STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
UNIVERSITY CLUB, PORTLAND, OREGON
May 8, 1933

Meeting #35

The Oregon State Board of Higher Education met at the University Club in Portland, Oregon, at the call of President C. L. Starr at 1:30 P.M., May 8, 1933. The following members were present:

Mr. C. A. Brand  Mr. George B. McLeod
Mr. F. E. Callister  Mr. Herman Oliver
Mr. C. C. Colt  Mr. E. C. Sammons
Mr. R. F. Irvine  Mr. C. L. Starr

President C. L. Starr reported that he had executed the contracts in connection with the disposal of ten (10) $1,000.00 assignments of student fees at the College in accordance with the action taken by the Board at the April 29 meeting, authorizing these assignments.

The Board approved the budget for the year 1933-34 as submitted with respect to totals, subject to downward revisions or eliminations after further review.

The Board approved the recommendation of the Senior Class at the University that the New Men's Dormitory be named "John Straub Memorial Building" and that the christening take place at the time of graduation exercises in June.

The Board approved the recommendation that a budget allotment of $5,000 be granted the Bureau of Social Science Research at the University to support a program of municipal research and service in cooperation with the League of Oregon Cities, the allotment to be contingent upon the receipt of a grant of $20,000 over a five-year period from the Laura Spelman Rockefeller Foundation for this work. The Board directed that this action be made a part of the permanent records.

The Board approved the following sabbatical leaves for the period and under the conditions indicated:

Southern Oregon Normal School:
Miss Marian Ady, instructor; six weeks at one-half salary, (Section 1, Board's regulations), for summer school study.

University of Oregon:
Mrs. Marian F. Watts, Assistant Reference Librarian; October 1, 1933, to September 30, 1934, one-half salary, (Section 1, Board's regulations), advanced study at University of Illinois.
Meeting #35

May 8, 1933.

Ray P. Bowen, Professor of Romance Languages, October 1, 1933, to September 30, 1934, one-half salary, (Section 1, Board's regulations), to meet financial emergency. It is understood that Professor Bowen will teach full time during the fall term of 1933.

Fred B. Morgan, Assistant Professor of Physics, October 1, 1933, to September 30, 1934, one-half salary, (Section 1, Board's regulations), advanced study.

Oregon State College:

E. G. Starr, Professor of Electrical Engineering, October 1, 1933, to September 30, 1934, one-half salary (Section 1, Board's regulations), advanced study and research.

I. F. Waterman, Assistant Professor of Mechanics, October 1, 1933, to September 30, 1934 one-half salary (Section 1, Board's regulations), advanced study.

J. H. Batcheller, Professor of Mines, October 1, 1933, to September 30, 1934, one-half salary (Section 1, Board's regulations), with no obligation for the future.

R. H. Damm, Professor of Sociology, July 1, 1933, to June 30, 1934, one-half salary (Section 1, Board's regulations), advanced study.

H. A. Scullen, Professor of Entomology, July 1, 1933, to December 31, 1933, one-half salary (Section 1, Board's regulations), advanced study.

A. W. Oliver, Assistant Professor of Animal Husbandry, July 1, 1933, to June 30, 1934, one-half salary, (Section 1, Board's regulations), for advanced study and research.

The Board approved the recommendation that James H. Gilbert, Dean of the College of Social Science, be placed on a twelve months tenure instead of ten months tenure, with no change in total salary.

The Board approved the following recommendation on the method of applying the 5 to 30 per cent salary reductions passed by the 1933 Legislature:

First: that the 5 to 30 per cent salary reductions required by law be computed on the basis of the monthly salary earned regardless of the time of payment;

Second: that the percentage cut be applied on the total amount of compensation received, regardless of the funds from which payments are made or sources from which the money is received, unless in special cases otherwise ordered by the Board;

Third: that where staff members go on a part-time basis the percentage reduction be applied on the amount of salary they actually receive.
Meeting #35

May 8, 1933.

The Board directed that the legislative cut not be applied to salaries of those paid from the following scholarship and fellowship funds at the College: Aaron Frank Scholarship; Standard Brands, Inc., Grant; and Mary J. L. McDonald Fellowship.

The Board directed that in applying the legislative cut of 5 to 30 per cent to the salary of C. D. Adams, Associate Professor of Trade and Industrial Education at the College and State Director of Vocational Education, only that portion paid by the College be subject to the 5 to 30 per cent cut since a flat 20 per cent reduction has been applied to the portion paid by the State Department of Vocational Education.

The Board accepted certain gifts representing ethnological collections, donated to the University by: Professor L. S. Cressman, University of Oregon; Mr. William Hittele, Gold Hill; Mr. Charles E. Gray, Gold Hill; Mr. Whitsette, Gold Hill; Mr. James Washburne, Junction City; Mrs. Katherine Hannah Bester, Eugene; Major Roscius Back, University R.O.T.C.; Mr. Dean Swift, Long Creek; Oregon State Highway Commission; and directed that appreciation for the gifts be expressed to the donors.

The Board accepted the gift to the University of Oregon summer session by the American Institute of Architects of $5,750, said money originating with the Carnegie Corporation of New York and donated to the University for a special educational program in fine arts. The Board directed that the gift be acknowledged and suitable appreciation be expressed to the donors.

The Board approved the recommendation that nine different departments of the School of Agriculture at the State College be merged into three major administrative divisions as follows:

1. Agricultural economics and farm management into a Division of Agricultural Economics, in charge of Professor E. L. Potter.

2. Farm crops, horticulture and soils into a Division of Plant Industry, in charge of Professor George R. Myslop.

3. Animal husbandry, dairy husbandry, poultry husbandry and veterinary medicine into a Division of Animal Industry, in charge of Professor P. M. Brandt.

Agricultural Engineering not logically belonging in any of these divisions, will remain as at present, in charge of Prof. W. J. Gilmore.

The Board approved the recommendation that the three major divisions in Agriculture at the College—residential instruction, research and extension—be organized under one administrative head, effective immediately. W. A. Schoenfeld, Dean and Director of Agriculture, was elected by the Board as the administrative head.
Meeting #35

May 8, 1933.

The Chancellor presented to the Board a letter from Dean H. V. Hoyt of the School of Business Administration, recommending that a four-year curriculum in Secretarial Science be established at the College and outlining the following facts:

1. The work in Secretarial Training has always been recognized as belonging to the distinctive field of the College, having been assigned to the College by the old Board of Higher Curricula and again allocated exclusively to the College by the present Board of Higher Education in the reorganization program.

2. Secretarial studies are primarily technical and are distinctly different from any offerings in the School of Business Administration at the University.

3. By distributing the secretarial studies now given in the two-year curriculum at the College through the four years, supplemented by upper division service courses now offered, and by general electives, the four-year curriculum can be organized without additional courses or additional cost.

Upon recommendation of the Curricula Committee, the Board directed that a four-year curriculum in Secretarial Science, leading to a degree, be established at the College.

The Board adjourned at 3:30 P.M. to meet again at 7:00 P.M.

ADJOURNED MEETING

The Board convened for the adjourned meeting at 7:30 P.M. at the University Club. The following members were present:

Mr. C. A. Brand
Mr. P. E. Callister
Mr. B. F. Irvine
Mr. C. L. Starr

Mr. George B. McLeod
Mr. Herman Oliver
Mr. E. C. Sammons

The minutes of the meetings of January 23, 1933, and April 29, 1933 were approved.

The minutes of the executive committee meeting of February 20, 1933 were approved.
Meeting #35

May 8, 1933.

The Board directed that the graduation fee for the 1933 classes at the College and the University be reduced from $10.00 to $6.50; that the student deposit for the academic year, 1933-34, be reduced from $10.00 to $5.00 and that student tuition fees for the academic year at the various institutions remain as at present, with the provision that they may be paid in convenient installments.

The Board directed that the case of Alson Bristol, a former employee of the mimeograph department of the University of Oregon, be deferred pending further investigation by the Chancellor.

The Board directed that John V. Bennes, architect for the proposed Training School at Eastern Oregon Normal School, be paid $5,250.00, which is about 50 per cent of the fee earned in preparing the plans of the building, and that the remainder of the fee be paid to Mr. Bennes when and if the plans are used.

The Board adjourned at 8:00 P.M.

C. L. STARR, President.

C. D. BYRNE, Acting Secretary