OREGON STATE BOARD OF HIGHER EDUCATION
Minutes of Meeting       June 22 and 23, 1931

Pursuant to adjournment of the meeting of the Board on June 6, the Oregon State Board of Higher Education met at the University Club, Portland, Oregon at 9:30 A. M., June 22, 1931. The following members were present:

Mr. C. L. Starr       Mrs. Cornelia Marvin Pierce
Mr. C. C. Colt        Mr. Albert Burch
Mr. E. C. Sammons     Mr. Herman Oliver
Mr. F. E. Callister   Mr. B. F. Irvine
Mr. Edward C. Fease

The Board directed that representatives of the press be invited to attend the meeting.

The Board deferred reading of the minutes of the last meeting.

The Board directed the President to appoint a committee to make further study of the matter of radio at the state institutions and also to be prepared to meet Mr. La Fount, of the Federal Radio Commission, when he is in Portland July 12, 13 and 14. The President appointed on this committee the presidents of the three institutions affected, or anyone whom they may designate to represent them.

The Board adopted the following resolution of appreciation of Dr. Sweetser's services at the University of Oregon, as submitted by President Hall through Executive Secretary Pallett under date of June 11, 1931.

WHEREAS Doctor Albert Raddin Sweetser has been for twenty-nine years professor of Botany and Plant Biology at the University in continuous and faithful service; and

WHEREAS Doctor Sweetser has in rare degree combined the zeal of a scientist and the inspiration of a teacher, and by his high ideals has exercised a far reaching influence on hundreds of students in building character as well as imparting knowledge; and

WHEREAS through his application of science to sanitation he has helped in the prevention of disease and in the preservation of the public health; and

WHEREAS Doctor Sweetser, after twenty-nine years of continuous and fruitful service, retires from active duty to become Emeritus Professor of Plant Biology; now
BE IT RESOLVED BY the State Board of Higher Education that this body express its appreciation of services so generously given, his conspicuous devotion to the cause of learning and his friendly and inspiring interest in the young people of the University; and

BE IT FURTHER RESOLVED that the Board of Higher Education expresses its desire that Dr. Sweeter as Emeritus professor may retain his connection with the University and enjoy many years of friendly contact with his associates, and of fruitful effort in his chosen field of research and productive scholarship.

The Board directed the Secretary to issue a warrant to the City of La Grande in the sum of $2,127.67, this being one-tenth of the amount of the assessment made by the City of La Grande for street improvements against the property of the State known as the Eastern Oregon Normal School, and to add to this amount the total accrued interest to date at the legal rate on the principal sum of $21,276.77.

The Board received the following resolution from the Oregon State Grange under date of July 18:

Resolution B from special committee on Education.

RESOLVED that the State Grange favors unification of our higher educational institutions, the elimination of duplication of courses of study wherever consistent with efficiency, the practice of strict economy with the conduct of the business affairs of the several institutions, and the abolishment of one student classes. We deplore the unnecessary rivalry that seems to prevail between state institutions. We, therefore, recommend that all state higher educational institutions be placed under one business management with a central business office at Salem, Oregon; that our state college and state University be placed under one president, and that only one president be employed for our state normal schools; that such a policy be adopted and placed in actual operation during this year.

Be it further resolved that a copy of this resolution be forwarded by the State Grange Secretary to the Secretary of State Board of Higher Education prior to July 1, 1931.

Loyal M. Graham (Signed)
Cornelia Marvin Pierce (Signed)
F. M. Gill (Signed)

The Board directed the Secretary to write to the Secretary of the Oregon State Grange acknowledging receipt of the resolution and thanking her for it.
The Board received the following communication from the Salem Quarterly Meeting of Friends:

Scotts Mills,
Oregon,
May 25, 1931.

The State Board of Higher Education,
Salem,
Oregon.

Dear Friends:--

At our recent Quarterly Meeting I was instructed to convey to you the feeling of the meeting in regard to the matter of Compulsory Military Training at the State Institutions of Higher Learning.

The Meeting wished to state its positive objection to the Compulsory factor in this training, as well as to the policy that exempts only those who have definite conscientious objections to the training. While we appreciate this factor, which is allowed at the State College, according to statement on page 55 of the current catalogue, we are asking the compulsory feature be removed from the curriculum of both institutions.

We take this position, that the compulsory training is undesirable, largely on the ground that military practice is considered by us to be inconsistent with the teachings of Christ, and then also that our obligation to the Kellogg pact, as well as the need for a renewal of confidence in international relations, both political and commercial, should require that we take an aggressive stand as a nation in the matter of reduction of armaments. We feel that the step suggested would be a step in that direction.

It is our hope that you will see fit to remove this requirement which is a ruling made by Boards of Regents in the past, and which is not required by the laws governing the Land Grant Colleges or State Institutions of Higher Learning.

It is our desire that the Military Sciences be made optional at both institutions and that only those students electing the course shall be required to take the courses now made compulsory on all students.

Signed on behalf of Salem Quarterly Meeting of Friends
held at Rosedale May 16th, 1931.

(Signed) E. Worth Colson, Clerk.
The Board directed the Secretary to write to the Clerk of the Salem Quarterly Meeting of Friends acknowledging receipt of the communication. The President referred the communication to the Committee on military affairs.

The Board received the following resolution from the League of Oregon Cities:

Eugene, Oregon
April 17, 1931.

WHEREAS, in the State of Oregon there is no public provision made for research in problems of city and town government, and

WHEREAS, great amounts of money are involved in public works and administration of one character or another involving matters of importance to the health, safety and well-being of the population, and

WHEREAS, in consequence, great savings in money and greater efficiency in administration of public affairs would certainly be accomplished if the administration of Oregon cities and towns were provided with expert service and advice, and by the provision of facilities for research in municipal problems, and

WHEREAS, at the present time, sums of money are made available for research and service to agriculture and business be it, therefore

RESOLVED, that the League of Oregon Cities, through its regularly elected officers and delegates, in convention assembled, this 17th day of April 1931, in the City of Eugene, do and does hereby petition the State Board of Higher Education of the State of Oregon that it appropriate the sum of fifteen thousand dollars per year for the creation of a Bureau of Municipal Research and Service in the School of Applied Social Science at the University of Oregon at Eugene. Be it further

RESOLVED, that the Director of the Bureau of Municipal Research and Service, in addition to carrying on research and giving consultation and advice to the administrators of Oregon cities, shall act as secretary to the League of Oregon Cities, assuming all of the duties and functions appertaining to that office. And be it further

RESOLVED, that the services and benefits of the Bureau of Municipal Research and Service be made available to the administrators of all incorporated towns in the State of Oregon, whether they be
affiliated with the League of Oregon Cities or not.

Resolution adopted at a duly called meeting of the League, assembled at Eugene, Oregon, Friday, April 17, 1931.

Signed, Wm. M. Briggs, President
J. W. McInturff, Vice-President
J. L. Franzen, Secretary.

The Board directed the Secretary to acknowledge receipt of the communication and place it on file.

The Board resolved that a committee of three be constituted to deal with matters of curricula, including the elimination of courses, said committee to make such investigations as it may deem necessary, and to report its findings and recommendation as these may be developed, to the Board, the Executive Secretary of the Board to be a member and Chairman of the Committee. The President appointed as the other two members of the committee Mrs. Pierce and Mr. Colt.

The Board received the following opinion from the Attorney General:

I. H. Van Winkle
Attorney General

STATE OF OREGON
Legal Department
Salem

June 15th, 1931

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

My dear Dr. Lindsay:

Your letter dated June 9th, 1931, which you delivered today, has my attention.

You ask on behalf of your Board, whether or not funds under control of the Board, which do not belong to the State of Oregon, may be used to reimburse those who have expended money for travel out of the state after authorization by the Board, but without authorization by the Governor, owing to lack of time to secure the Governor's authorization before necessity for leaving after the same is authorized by the Board.
Chapter VII of title LXVII, Oregon Code, 1930, contains the limitation upon travel beyond the boundaries of the state by requiring application to the Governor for written permit authorizing such travel by any one whose official duties require him to do so, before incurring such expense, and providing that the Governor, may in his discretion, grant such permit, and shall, when doing so, limit the amount of such expenditure.

Section 67-702, Oregon Code, 1930, then contains this provision:

"The permit shall be attached to the claim of such official or employee for reimbursement, and said claim shall be audited in the same manner as other claims against the state, and shall be paid from any moneys which shall be appropriated for the purpose."

From this language it is clear that expenditures for such extra-state travel as so regulated, apply only to funds which are paid from the state treasury upon warrants issued by the Secretary of State for claims audited by the latter, inasmuch as this is the manner required by law for payment of all claims against the state. If the Board of Higher Education is in possession of private funds donated from private sources and claims against which are not subject to audit by the Secretary of State or payment by the State Treasurer, manifestly the limitations provided in the chapter now under consideration, would not apply. Evidently the statute does not contemplate a regulation of travel as such, but regulates the expenditure of public money for such purposes.

It is my conclusion, therefore, that if no public money is expended, then the approval of the Governor for such travel is not required.

Very respectfully yours,

I. H. Van Winkle (Signed)
Attorney-General

The Board received the following report from the Presidents of the three normal schools previously appointed as a committee to develop a uniform course of study for the preparation of teachers in Oregon's elementary public schools:

Report of Presidents of Normal Schools to State Board of Higher Education Presenting an Outline of a Uniform Curriculum For Normal Schools of Oregon

We unanimously submit the following:
1. That a two-year normal school curriculum for the training of elementary teachers must be more or less definitely prescribed.

2. That in addition to minimum prescribed courses there should be a limited number of elective courses in the several fields to allow for individual differences and development, these to be so distributed through the two years as not to require any additions to the instructional staff.

3. That because of the limited period of training involved in a two-year course and the fact that a large majority of the graduates of normal schools enter the rural teaching field, the principal objective in elementary teacher training should be the preparation for teaching in rural schools. This plan should not preclude however, as is recommended in the Survey report, a limited number of special courses for those who wish to emphasize work in particular fields.

4. That the standard two-year normal course should provide both a general cultural background, and a mastery of professional principle and technique.

5. That the offerings in Education should conform to the following courses and minimum and maximum hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Teaching</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Principles of Primary and Advanced</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Education</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>3-9</td>
<td></td>
</tr>
<tr>
<td>Tests and Measurements</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Practice Teaching, 180-380 clock hours</td>
<td>9-15</td>
<td></td>
</tr>
</tbody>
</table>

6. That within the field of cultural offerings should be included the following courses and minimum and maximum credit hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, including grammar, composition and literature</td>
<td>12-15</td>
<td></td>
</tr>
<tr>
<td>Science, including biological and physical science</td>
<td>9-10</td>
<td></td>
</tr>
<tr>
<td>Social Science, including American history, elementary sociology and economics, geography, Oregon history, and general history</td>
<td>15-16</td>
<td></td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>6-9</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>4-7</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>4-7</td>
<td></td>
</tr>
<tr>
<td>Library Instruction</td>
<td>1-2</td>
<td></td>
</tr>
</tbody>
</table>
If the above outline recommended is approved by the Board, the Presidents of the Normal Schools of Oregon will be pleased to submit for their individual schools courses of study in conformity therewith.

(Signed) J. S. Landers, President
Oregon Normal School

J. A. Churchill, President
Southern Oregon Normal School

H. E. Inlow, President
Eastern Oregon Normal School

The Board adopted the report of the committee of the presidents of the Normal Schools with reference to the minima and ranges of courses, and referred the details of the courses to the Committee on Curricula.

The Board heard and discussed a report from each of the presidents of the three normal schools on the matter of reorganization, improvements or additions necessary to qualify their institutions for membership in the American Association of Teachers Colleges, as requested by action of the Board at its meeting on May 28. Copies of these reports are not included here because of their length, but are on file in the offices of the Board.

The Board received the following communication from the Parent Teachers Association:

THE PORTLAND COUNCIL OF PARENT-TEACHER ASSOCIATIONS

Portland, Oregon

June 22, 1931

State Board of Higher Education.

Gentlemen:

Parent teachers in Portland have spent years sponsoring the 4H club program, realizing after much experience that it fills best the character building phase of education for our boys and girls, and we regret to learn that there is even a thought of removing it from our educational system.

There are many specific cases we should like to cite to impress you with the importance of this 4H club work as
viewed by both parents and teachers, but perhaps it will do to tell you we have thirty active 4-H club chairmen among our Parent Teacher units and one hundred and thirty local leaders, all pulling together so that we may say "we are not leaving one of these little ones uncared for" (Hoover).

Some of our school people declare that one year of club work has done more for certain children in a way of self reliance than the whole elementary school training, and we should vigorously protest any move to take the program from our city. Besides doing away with the college funds to carry on this project, such a move should wipe out an approximate $2000 appropriated by the Portland School District for this branch of activity.

Parent Teachers in Portland number seventy enthusiastic units, including more than 7,500 active members, and while we know without a doubt that many cuts are necessary, we do feel that these child measures should be the last places to consider.

Respectfully,

(Signed) Mrs. A. H. Robertson
President, Portland Parent-Teachers Association

Mrs. Clara L. Nelson
4H Club Chairman, Portland Parent-Teachers Association

The Board directed the Secretary to acknowledge receipt of the communication and tell them that the matter will be considered by the Board.

The Board recessed at 12:15 P. M. for lunch to reconvene at 2:00 P. M. to hear the report of the Finance Committee on budgets and on the central business office pursuant to the action of the Board at its last meeting referring these matters to the Finance Committee.

While awaiting the typing of the Finance Committee's report, the Board received through the building Committee certain communications relative to contracting with individuals or commercial firms for the maintenance of the buildings on the campuses of the institutions under the control of the Board. Owing to the length of these communications they are not included here but are on file in the offices of the Board. The Board continued the matters involved in the hands of the Building Committee.

The Chairman of the Finance Committee, Mr. Sammons, presented the
following report of the Committee to the Board:

After a careful study of the financial report for the eighteen months period following July 1, 1931, submitted by the Presidents in response to the Board's request at the meeting on June 6, the Finance Committee makes the following report and recommendations to the Board.

I. That the centralized business office be established in the offices of the Board at Salem effective as of the closing of the present fiscal year on June 30, 1931.

II. In view of careful scrutiny of many avenues of possible savings at the University and the College, and after due consideration of unexpended balances which will be available for use by the Board after July 1, 1931, it is the judgment of members of the Committee that it will be unnecessary to close any one of the Normal Schools.

III. Weighing the lifetime influence of salary reductions upon the educational system of the State against the result of effecting savings in other ways we are convinced that salary reductions should not be made. The salary scale in Oregon's higher educational institutions is now relatively low, the Survey Report showing salaries in all departments below the median average of the nation as a whole. A number of our institutions' most valuable staff members and research workers have recently accepted positions elsewhere, a situation that will be accelerated greatly to the detriment of the state if the present disparity in salaries is increased by general reductions. Nothing will lead to educational deterioration more rapidly than the loss of our best men. It is better, we believe, that curtailment fall most heavily upon the physical plant and to the extent necessary upon activities rather than upon destruction of the essential element of educational institutions, namely, the faculty. Salary reductions must mean that the weak will stay and the strong will go.

IV. The Committee recommends the maintenance of standards at the expense, if necessary, of certain courses or functions rather than the lowering of standards necessary to maintain all of the present activities of the institutions.

V. Through the elimination of duplications and of small classes, by increasing the teaching load, reducing maintenance, supplies and repairs to a minimum and cutting out all capital investment and utilizing available balances previously accumulated for physical plant improvements and for emergency purposes and which will come into possession of the Board on July 1, 1931, in accordance with the law, the reduction of $1,181,175 made necessary by the referendum can be made without resorting to salary reductions, and thus avert the permanent disruption of the services of the several institutions.
VI. Our analyses of the financial statements of the University and the College indicate unexpended balances in many departments including fee accounts, gymnasium funds, experiment station funds arising out of sales of products, etc., amount to an aggregate for the two institutions of $326,064 from recent savings reducing the necessary additional saving by reason of the referendum to $855,109. It is recommended that 4/10 of this saving be allocated to the University of Oregon, aggregating $342,044, and that 6/10 of this saving be allocated to the Oregon State Agricultural College, amounting to $513,065. This means approximately $36,000 more saving at the College than under the previously announced division of 4/9 and 5/9, this sum being more than overbalanced however by the increased student fees accruing to the College by reason of the Board's standardization of such matters.

We realize that neither President Hall nor President Kerr will be satisfied with this allocation but the recommendation is made after very mature investigation and deliberation and we recommend that this be the basis of allocation of funds for the ensuing fiscal year. It is in line with past practice and experience and does not establish a permanent principle for the allocation of funds between the two institutions, it being recognized by the Committee that time is necessary for the development of all the facts bearing upon this situation.

The allocations recommended are to be subject to such modifications as may be necessary from time to time by reason of exhaustive study of costs and other matters to be made through the offices of the Board, and are to be considered of a temporary nature. The Committee feels that the only permanent basis for the distribution of the Board's funds of whatever kind or nature is that of the actual necessary costs of performing the specific function in the most efficient and economical manner and until such time as the facts of cost are available in all divisions of the institutions under the Board's control such a distribution cannot be made and when it is made it will be subject to readjustments as conditions of service and cost may change.

VII. The members of the Committee recognize the burden this places upon the office of the Secretary and bespeaks for him and his staff the closest cooperation of the Presidents and staffs of the respective institutions under the control of the Board.

VIII. It being necessary that the budget of certain divisions of the institutions be available in Washington at a very early date, the Committee suggests that the business offices of the various institutions be supplied by the Board's office with blanks showing the Board's legislative budget for the respective institutions with places provided for the institution's budget as reorganized to make the savings recommended by the Committee and that these blanks be filled in and returned to the Office of the Board not later than Monday, June 29, 1931.

(Signed) E. C. Sammons
          E. C. Pease
          Herman Oliver
The Board made the adoption of the report of the Finance Committee a special order of business for 9:00 A.M., June 23.

The Board released the report of the Finance Committee to the press.

Mr. C. C. Colt who had been unavoidably detained, entered at this point and participated in the remainder of the meeting.

Upon oral recommendation of President Hall, confirmed later by a communication under date of July 22, the Board granted a year's leave of absence on three-quarters pay to Dean Bovard, with the understanding that said leave of absence does not add to the budget.

The Board adjourned at 5:45 P.M., June 22, to meet at 9:00 A.M., June 23.

The Board reconvened at 9:30 A.M., June 23.

The Board received the following communication from Superintendent Charles A. Rice of the Board of Education of Portland, and directed the Secretary to acknowledge receipt of same and to state that the matter will be given careful consideration by the Board:

THE BOARD OF EDUCATION
Portland, Oregon
June 22, 1931

Mr. C. L. Starr,
Chairman of the Board of
Higher Education,
Portland, Oregon.

Dear Mr. Starr:

It has come to my attention that your Board is contemplating the discontinuance of the club work in the city of Portland for next year. The plan up to the present time has been, as you no doubt know, for the Oregon State College to pay half the salary of this club leader and the School Board of Portland to pay the other half. The salary is $2,900 a year. We have included in our budget for the calendar year 1932 $1,450 for this purpose. If your Board discontinues the plan of cooperation on the project, we will be very much handicapped as we are unable to find anyone who will undertake the work for $1,450 per year.

We believe that this service on the part of the Oregon State College for the boys and girls of Portland is very much worth while and sincerely hope that your Board will leave in your budget the amount necessary to take care of half the club.
leader's salary.

I am asking that this letter be presented to your Board for consideration when you reach this point in your budget, if that is possible.

Thanking you for anything that you can do in the matter, I am

Very sincerely,

(Signed) Chas. A. Rice
Superintendent.

The Board adopted by unanimous action the report of the Finance Committee as it appears on pages 10 and 11 of these minutes.

The Board recessed at 11:50 A.M. for lunch, to reconvene at 1:30 P.M.

The Board referred the Extension Budget of the College, which must be in the hands of the Federal Government at Washington, D.C. by the first of July, to the Executive Committee with power to enter into such contractual relations with the Federal Government as may be necessary in connection with this budget.

The Board resolved that the courses in Commerce at the College and the courses in Business Administration at the University remain as they are now, subject to any action that may be made by the Board after study of the question.

The Board resolved to reconsider all previous reallocation of courses at all institutions under the control of the Board, and directed that the courses as now prescribed continue, subject to change by the Board.

The Board referred matters of courses at the Monmouth Normal School to the Committee which was appointed by the Board to look into the affairs of that school to be settled by that committee so that the catalog may be issued. This Committee was composed of Mrs. Pierce, Mr. Burch and Mr. Starr.

The Board resolved that in order to expedite the issuing of the catalogs the Presidents be authorized to get out as limited a supply as possible, making their offerings clear, as suggested before, including the paragraph that was suggested before, that the offerings are under revision, and that the supplementary catalogs offered by the Presidents on April 3rd be passed by this committee before being incorporated in it, if the
Presidents still wish to retain anything in those.

The Board adjourned at 5:15 P. M. June 23, 1931, subject to the call of the President.

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