. LINDSAY, Executive Secretary.