STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
JANUARY 18 and 19, 1932

Pursuant to adjournment of the meeting of the Board on December 7, 1931, the Oregon State Board of Higher Education met at the University Club, Portland, Oregon at 10:00 A. M., January 18, 1932 for a two day session, adjourning at 7:00 P. M., January 19. The following members were present:

Mr. C. L. Starr         Mrs. Cornelia Marvin Pierce
Mr. C. G. Colt          Mr. Herman Oliver
Mr. F. E. Callister     Mr. Albert Burch
Mr. E. C. Pease         Mr. E. C. Sammons
Mr. E. F. Irvine

Mr. E. C. Pease was necessarily absent on the nineteenth.

READING OF MINUTES

The Board approved the minutes of Board Meeting #21 held December 7, 1931.

OLD BUSINESS

The Board accepted President Kerr's judgment as to the relative importance of the radio and authorized the purchase of the equipment now necessary in order to preserve the station to the state, in the sum of $4,250 as set forth by President Kerr in his oral statement to the Board, said sum to come from the President's Emergency Fund of $15,000, under the conditions named to the Board by the Finance Committee and by President Kerr.

FISCAL

The Board authorized the Secretary to pay the City of La Grande for the year 1932 10% on the principal of the Improvement Assessments against the Eastern Oregon Normal School property on the same basis as authorized for the year 1931, specific authorization being given for the payment of the claim for $45,81, including principal and interest on assessments in District No. 191 presented to the Board by the City of La Grande and signed by J. E. Stearns, City Manager, as of January 5, 1932 as being a true and correct statement.

The Board authorized the Secretary to pay the City of La Grande $450.17, interest on Improvement Assessments in District No. 192 against the Eastern Oregon Normal School property, as set forth in the claim signed
by J. E. Stearns, City Manager, as of December 26, 1931 as being a true and correct statement.

The Board approved the claim of Professor M. C. Phillips of the College in the sum of $21.48 covering expenses incurred in connection with alterations to the heating plant at the Oregon Normal School, this charge to be made against the heating plant budget of the Oregon Normal School.

The Board authorized the transfer of $600 from the Dormitory Fund at the Oregon Normal School to the Janitorial Wage Account under Instruction to meet necessary expenses under this heading, as set forth by President Landers in communications under dates of December 24 and 31, 1931.

The Board directed the Secretary to return county warrants submitted by the various counties in fulfillment of certifications to the Secretary of State of specified amounts of money toward the county support of agricultural extension work when such warrants are not convertible into cash in the amount of the face value of the warrants, with the request that the county supply the cash in the amounts certified to the Secretary of State, this action to apply to warrants now on hand and to those that may be received in the future.

The Board authorized for this year, 1931-32 only, the refund at the College of the $15 regular tuition fee to 12 members of the College Band with the understanding that this matter would come up for determination as to policy at the institutions under the control of the Board previous to the preparation of budgets for the coming fiscal period.

The Board directed that the action taken at its last meeting held on December 7, 1931 relative to security for and interest on deposits of Board funds in banks be modified somewhat and restated as set forth in the items given below:

The Board directed that the Secretary require from each bank in which the funds of the Board are deposited security for and interest on said deposits as follows:

1. Physical bonds or surety bonds acceptable to the Board, the total market value of which is equal to the maximum deposits of the Board in the bank at any one time including the salary and wage accounts; the amount of these securities to be adjusted quarterly on January 1, April 1, July 1, and October 1, and to be equal to the largest deposit shown by the bank's
daily balance sheets for the preceding three months.

2. The securities for deposits as provided for under paragraph 1 be placed in safekeeping at another bank acceptable to the Board, and all charges covering such safekeeping services to be borne by the bank furnishing the securities.

3. Depository banks to pay 2% interest on all bank balances computed on the average daily bank balances less the items of float, with the following exception—that no interest will be paid by the depository banks on the Board's salary and wage accounts.

4. The Board to place no funds, except minor miscellaneous accounts, in the savings departments of the depository banks.

The Board designated the following banks as acceptable to the Board for supplying safekeeping services on bonds deposited as collateral for Board funds by the various banks in which such funds are kept as named below:

United States National Bank of Portland for First National Bank of Portland

First National Bank of Portland for United States National Bank of Portland

United States National Bank of Eugene for First National Bank of Eugene

First National Bank of Eugene for United States National Bank of Eugene

Benton County State Bank of Corvallis for First National Bank of Corvallis

The Board referred to the Finance Committee with power to act the matter of designating safekeeping services acceptable to the Board for bonds deposited by banks other than those named above, in which the Board may deposit funds.

The Board directed the Secretary to advise the Board of Control and the State Treasurer of the receipt of the letters relative to the use of automobiles and the expenditure of funds for traveling, under dates of January 7 and January 9, and to state that the Board endorses
the spirit of the letters and the resolutions attached thereto. The Board authorized its Secretary and the presidents of the two major institutions under its control to confer with the State Treasurer and the Board of Control concerning these matters.

The Board authorized payment of its expenditures for the month of December 1931 as follows:

**AGAINST MILLAGE TAX ACCOUNT**
(Nos. 3352 and 3383)  $2,282.35

**AGAINST INSTITUTIONAL FUNDS**
(Nos. 5139, 5374, 5581, 5876, 5689, 5870, 6338; 7111 to 7150; 7345 and 7344; 7595)  $1,301.62

The Board authorized the following transfers in budget headings requested:

**COLLEGE**

From General Travel budget to Travel in the President's Office, $500.00, as set forth in President Kerr's letter under date of December 31, 1931.

From Purnell Funds for Administration to Travel in Agricultural Chemistry, $10.00, as set forth by President Kerr through Director Schoenfeld under date of November 25, 1931.

**UNIVERSITY**

From President's Emergency Fund to Committee on College Teaching, $700.00, as set forth in President Hall's letter under date of January 2, 1932.

**OREGON NORMAL SCHOOL**

From Heating to President's Office  $  7.68
" Heating to Registrar's Office  153.58
" Heating to General Instruction  288.74
" Library to General Instruction  155.18
" Superintendence to General Instruction  50.20
" Janitorial to General Instruction  384.10
" Campus & Grounds to General Instruction  107.60
" Student Welfare to General Instruction  30.00
" Public Functions to General Instruction  200.00
From Inst. Memberships to General Instruction  $  50.00
"  Ins. & Replacements to General Instruction  65.00
"  Business Office to General Instruction  273.02
"  Training School Inst. to General Instruction  1,777.16

as set forth in President Landers' letter under date of January 11.

The Finance Committee reported to the Board on the financial condition of its activities at the end of the first six months of the current fiscal period as of December 31, 1931, supplying each member of the Board with balance sheets showing the assets and liabilities of the combined operations and of each institution under the control of the Board, together with statements showing the condition of both the salary and requisition budgets in all of the various departments, divisions and units of each of the institutions under the control of the Board.

CHANGES IN PERSONNEL

The Board approved the following changes in personnel:

COLLEGE

Confirmation of the acceptance of the resignation of W. D. Pine, County Agricultural Agent in Tillamook County, salary $3,400 per year, to accept a similar position in California at an advance in salary, in accordance with the recommendation of President Kerr under date of December 16, 1931 which, because of the time element, was approved by the Executive Committee subject to action of the Board, on December 31, 1931.

Confirmation of the appointment of C. H. Bergstrom to succeed W. D. Pine as County Agricultural Agent in Tillamook County at a salary of $3,000 per year, effective January 5, 1932, in accordance with the recommendation of President Kerr under date of December 31, 1931 which, because of the time element, was approved by the Executive Committee subject to action of the Board, on December 31, 1931.

Appointment of Dale Richards as Superintendent of the Eastern Oregon Branch Agricultural Experiment Station at a salary of $3,600 per year, effective March 1, 1932, to succeed Robert Withycombe, deceased, as presented orally by President Kerr and confirmed under date of January 22, 1932.

Reduction in the salaries of the following county agents, as recommended orally by President Kerr and confirmed under date of January 22, 1932:
S. T. White, Yamhill County, from $3,000 to $2,600
Phillip T. Fortner, Baker County, from $3,200 to $3,000
N. C. Donaldson, Wallowa County, from $2,700 to $2,500
M. J. Conklin, Lincoln County, from $2,600 to $2,400
Walter A. Hilt, Umatilla County, from $4,000 to $3,600
A. L. Marble, Hood River County, from $3,000 to $2,700

EASTERN OREGON NORMAL SCHOOL

Appointment of Dorothy Steimle as Secretary in the President's office at a salary of $125 a month effective January 1, 1932, to succeed Wilda Barker, resigned, whose salary was $100 a month, as recommended by President Inlow under date of January 9, 1932, Mr. Callister casting a negative vote.

ADVERTISING AND PUBLICITY

COLLEGE

Confirmation of the approval of the Advertising and Publicity Committee given because of the time element and subject to action by the Board, for authorization of publication of the items listed below, with specific authorization of the copy submitted for the Canners' Short Course, the copy for other items to be submitted for approval as prepared, in accordance with the communication from President Kerr under date of December 21:

Courses in Canning fish, fruits, vegetables, etc.
Under the direction of the Department of Horticulture.
3000 copies of a folder such as was issued last year, at a cost of about $55.00
Date of courses January 25 to February 10

Buttermaking, etc.
Under the direction of the Dairy Department.
1000 copies of a folder similar to the one issued last year at a cost of about $36.00
(Copy to be prepared)
Date of course February 15 to 17.

School for Rural Electric Service Men
Under the direction of the Department of Agricultural Engineering
500 copies of a folder similar to the one issued last year at a cost of $15.00
(Copy to be prepared)
Date of course January 25 to 27.
Farm Explosives and Blasting
Under direction of Department of Agricultural Engineering
(No special announcement needed)
Date of course March 22 to 28.

The Board approved the request for authorization to issue 12,000 copies of Preliminary Announcement for the 1932 summer session as per copy submitted with such minor changes as may be necessary, at a cost of approximately $280, as set forth in a letter from President Kerr under date of January 6.

The Board approved the copy submitted for the following advertisements, the insertion of which was approved at the meeting of the Board held October 6, in accordance with the communication from President Kerr under date of January 6:

Journal of Home Economics, a national periodical, one-half page each, February and March issues, $28.00 per issue .................. $52.00

Oregon Education Journal, one-half page, February issue ........................................... 18.00

Sierra Educational News, full page, March issue ......................................................... 100.00

Washington Education Journal, two-thirds page, March issue (copy same as Sierra Educational News) .................................................. 45.00

Industrial Arts and Vocational Education Magazine, one-half page, March issue .......... 52.00

Industrial Education Magazine, one-half page, March issue (copy same as for Industrial Arts and Vocational Education Magazine) ........... 52.00

UNIVERSITY

Confirmation of the approval of the Advertising and Publicity Committee given because of the time element and subject to action by the Board, for authorization for the printing of 1000 copies of a monthly news letter of the School of Applied Social Science at an approximate cost of $55 or $40 to be charged to the Gift Expenditures Fund, in conformity with the request from President Hall through Executive Secretary Pallett under date of December 16, 1931.
The Board approved the request for the printing of 500 copies of Graduate Poster to be sent to other colleges and universities in the United States, at an approximate cost of $10.50, and the printing of 500 copies of Graduate Awards folder to be sent to people inquiring about these positions, at an approximate cost of $1.25, in accordance with the letter from President Hall through Executive Secretary Pallett under date of December 25, 1931.

The Board approved the request for authorization to issue the following publicity for the 1932 summer session as set forth in a letter inclosing copy from President Hall through Executive Secretary Pallett under date of January 9, 1932:

1. One-page advertisement in Oregon Education Journal for February, $35, — $17.50 from University of Oregon Cruise Fund and $17.50 from University of Oregon Summer Session budget.

2. Advertisement of Alaska Post Session to be placed as follows:

   1 page Sierra Educational News (California)
   February issue .......................... $100

   1 page Utah Educational Review,
   March issue .......................... 30

   1 page Portland Grade Teachers Magazine,
   March issue .......................... 15

   ½ page Washington Education Journal,
   March issue .......................... 60

   ½ page Seattle Grade Club Magazine,
   March issue .......................... 15

   All to be paid from University of Oregon Cruise Fund.

3. Sixteen-page illustrated booklet on Post Session to Alaska, 18,000 copies at an estimated cost of $225 to be paid out of University of Oregon Cruise Fund.

4. Eight-page illustrated leaflet in announcement of Summer Library courses, 2,000 copies, at an estimated cost of $45 to be paid out of University of Oregon Summer Session budget.
The Board referred the matter of newspapers to the Advertising and Publicity Committee for the purpose of study and report at the next meeting of the Board.

MISCELLANEOUS

In response to requests from President Lenders under date of January 11, and the parents of the student involved under date of January 15, for a ruling as to the retention and graduation of a blind student, the Board directed that the girl be allowed to remain in school and finish her course with the understanding that she cannot be graduated until she can do the teacher training work.

The Board directed the Secretary to acknowledge receipt and acceptance of a gift to the College from the National Research Council of $900 for work on salmon poisoning in dogs, as set forth in a letter from President Kerr under date of January 5, 1952.

The Board approved the list of candidates for degrees as submitted by the University in a letter from President Hall through Executive Secretary Pallett under date of January 15, 1952.

The Board referred to the permanent committee on high school contacts with power to act and with the recommendation that action be taken as early as possible, the request from the University for authorization for Sigma Delta Chi, honorary professional journalism fraternity, to make certain contacts with high school editors and managers of newspapers, as set forth in a letter from President Hall through Executive Secretary Pallett under date of January 15, 1952, Mr. Colt casting a negative vote.

REPORTS OF COMMITTEES

The Board adopted the report of the committee created by the Board to formulate and recommend a uniform policy relative to sabbatical leave as presented at the last meeting of the Board held December 7, and made said report the policy of the Board relative to sabbatical leaves. The Committee consisted of the following in accordance with the action of the Board creating the Committee on October 6, 1951: W. A. Jensen (Chairman), Executive Secretary, Oregon State College, for the College; H. E. Inlow, President Eastern Oregon Normal School, for the Normal Schools; and Earl H. Pallett, Executive Secretary, University of Oregon for the University. The report follows:
REGULATION ON SABBATICAL LEAVES

After six years of continuous service as a regular full-time member of the staff of any one of the institutions of higher learning under the control of the State Board of Higher Education and every seventh year thereafter, an employee of professorial rank may be granted leave of absence for one year for the purpose of better fitting himself for his service to his institution and the State. Professorial rank is defined as that of assistant professor or above. Sabbatical leave privileges may be granted to employees of equal service in special positions of responsibility and trust, even though such positions are without definite academic classification as to rank. In determining eligibility for sabbatical leave, a year is defined as three academic terms. The conditions of sabbatical leave are as follows:

(1) Whenever such employee has served his institution continuously for at least six years, or eighteen academic terms, he may, subject to the approval of the Board of Higher Education, be granted a leave of absence for not more than one year on half pay, provided, however, that the granting of such leaves in any one year, except in the case of institutions with enrollments of less than 1,000 students where such added cost shall be held to a minimum and subject to specific approval by the State Board of Higher Education, shall not result in any additional cost to the State. In the case of instructors who have risen to professorial rank, or its equivalent, within the institution, three years of service on regular salary in a position below professorial rank are considered the equivalent of two years' service in a position of professorial rank.

(2) Application for sabbatical leave is made to the State Board of Higher Education through the president of the institution on the special form provided for that purpose and carries the endorsement of the head of department, the dean of the school, and the president of the institution concerned.

(3) Sabbatical leave is granted for purposes of research, writing, advanced study, or travel undertaken for observation and study of conditions in our own or in other countries affecting the applicant's field. Such leave is granted only when the institutional president and the Board of Higher Education are convinced that the applicant is capable of using his year of sabbatical leave in a manner which will make him of greater service to his institution and the State, except that upon the recommendation of responsible medical authority, sabbatical leave may be allowed in special cases for such period as may be deemed necessary, not to exceed one year, for purposes of rest and recuperation or for the undergoing of treatment for physical disability.
(4) As a general rule, only one absence from any department is granted in any one year, and when more than one application from any department is made, precedence is given in the order of seniority of service and merit of application.

(5) Each member of the staff, upon being granted sabbatical leave, signs a contract to return to his institution, upon the completion of his leave, for a period of at least one year's service.

(6) During his year of sabbatical leave the employee shall inform the president in writing if any change is made in his program as outlined in his application. At the end of the sabbatical leave the employee shall submit a report of the accomplishments and benefits resulting from the leave, filing copies with the department head, the dean, and the president.

(7) A staff member, employed on the basis of four full academic terms per year, is allowed one term's leave on full pay in each three years (twelve terms) of continuous service; in addition, at the end of eighteen terms of service, such member may elect to take a full year on half pay in lieu of the one term on full pay to which he would be next entitled. In the case of the one term's leave as provided for above, the particular term selected for absence shall be by mutual agreement of the president of the institution and the employee concerned, taking into account the interests of the institution.

Committee on Sabbatical Leave

Submitted by W. A. Jensen, Chairman.

The Board adopted the report of the commission created by the Board to study certification of high school teachers and combinations of courses in training high school teachers, and made said report the policy of the Board relative to combinations of subjects in the training of high school teachers. The commission consisted of the following in accordance with the action of the Board creating the commission on May 29, 1931: C. A. Howard, State Superintendent of Public Instruction, (Chairman); Frank B. Bennett, Superintendent of City Schools, Tillamook; Dean J. R. Jewell, Department of Education, Oregon State College, Corvallis; J. S. Landers, President, Oregon Normal School, Monmouth;
L. E. Marschat, Principal, Boardman High School, Boardman; Dean H. D. Sheldon, Department of Education, University of Oregon, Eugene, and E. E. Lindsay, Executive Secretary of the Board. The report follows:

Recommendations to the Oregon State Board of Higher Education of the Commission created by the Board On Certification of High School Teachers and Combinations of Courses in training High School Teachers

The Commission recommends legislation looking to the creation of a system of subject requirements for high school teachers, the said requirements to be drawn up by the State Board of Education and administered by the State Department of Education; these requirements should specify the number of hours of College training to be had as a basis for high school certification in each field or subject. In order to secure a high school certificate a candidate should meet the training requirements in at least two fields. A special and temporary type of certificate should be provided for teachers of one-teacher high schools.

It is the further recommendation of the Commission that provision be made in the state system of higher education for training prospective high school teachers in the following combinations of courses as best meeting the requirements of the high schools in Oregon. In the first column are listed all the subjects taught in the high schools. Opposite these in the second column are listed the subjects that in the opinion of the group tie in most clearly
with the respective subjects given in the first column and would make the best combinations. Similarly, the third column gives the list of second best combinations.

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It is the opinion of the Commission that it is desirable for candidates in training for high school teaching to take, in addition to training in one of the combinations of subjects set forth above, sufficient training in one or more of the following fields to enable them to handle the respective activity in the high schools of the State.

Music  
Drama and Public Speaking  
Physical Education  
Editing of School Publications  
Art  

Commission on Certification of High School Teachers and Combinations of Courses in Training.

(Signed)  
C. A. HOWARD, Chairman.

#No choice between Science and Mathematics as combinations with Industrial Arts.
The Board adopted the report of the committee created by the Board to recommend policies and procedures governing contacts between the institutions under its control and the high schools of the state, with two amendments as specified below. The committee consisted of the following in accordance with the action of the Board creating the committee on May 27, 1931: C. A. Howard, State Superintendent of Public Instruction, (Chairman); R. L. Skea, Eastern Oregon Normal School, for the Normal Schools; Earl W. Pallett, University of Oregon, for the University; E. B. Lemon, Oregon State College, for the College, and E. E. Lindsay, Executive Secretary of the Board.

The Board amended the report of the committee under section I-A-(2-a) to read as follows:

(e) Descriptions of all service courses or departments shall contain the following statement:

The State provides opportunities for major work in this field at

\[ \text{In the} \ \\
 \text{(Name of Town)} \ \\
\text{(Name of Institution)} \]

The Board amended the report of the committee under section III-5 to include the following:

4. The State Band Contest be scheduled on alternate years at the College and the University.

The report as amended and adopted as the policy of the Board follows:

Recommendations to the Oregon State Board of Higher Education of its Committee on High School Contacts

The Committee on High School Contacts met in the offices of the State Superintendent of Public Instruction on Monday, December 21, 1931, at 10:00 o'clock A.M. The following members were present:
C. A. Howard, Superintendent of Public Instruction, Chairman
R. L. Skeen, Normal Schools
Earl M. Pallett, University of Oregon
E. B. Lemon, Oregon State Agricultural College
E. E. Lindsay, Board of Higher Education

The previous work of the Committee at its meetings held on November 30th and December 14th was reviewed, the program of unfinished business completed, and the following final report formulated for presentation to the Board by the group as its recommendations with respect to high school contacts. These recommendations are divided under the following three general headings:

I. Publications going to high school students

II. Visitations of institutional representatives to high schools of the State, and

III. Visitations of high school students to institutional campuses

The Committee believes that all contacts maintained between the state institutions of higher education and the various high schools of the state should be of a dignified and inspirational nature; that they should be informative, and presented in such a way that the prospective student gets a clear, unprejudiced view of all state supported institutions of higher education. To this end, the committee has gone into each of the fields enumerated above, and has outlined at some length the subjects, policies and procedures.

I. Publications going to high school students

A. The Committee recommends that the publication of materials to be sent to high school students be limited to; (1) informational and descriptive booklet, (2) catalogues,
3\(a\) single non-curricular information booklet for each institution, as and if desired.

1. INFORMATIONAL AND DESCRIPTIVE BOOKLET

The Committee recommends an informational and descriptive booklet showing the offerings which the State of Oregon makes in higher education to its citizens, said booklet to be distributed to all high schools in the State in such fashion as to make it available to all high school students. This booklet should be tastefully and attractively compiled as to stock, illustrations, physical makeup, binding, etc., so as to have dignity in keeping with the work it presents.

The chief purpose of the booklet should be to provide a definite and unmistakable answer to the question of a high school student as to where he shall go to make his preparation for a given vocation or field of activity.

It should be prepared under the direction of and reviewed by the permanent committee recommended later under 1-8, and should be edited, published and distributed by the State Board of Higher Education.

2. CATALOGUES

(a) The Committee recommends that the forms of catalogues issued during the academic year 1931-1932 be continued for the academic year 1932-1933.
(b) The Committee recommends that the front, outside cover of all catalogues to be issued be as follows:

CATALOGUE

of the

OREGON STATE SYSTEM OF HIGHER EDUCATION

With Special Reference

to the

unit at

Name of town

Institution

(c) The Committee recommends that all catalogues issued by the Oregon State Board of Higher Education or institutions under its control contain in a conspicuous place in their earlier pages a statement by the Board giving a picture of the organiza-
tion of State higher education in Oregon so portrayed as to provide a definite and unmistakable answer to the boy or girl who is seeking information as to where he should go to secure major training leading to graduation in the particular field or fields desired.

(d) The Committee recommends that in order that catalogues may further serve their purpose of providing definite information to prospective students descriptions of courses or departments make it perfectly clear whether such courses or departments are major or service.

(e) Descriptions of all service courses or departments shall contain the following statement:

The State provides opportunities for major work in this field at

_________ in the
(Name of Town) (Name of Institution)

3. NON-CURRICULAR INFORMATION BOOKLETS

The Committee recommends a single booklet to be prepared and issued by each institution as desired, containing non-curricular information having to do with such matters as prices of dormitory rooms, entrance regulations, student's expenses, et cetera.
B. Permanent Review Committee: The Committee recommends that a permanent committee be created by the Board consisting of one representative of each of the two major institutions to be appointed by the respective presidents; one representative of the three Normal Schools to be selected by the Normal School presidents; one representative of the State Board of Higher Education, and one representative of the State Department of Education.

The function of this committee shall be to review the catalogues and all other publications proposed to go to prospective students, and to make recommendations to the Board.

II. Visitations of Institutional Representatives to High Schools of the State

A. The Committee recommends that visitations of the representatives of institutions of higher learning to the high schools of the State be limited as follows:

1. VISITATIONS INITIATED BY THE STATE INSTITUTIONS OF HIGHER LEARNING.

The Committee recommends that all visitations, of whatever kind or nature, made to the High Schools of the State at the initiation of state institutions of higher learning be discontinued.

2. VISITATIONS INITIATED BY THE RECOGNIZED AUTHORITIES OF THE HIGH SCHOOLS OF THE STATE.

(a) General

While the Committee recognizes that the pri-
mary obligation of faculty members if they are connected, it also realizes that there is a further service that may be rendered through addresses to High Schools and other groups. While widespread High School visitation is to be discouraged, the Committee recommends that staff members be at liberty to accept invitations to speak before High Schools, subject to Board or institutional regulations, when such invitations may be accepted without expense to funds under control of the Board.

The Committee further recommends that a monthly report of all visitations to High Schools, including Commencement Addresses and the judging of contests, be made to the Board on forms to be supplied calling for:

1. The name and position of the person giving the address.
2. The name and position of the person extending the invitation.
3. The purpose of the address or visitation.
4. The amount of expenses paid.

(b) Commencement Addresses

It was the feeling of the Committee that the staff
members of the institutions under the control of the Board who are prepared and desire to give Commencement Addresses should be permitted to do so upon invitation by the proper authorities of the high schools, with the provision that any expenses involved in attempting to supply this demand be paid by the high schools presenting the request and reported to the Board as provided for under II-A-2-a above.

It was the further feeling of the Committee that this type of work could best be handled through the State Superintendent's office. The Committee therefore recommends that the institutions be requested to supply the State Superintendent's office on or before the first of December of each year with lists giving the names and positions of all faculty members recommended by the institutions for commencement addresses, together with the topics of the addresses. These lists are to be compiled in the form of a bulletin to be issued and sent by the State Superintendent's office to all high schools of the state. Requests based thereon are to be sent to respective institutions which have charge of the scheduling.
(c) Judging Debates and Declamatory and Public Speaking Contests

The Committee recommends that the various institutions under the control of the Board should attempt to supply the demands made upon them by the recognized authorities of the high schools of the State for qualified judges for debates, declamatory and public speaking contests, with the provision that any expense involved in attempting to supply this demand be paid by the high schools presenting the request and be reported to the Board as provided under II-A-2-a above.

III. Visitations of High School Students to Institutional Campuses

A. The Committee recommends that the following three principles constitute the policy of the Board relative to holding events on the campuses of the institutions under the control of the Board attended by high school students of the State.

1. No funds under the control of the Board of Higher Education shall be used in promoting or handling these events.

2. These events shall be limited to those which support or tie in closely with the major functions of the
institutions of higher learning as determined by the Board of Higher Education.

3. No event to be scheduled by any institutions under control of the Board that does not receive the sanction of the authorities of the public schools connected therewith.

B. After examination of the events now in question at the two major institutions under the control of the Board the Committee makes the following specific recommendations subject at all times to the terms of the principles as given above.

1. The High School Drama Tournament and the Debating League be held at the University.

2. The Typing Contest and the Smith-Hughes and 4-H Club Camp for Boys and Girls be held at the College.

3. The Interscholastic Track and Field Meet be scheduled at each institution on alternate years by the State High School Athletic Association.

4. The State Band Contest be scheduled on alternate years at the College and the University.

C. In view of the sectional character of the Normal Schools the Committee recommends that they be excepted for the time being from a strict interpretation of principle 2, and that each of the three Normal Schools be limited to one athletic and one cultural event of a sectional nature only each year.
D. The Committee recommends that applications for sanction of events in addition to those listed above be referred to the Committee provided for under I-B for review and recommendation to the Board.

Committee on Contacts Between the Institutions Under the Control of the Board and the High Schools of the State.

Salem, Oregon,
December 21, 1931.

(Signed) C. A. HOWARD, Chairman.

The Board directed that the permanent committee provided for in the above report be made up of the same personnel as the committee which formulated the report, namely: C. A. Howard, State Superintendent of Public Instruction, (Chairman); R. L. Skeen; Earl H. Fallett; E. B. Lemon, and E. E. Lindsay.

The Board directed that the committee which formulated the above report be extended the thanks of the Board for having completed a splendid piece of work.

The Board adopted the report and recommendations of the Normal School Committee of the Board with the amendment that the words "at this time" be inserted after the word "disposed" in the first line of the section dealing with Football. The report as amended follows:

THE REPORT
OF THE COMMITTEE OF THE BOARD
IN CHARGE OF
CERTAIN MONMOUTH NORMAL SCHOOL MATTERS

This Committee met at President C. L. Starr's office on December 28, the following members being present:

Mrs. Cornelia Marvin Pierce, Chairman
Mr. C. L. Starr       Mr. Albert Burch
The actions taken by this Committee were as follows:

It was decided that the Survey recommendation to abolish the rural training department be put into operation at the close of the school year and that this be merged with the work of the training department.

It was decided to make an effort to make Monmouth a standard Normal School at the earliest possible date and to that end to clear obstacles by employing only those teachers for normal and training schools who meet the requirements as set forth by the American Association of Teachers Colleges and Normal Schools.

The President is requested to furnish for the Committee and to submit to the Chairman as soon as convenient a list of the present faculty members who do not meet the academic standards of the Association, with his recommendations in regard to names of those who should not be dropped, giving reasons and bearing in mind that the Association allows for a time, the retention of older teachers who have not the full qualifications, but who have proven capacity in service. In making this list every effort should be made to standardize on faculty. (The Chairman suggests that it is much better for the younger faculty members to qualify themselves for positions and this will really be no hardship to anyone but will do justice to the students and encourage really worthy and ambitious, but unprepared faculty members to take the college work which should be required for such teaching positions.) This statement to be accompanied by salary, qualifications, academic and otherwise, and teaching experience and ability.
FOOTBALL - The Committee was not disposed at this time to re-
new for the next year the contract with the coaches now employed.
This the reply to the item on the docket and to the letter of the
President addressed to Mr. Starr. The Committee would like to see
retrenchment in salaries and in number of coaches and in expenses
of football. It believes the coach should be qualified to teach
in the Normal School subjects other than physical education.
With these points in mind the President is asked to make recommenda-
tions to the Committee.

The Committee requests that the President confer with Dean
Jewell of O.A.C. about cooperation and joint use of faculty in
carrying out recommendations of the Survey on Junior High School
work and in securing for Monmouth benefit of occasional service
of specialists.

The Committee took action on the enclosed letter addressed to
Mr. Starr by the President conveying the information that "A
prominent citizen and city official" had requested him to present
to the Board the matter of the request of Monmouth householders
that the dormitories be closed so "that students will find accom-
modations in the homes of Monmouth". The Committee decided that
the secretary of the Board reply for it that, while it is most
appreciative of the cooperation of the householders in maintain-
ing the standards, the dormitory is such an essential part of
the normal school organization, and the interests of the students
is so paramount in consideration of normal school problems, it
cannot give consideration to this proposal.
The Board heard an oral discussion of an additional report proposed by the Normal School Committee of the Board, and made the consideration of this report a special order of business for the next meeting of the Board, each member to receive in the interim a dittoed copy of the report.

In accordance with the action of the Board at its last meeting deferring consideration of the adoption of rules and by-laws until the meeting to be held on January 18, the Board considered the report of the Committee. After some discussion during which minor changes in the report as submitted were incorporated by unanimous consent into the report of the Committee, the following rules and by-laws of the Oregon State Board of Higher Education were adopted:

RULES AND BY-LAWS
OF THE
OREGON STATE BOARD OF HIGHER EDUCATION

Article I. MEETINGS

Section 1. Regular Meetings.

The State Board of Higher Education shall hold regular meetings on the third Monday in January, April, July and October, and the first Monday in March, June, September and December, except when one of these dates falls on a holiday the meeting shall be held on the day following.

The July meeting shall be the occasion for the annual election of officers and the organization of the Board. The October meeting on each alternate year, when the Legislature convenes, shall be the meeting for considering and approving the report to the Governor containing the proposed budget for the succeeding biennium, covering in detail the purposes for which all expenditures shall be made. The April meeting shall be the occasion for considering and determining the institutional budgets for the fiscal year, beginning July following. Meetings held in July, October, January and April shall be the quarterly meetings.

Section 2. Special Meetings.

Special meetings may be called by the President of the Board or by the Executive Secretary upon the written request of any five members of the Board.
Section 3. Place and Time of Meetings.

The place of holding meetings shall be determined by the President of the Board, according to convenience or purpose of the meeting, and shall be announced by authority of the President of the Board in the notification of the meeting issued by the Executive Secretary.

Section 4. Subject of Meetings.

At regular meetings it shall be valid to act on any subject within the powers of the Board providing that it shall be the rule of the Board to refrain from voting upon any major issue or matters involving statements of policy at the same meeting at which they are presented for the first time. This rule may also be invoked upon any matter upon the request of five members of the Board. At all special meetings, the subjects to be acted upon shall be confined to those specified in the notice of such meetings.

Section 5. Preparation of Dockets.

All material to be presented at any meeting of the Board shall be in the hands of the Executive Secretary at least seven days in advance of the meeting in order that the Secretary may prepare the docket for the meeting and forward same together with abstract of supporting material so that it will reach each member of the Board and the presidents of the several institutions at least thirty-six hours before the meeting.

Section 6. Quorum.

Five members of the Board shall constitute a quorum for the transaction of business. A majority vote of all members of the Board shall be necessary to determine matters of educational policy or institutional management, such as adding or eliminating curricula and changing administrative or other major officers, such as deans and heads of departments.

Section 7. Order of Business.

The order of business at all meetings of the Board shall be-

1. Roll Call.
2. Reading of minutes of previous meeting.
4. Report of the President of the Board.
5. Communications, petitions, memorials.
6. Report of the President of each of the several state institutions.
(7) Unfinished and miscellaneous business.
(8) Election of Officers.
(9) New Business.

Section 8. Parliamentary Rules.

The usual parliamentary rules, as modified by the rules and regulations of the Board, shall be observed in conducting the business of the Board.

Section 9. Suspension or Amendment of Rules and By-Laws.

These Rules and By-Laws, except as they involve the law creating the Board, may be suspended or amended by two-thirds vote of the Board.

Article II. OFFICERS AND COMMITTEES

Section 1. Officers.

The officers of the State Board of Higher Education shall consist of the President, Vice-President, and Treasurer, elected for each fiscal year at the first regular meeting (July) of that year.

Section 2. Executive Committee.

The Executive Committee of the Board shall consist of the President and Vice-President of the Board, ex-officio, and of one other member elected for each fiscal year at the first regular meeting (July) of that year.

Section 3. Executive Secretary.

The Board shall employ an Executive Secretary, who shall be thoroughly qualified by educational training, ability, and experience to keep the members fully informed at all times regarding the work of the Board and the institutions under its control.

Section 4. Appointment of Committees.

All standing and special committees, unless otherwise ordered by the Board, shall be appointed by the President of the Board.

Section 5. Standing Committees.

In addition to the Executive Committee, the standing committees of the Board shall consist of the Committee on Finance, Committee on Buildings, Grounds and Capital Outlay, Committee on Curricula,
Committee on Public Relations, Committee on Insurance, and Committee on Faculty Welfare. Standing Committees shall be appointed at the beginning of each fiscal year.

Section 6. Special Committees.

Special committees shall be designated as occasion demands. They shall serve only during the period required for the performance of the several duties assigned and shall be discharged when their respective reports are accepted by the Board.

Section 7. Visitation.

It is the policy of the Board of Higher Education to keep in touch with the several institutions through personal visitation. To this end the Board as a whole plans to visit all institutions as nearly as possible in succession. At least once a year a Board meeting will be arranged at the University and at the College, devoting a day to each. At more frequent intervals members or committees of the Board will visit the several institutions so that all members of the Board may become familiar with their work and spirit.

Article III. FUNCTIONS OF OFFICERS AND COMMITTEES

Section 1. President.

The President of the Board, when present, shall preside at all meetings of the Board and of the Executive Committee; he shall sign the minutes of all meetings; he shall be ex-officio a member of all standing committees of the Board; he shall perform such duties as usually pertain to this office and such other duties as may be assigned by the Board; and except as otherwise specifically provided by rules or orders of the Board, he shall be governed in his action by the usual parliamentary procedure.

Section 2. Vice-President.

The Vice-President of the Board shall, in the absence of the President, assume the duties of the President.

Section 3. Treasurer.

The Treasurer is the financial officer of the Board who receives and disburses Federal funds for the Agricultural Experiment Station and for the Extension Service in Agriculture and Home Economics of the Oregon State Agricultural College. He shall keep an accurate account of all moneys received and disbursed, and make
an annual report as required by law to the Federal government and to the State Board. At the close of his term of office he shall deliver all money, books, and other properties then in his possession to his successor in office.

Section 4. Executive Secretary.

The Executive Secretary shall reside in Salem, Oregon, and conduct the offices of the State Board of Higher Education at the statehouse. He shall have access at all times to the books, records, property, business offices, classrooms, libraries and other equipment of all institutions, departments, and offices under the control of the Board. Prior to the Board meetings he shall prepare for the Board a report showing all questions and business transactions to be considered at meetings. He shall keep the minutes of all meetings of the Board and Committees and furnish copies of such minutes to all Board members and all institutions under the control of the Board. He shall keep a file of all reports of committees and of other records and documents of the Board.

Section 5. Executive Committee.

The Executive Committee shall have the following functions:

(a) It shall take final action for the Board in such matters only as may be specifically referred to it by the Board with power to act.

(b) Between meetings of the Board the Executive Committee shall act for the Board in minor or emergency matters subject to approval of the Board at its first subsequent meeting.

Section 6. Committee on Finance.

The Committee on Finance shall study ways and means for raising adequate funds with which to provide and secure well-balanced support for the educational and scientific programs of the several institutions and shall supervise the preparation of the annual and biennial budgets. The reports of this committee shall be prepared for the October and April meetings respectively, as they concern biennial or annual budgets. The Finance Committee shall make careful study of all fiscal matters pertaining to the several institutions and make report to the Board when required.

Section 7. Committee on Buildings, Grounds and Capital Outlay.

The Committee on Buildings, Grounds and Capital Outlay shall study the present and future needs of the several institutions for lands, buildings, and other capital outlay and shall make reports
and recommendations to the Board to the end that a proper proportion of the available resources shall be devoted to such development. Reports by this committee shall be prepared for the October and April meetings and should articulate with the reports of the Finance Committee. The Committee shall further make recommendations to the Board concerning the construction, repair and upkeep of the various buildings, problems of campus expansion and planning, and shall exercise such supervision over these projects as shall be specifically authorized by the Board.

Section 8. Committee on Curricula.

The Committee on Curricula shall study the courses of study of the several institutions to the end of providing a comprehensive, coordinated program of higher education for the state. It shall review all changes in courses and curricula and all new courses as proposed in the several institutions and shall make a report to the Board from time to time covering all course changes proposed for the next academic year.

Section 9. Committee on Public Relations.

The Committee on Public Relations shall familiarize itself with the educational objectives and distinctive functions of the several institutions of higher learning as component parts of a state program of higher education and of the entire educational system of the state. The Committee shall study all means for bringing to the attention of the public the progress of the several institutions of higher learning with a view to promoting a better understanding and consequently a sounder confidence in the work of the institutions. The Committee shall especially seek to give the citizens of the state a fair and impartial view of the educational facilities provided by the state to the end that prospective students shall be given accurate knowledge of the prospects for useful employment in the various fields for which these facilities afford preparation. The Committee shall make reports and recommendations to the Board concerning matters of advertising and public information. Reports by this committee shall be made from time to time and should articulate with the reports of the Committee on Curricula.

Section 10. Committee on Insurance.

The Committee on Insurance shall study the problem of proper safeguarding of all property under control of the Board from damage or destruction by fire and other causes and the replacement of buildings, equipment, etc., destroyed by these agencies.
Section 11. Committee on Faculty Welfare.

The Committee on Faculty Welfare shall concern itself with uniformity in policies concerning faculty welfare such as retiring annuities, sabbatical leaves, group insurance, terms of employment, vacation privileges and salary schedules.

Article IV. PRESIDENTS OF INSTITUTIONS

Section 1. General Duties.

The President of each of the several state institutions of higher learning shall be the executive head of the several divisions and departments comprising his respective institution and the chief executive officer of the State Board of Higher Education for that institution. He shall present all business and other matters of his institution to be considered by the Board at its regular or special meetings or by committees of the Board. He shall be responsible for enforcing the decisions, actions, policies, and regulations of the Board for the operation of his institution. He shall have the right to preside over the deliberations of the legislative body of the faculties of his institution and have the right of veto over their decisions.

Section 2. Term of Office.

The President shall be elected by the State Board of Higher Education and his term of office shall be ___________________. *

Section 3. Academic Authority.

The President shall be responsible for the operation of his institution with all its component divisions, and for keeping its expenditures strictly in harmony with the budgetary authorizations of the Board and within the limitations provided therein. He shall have initiative over the selection of all officers, members of the faculties, and other employees of his institution and its component divisions. He shall exercise this authority in the case of subordinate positions by filling vacancies as they may occur, when the salary outlay is within the budget appropriation provided by the Board for such positions, and in the case of major positions by making recommendation of appointment to the State Board of Higher Education, in which rests the sole power of election and confirmation of appointment.

* As noted under Chapter III, Vol. 1 of the Survey of Land-Grant Colleges and Universities, the President is elected for an indefinite term in 31 of the land-grant colleges and universities. (See page 63, Survey of Land-Grant Colleges and Universities, Vol. 1.)
Section 4. Relations of President, Board, and Staffs.

All relations between the Board of Higher Education and members of faculties or other staff members and students of the respective institutions and their component divisions shall be through the respective presidents, except that any member of the faculty, staff or student may have the right of appeal from the president directly to the Board after notice to the president. Within the several institutions the routing of business and other communications shall be from the individual staff members to the head of the department, from the head of the department to the dean or director, from the dean or director to the President, except in business matters for which a different procedure may be specifically provided by the regulations of the Board or the respective institutions. The Presidents of the several institutions shall make reports to the Board annually in October on educational progress, advancement, policies and accomplishments of the institutions under their charge, such report in alternate years to be included in the biennial report to the legislature or to the Board.

Section 5. Institutional Business for the Docket.

The President of each of the state institutions shall submit to the Executive Secretary in advance of each meeting a memorandum, for inclusion in the docket, of matters which he proposes to present for consideration of the Board at that meeting, as set forth in Section 5, Article I. Except in emergencies no institutional matters shall be considered except those that have been so reported.

Mr. Albert Burch, Chairman of the Building Committee, made the following report:

1. The Committee approves the request of Mrs. Gertrude Bass Warner that all matters of change in the Museum of Art Building at the University be deferred until such time as Mrs. Prince Campbell and Mrs. Warner can confer with the Committee.

2. The Gaines Street Extension through the University of Oregon Medical School property has been approved by the architects as meeting with the plans for the development of the campus, and the Roadmaster of Multnomah County notified to this effect.

3. The Committee recommends that the Secretary be authorized to employ temporarily a man to make a study of the physical plant management of all institutions under the control of the Board.

The Board accepted the report and adopted the recommendations of the Building Committee as set forth in the report.
AMENDMENTS TO RULES AND BY-LAWS OF THE BOARD

Excerpt from minutes of Board Meeting #28 - May 23, 1932:

Student Welfare Committee: That a standing committee of the Board on Student Welfare be provided, the membership of this committee to be appointed by the chair. The chair ruled that the present committee will be made a permanent committee and the by-laws will be altered accordingly.

Excerpt from minutes of Board Meeting #29 - October 17, 1932:

ARTICLE V. THE CHANCELLOR

Section 1. Field of Function.

The Chancellor shall be the executive head of the several institutions comprising the Oregon State System of Higher Education; namely, the University of Oregon, at Eugene; the Oregon State Agricultural College, at Corvallis; the University of Oregon Medical School, at Portland; the Oregon Normal School, at Monmouth; the Southern Oregon Normal School, at Ashland; and the Eastern Oregon Normal School, at La Grande.

Section 2. Duties.

The Chancellor is the chief executive officer of the Oregon State Board of Higher Education, responsible for enforcing the decisions, actions, administrative regulations, and business policies of the Board. He shall present business and other matters to be considered by the Board at its regular or special meetings or by committees of the Board.

Section 3. Authority.

The Chancellor shall have complete authority over the selection of all officers, members of the faculties, and other employees of the Oregon State System of Higher Education and its component divisions, exercising this authority by making recommendations of appointment to the Board, in which rests the sole power of election. He shall have the right of presiding over the deliberations of the legislative bodies of the faculties, and of veto over their decisions.

Section 4. Relations of Chancellor, Board and Staffs.

All relations between the State Board of Higher Education and the members of the faculties or other officers or staff members of the Oregon State System of Higher Education and its component divisions shall be through the Chancellor.
The Curriculum Committee made the following report which was presented in the form of a letter to President Starr of the Board from the Chairman of the Committee as follows:

January 14, 1932.

President C. L. Starr,
329 American Bank Bldg.,
Portland, Oregon.

My dear President Starr:

In connection with the accompanying letter relative to the composition of the Curriculum Committee of the Board after February 1, 1932, may I report briefly on the progress of the work of the committee thus far.

The committee has held several meetings at which, after conferences with the presidents of the institutions, a program of preliminary organization was outlined.

Briefly, this program as adopted and carried through has consisted of a series of conferences between the Secretary of the Board and representatives of the institutions in the various curriculum fields under discussion appointed by the presidents of the institutions concerned.

The purpose and the outcome of these conferences has been to arrive at mutual decisions as to, first, the program of work necessary to lay all facts essential to the decisions which must be made by the Board in the particular curricular fields under discussion before the committee, and second, the types of facts in which the various statements outlined under the program of work are to be presented.

The essence of these mutual agreements has been that the institutions should furnish to the Curriculum Committee of the Board statements showing, in terms of types of facts mutually agreed upon, the following:

1. Conditions that exist under present arrangements.

2. Conditions that would exist if the survey recommendations were adopted by the Board.
3. A recommendation embodying the mutual judgment of both institutions as to the best program for the State of Oregon in light of its educational needs and financial resources, and a showing of the conditions that would exist if this recommendation were adopted by the Board.

4. If it be proven impossible to arrive at No. 3 through mutual cooperation between the representatives of the institutions concerned, that each institution would present a program which in its judgment met the requirements set forth under No. 3 and would show the conditions that would exist if that program were adopted by the Board.

Stress has been laid at all the conferences upon the necessity of holding to facts. The feeling has been that the committee and the Board should be shown the actual conditions, in terms not of theory but of fact, that exist now or that would exist if the survey recommendations or if the institutions' recommendations were adopted.

In order that these factual pictures may include everything that either institution concerned considers essential to a sound decision by the Board, mutual agreement has been arrived at in all cases as to the types of facts that should be used and these have been listed and incorporated in the memoranda of agreement resulting from all conferences.

Since time is an essential factor in these curriculum decisions the date at which the final statements in each of the fields under discussion would be in the hands of the Curriculum Committee has been decided by mutual agreement at these conferences and also incorporated in the terms of the memoranda of agreement. The latest date thus far set has been February 1. It would appear therefore that all material which the institutions consider as essential as a basis for the decisions of the Board in curriculum matters will be in the hands of the Board not later than the end of the second week in February.

Conferences in a few of the fields have not been held but are scheduled for an early date.

Very sincerely yours,

(Signed)

E. S. LINDSAY, Secretary,
Oregon State Board of Higher Education.
The following letter pertaining to the future work of the Committee and referring to the report given above was read to the Board:

January 14, 1932.

President O. L. Starr,
329 American Bank Bldg.,
Portland, Oregon.

My dear President Starr:

The Board at its meeting No. 19 held on June 22, 1931 at Portland created a committee of the Board to be known as the Curriculum Committee and designated composition and organization of this committee as follows: two members of the Board to be appointed by the President, and the Secretary of the Board to act as Chairman. May I suggest at this time consideration of arrangements for the selection as of February first of a third member of the committee from the Board itself and a Chairman from the committee as then composed.

The reason for this suggestion is that the preliminary task of planning the program of work and type and organization of material necessary as a basis for the committee's decisions will have been completed by the committee as now constituted between the January 16th meeting of the Board and the next. When this preliminary work is done the further work of the committee will be that of making decisions relative to recommendations to the Board in curriculum matters.

While I should personally be very happy to continue as a member of the committee during this forthcoming period of its work, it seems to me that sound principles of administrative organization would require that the committee then be constituted solely of members of the Board.

I shall of course be happy to serve the committee as newly constituted in any way possible. Attached hereto you will find statement covering the organization period of the committee's work.

Very sincerely yours,

(Signed)

E. E. Lindsay, Secretary
Oregon State Board of Higher Education.
On the basis of the above reports the Board requested the President to appoint a third member of the Board to serve on the Curriculum Committee effective February 1, 1932 and to relieve the Secretary from membership on this Committee as of the same date. President C. L. Starr appointed Mr. F. E. Callister to serve in this capacity.

President C. L. Starr announced the appointment of the following to serve as members of the Unified Administration Committee of the Board:

Mr. Albert Burch, Chairman
Mr. B. F. Irvine
Mr. Edward C. Pease
Mr. E. C. Sammons

President C. L. Starr is, by the terms of the original motion creating this committee, a member of this committee.

The Board adjourned at 7:00 P. M., January 19, to convene again in accordance with the Rules and By-Laws on March 7.

C. L. STARR, President.

LINDSAY, Executive Secretary.