STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
HEATHMAN HOTEL, PORTLAND, OREGON
January 23, 1940

MEETING #101
A regular meeting of the State Board of Higher Education of the State of Oregon was held at the Heathman Hotel, Portland, Oregon, at 10:00 a.m., on January 23, 1940.

ROLL CALL
The meeting was called to order by the President of the Board, Willard L. Marks, and on roll call the following answered present:

C. A. Brand
F. E. Callister
Willard L. Marks
Herman Oliver

E. C. Pease
Robert W. Ruhl
Beatrice Walton Sackett
Edgar W. Smith

Absent: E. C. Sammons

The members named constitute all members of the State Board of Higher Education.

There were also present Dr. Frederick M. Hunter, Chancellor; Charles D. Byrne, Secretary of the Board; President Donald M. Erb of the University of Oregon; President George W. Peavy of Oregon State College; President C. A. Howard of Oregon College of Education; President Walter Redford of Southern Oregon College of Education; and President Roben J. Maaske of Eastern Oregon College of Education.

Mr. Marks reported that Mr. Sammons had been called East on business.

MINUTES APPROVED
The Board voted to dispense with the reading of the minutes of the last regular meeting held on December 12, 1939, and approved the minutes of this meeting as they appeared in the docket.

DAIRY BUILDING REPAIRS
Mr. F. E. Callister, Chairman of the Buildings, Grounds and Capital Outlay Committee, presented the following report:

"In order to adapt the space in the upper floors of the Dairy Building to the requirements of the Agricultural Economics Department, State College officials estimate that an expenditure of $4,725 will be required to make the repairs and alterations. Because of the limited funds available, however, the Chancellor recommended that an item of approximately $1,000 for linoleum floor covering be eliminated, and that the unused portion of the funds
allotted for remodeling the Mines Building, supplemented with $1,000 from the reserve for building repairs in 1940-41, be made available to adapt the vacated floors in the Dairy Building for the use of the Agricultural Economics Department. The Building Committee concurs in this recommendation and so recommends to the Board."

The Board approved the report of the Building Committee regarding the allocation of funds from the building repairs and improvements program for remodeling the upper floors of the Dairy Building for the use of the Agricultural Economics Department.

CREAMERY DEPARTMENT
REPAIRS

The report of the Building Committee was continued as follows:

"State College officials also reported that emergency repairs are required in the Dairy Manufacturing portion of the building on the first floor, estimated at approximately $1,115. The request was made that this repair program be instituted immediately in order to have the work done prior to the meeting of the State Dairy Association. However, time limitations would make it impossible to accomplish this program. The Chancellor recommended that this item of repair be included in the repairs and improvements survey for 1940-41 as a preferred item of consideration. The Committee concurs in this recommendation."

The Board approved the inclusion of an item for emergency repairs in the Dairy Manufacturing portion of the Dairy Building as a preferred item of consideration in the 1940-41 program of building repairs and improvements.

WPA PROJECTS AT UNIVERSITY

Mr. Callister continued the report of the Building Committee as follows:

"University officials reported that two projects, consisting of two additional wings to the Art and Architecture Building and a tunnel extension have been approved by the Works Progress Administration. At a previous meeting, the Board had appropriated $4,500 for the Art and Architecture additions to match federal labor allocations. The Board also authorized the use of an additional $1,500 from building fee funds at the University for materials and other expense on the Art and Architecture project. Because the W. P. A. has approved the construction of both wings of this addition, University
officials have estimated that an additional $3,000 will be required to complete the project. President Erb indicated that he had not determined whether or not he would want to utilize an additional $3,000 from building fee funds. The Committee voted to authorize President Erb to utilize additional building fee funds to the extent necessary if he desired to carry forward the construction of both wings of the building, with the understanding that he would report his decision to the Committee at its March meeting. The Committee recommends this program to the Board."

The Board voted to approve the report of the Building Committee regarding the W.P.A. projects at the University for Art and Architecture and a tunnel extension.

Mr. C. A. Brand, Chairman of the Curriculum Committee, presented the following report:

"The Curriculum Committee met yesterday afternoon to consider the proposed curricular adjustments for the several institutions of the State System of 1940-41. All members of the Committee were present.

"The Committee considered the proposed course changes for the University, the State College, the Medical School and the Colleges of Education, and approved the recommendations of the Interinstitutional Curriculum Advisory Committee as presented by the Chancellor in regard to all course additions, course eliminations and other adjustments, with the following exceptions as recommended by the Chancellor:

The major curriculum in premedicine, leading to the Bachelor of Arts degree, as requested by the University, was referred to the Chancellor for further study and later report to the Board.

The following courses requested by the Eastern Oregon College of Education were disapproved.

Mth 10. Elementary Algebra. Four hours.
Mth 100. Intermediate Algebra. Four hours.

"The Committee on Curricula reviewed the proposed course changes for the 1940 summer sessions at its December meeting, and approved the report of the Interinstitutional Curriculum Committee, with the following exception as recommended by the Chancellor:
Sc 338s. Field Studies in Geology. 3 hrs.
Sc 337s. Field Studies in Meteorology. 2 hrs.
Geo 338s. Field Studies in Geography. 3 hrs.

as requested by the Oregon College of Education were disapproved.

"Your Committee on Curricula also approves two general recommendations made by the Interinstitutional Committee, as follows:

That the name of the instructor be indicated for each Upper Division and graduate course on the ground that such courses of a specialized nature are expected to be given by instructors of special competence in their respective fields.

That the Committee will not consider any new course unless accompanied by a syllabus.

"All members of the Committee on Curricula expressed commendation for the splendid service rendered by the Interinstitutional Curriculum Committee.

"Your Committee on Curricula, therefore, recommends adoption of the report on course changes including the approvals and disapprovals mentioned in the report of the Interinstitutional Committee, with the exception of the items previously mentioned."

The Board voted to approve the report of the Curriculum Committee regarding curricular adjustments for 1940-41. (A copy of the recommended course changes of the several institutions and the report of the Interinstitutional Curriculum Advisory Committee are on file in the Board's office as an integral part of these minutes.)

Mr. Brand continued the report of the Curriculum Committee as follows:

"For the further information of Board members, the Committee on Curricula received the report on Teacher Training in Oregon and gave some time to a discussion of the problems and recommendations contained therein. This report will be printed and distributed to all Board members.

"The Chancellor also presented to the Committee the study of 'dead timber' courses which had been made by the Interinstitutional Curriculum Committee and indicated that this report would be the basis for further study on curricular matters."
The Board received the report of the Curriculum Committee on the teacher training report and the study of "dead timber" offerings in the System.

1940-41 FEE SCHEDULE

Mr. Herman Oliver, Acting Chairman of the Finance Committee, presented the following report:

"The Finance Committee met yesterday, with Mr. Sammons, Chairman, absent. Other Board members attended parts of the meeting.

"The Finance Committee gave consideration to the schedule of tuition, fees and board and room charges for 1940-41 as presented by the Interinstitutional Fee and Interinstitutional Dormitory Committees, with the approval of the Chancellor.

"The major change in last year's schedule at the State College and University is an increase from $5.00 to $7.00 in the incidental fee which will cover the health service fee, the gym suit service fee, and educational activities. At the Colleges of Education the Committee recommended the levying of $1.50 as a gym suit service fee to place these institutions on the same basis as the State College and University, and thereby make it possible to render this important service to the students. The elimination of the installment payment of fees at all the institutions except the Medical School is also recommended.

"Because of the rather wide discrepancy in the cost of board between the State College and University, and the Oregon and Eastern Oregon Colleges of Education where dormitories are operative, the Committee recommends an increase of fifty cents per month in the cost of board at the two latter institutions. It was also recommended that the room charges at all the institutions be on a per term basis rather than on a per month basis, which means that the rent will be levied for the complete term, or three months, rather than merely during the period when classes are in session.

"The Committee gave careful consideration to the entire schedule and is recommending its adoption by the Board as presented."

The Board voted to accept the report of the Finance Committee on tuition, fees and board and room charges for 1940-41 and approved the following schedule:
TUITION, FEES, AND BOARD AND ROOM CHARGES

Oregon State System of Higher Education

TUITION AND FEES*

University and College

<table>
<thead>
<tr>
<th></th>
<th>Undergraduates</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Students</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>10.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Laboratory and Course Fee</td>
<td>12.00</td>
<td>36.00</td>
<td></td>
</tr>
<tr>
<td>Incidental Fees*</td>
<td>7.00</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Building Fee</td>
<td>5.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Resident Fee</strong></td>
<td><strong>$34.00</strong></td>
<td><strong>$102.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Non-Resident Students</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>50.00</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>Laboratory and Course Fee</td>
<td>12.00</td>
<td>36.00</td>
<td></td>
</tr>
<tr>
<td>Incidental Fees*</td>
<td>7.00</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Building Fee</td>
<td>5.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-Resident Fee</strong></td>
<td><strong>$74.00</strong></td>
<td><strong>$222.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Deposit (breakage, loss, etc.)... 5.00

Graduate Students (including Graduate Assistants, Scholars, and Fellows)

<table>
<thead>
<tr>
<th></th>
<th>Full-Time Graduate Students - registering for 7 credits or more</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>10.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Laboratory Fee</td>
<td>11.50</td>
<td>34.50</td>
<td></td>
</tr>
<tr>
<td>Incidental Fees*</td>
<td>5.50</td>
<td>16.50</td>
<td></td>
</tr>
<tr>
<td>Building Fee</td>
<td>5.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total Graduate Fee</strong></td>
<td><strong>$32.00</strong></td>
<td><strong>$96.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

Part-Time Graduate Students - registering for 6 credits or less

Per Credit Hour... 3.00

Deposit (breakage, loss, etc.) for all graduate students 5.00

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*The incidental fee is to be distributed as follows:
Undergraduate students: $3.50 to Health Service, $1.50 to Gym Suit Service, and $2.00 to Educational Activities.
Graduate students: $3.50 to Health Service and $2.00 to Educational Activities.

Note: In case of withdrawal of students, refunds may be granted in accordance with a refund schedule on file with the registrar's office. The refund schedule will be prepared each year by an interinstitutional committee.
### TUITION AND FEES

**University and College (continued)**

<table>
<thead>
<tr>
<th></th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Staff Members</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour</td>
<td>$1.00</td>
<td>-</td>
</tr>
<tr>
<td>(Staff members may audit courses without fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(No deposit for breakage, loss, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Staff members carrying more than 6 hours of academic work will also pay the $5.00 building fee.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Part-Time Undergraduate Students - registering for 6 credits or less</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour</td>
<td>$3.00</td>
<td>-</td>
</tr>
<tr>
<td>Deposit (breakage, loss, etc.)</td>
<td>-</td>
<td>$5.00</td>
</tr>
<tr>
<td><strong>Auditors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per credit hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-laboratory courses</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Laboratory courses</td>
<td>3.00</td>
<td></td>
</tr>
<tr>
<td>(No deposit for breakage, loss, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Special Fees, Deposits and Fines</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Matriculation fee (not refundable)</em></td>
<td>$5.00</td>
<td></td>
</tr>
<tr>
<td>Late registration</td>
<td>1.00 to $5.00</td>
<td></td>
</tr>
<tr>
<td>Change of program</td>
<td>.25</td>
<td></td>
</tr>
<tr>
<td>Reinstatement fee</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>#Special examination fee (per credit hour)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Transcript fee (one furnished without cost)</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>Graduation fee (including $2.00 alumni fee)</td>
<td>6.50</td>
<td></td>
</tr>
<tr>
<td>Registration in absentia (6 credit hours or less), per credit hour</td>
<td>3.00</td>
<td></td>
</tr>
</tbody>
</table>

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*Charged all undergraduate students registering for the first time in the System. In the case of students transferring from the Colleges of Education to the University or State College, the payment of $5.00 will be required to make up the difference between the $2.00 matriculation fee at the Colleges of Education and the $5.00 matriculation fee at the University and State College.

#Graduate students taking the preliminary or final examination when they are not enrolled at the time are assessed a $10.00 fee for the examination. A student enrolled for a limited amount of graduate work requiring a tuition fee of less than $10.00 shall pay an examination fee equal to the difference between the amount paid as tuition and the $10.00 examination fee.
TUITION AND FEES

University and College (continued)

DISTRIBUTION OF FEES OF PART-TIME STUDENTS
(GRADUATE AND UNDERGRADUATE), STAFF MEMBERS AND AUDITORS

<table>
<thead>
<tr>
<th>Fee</th>
<th>Total Fee</th>
<th>Distribution of Fee</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Board Funds</td>
<td>Gym Suit</td>
<td>Health Service</td>
<td></td>
</tr>
<tr>
<td>Part-Time Fee:</td>
<td></td>
<td>$ 3.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>1 hour</td>
<td></td>
<td>2.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>2 hours</td>
<td>6.00</td>
<td>5.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>3 hours</td>
<td>9.00</td>
<td>8.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>4 hours</td>
<td>12.00</td>
<td>11.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>5 hours</td>
<td>15.00</td>
<td>14.50</td>
<td>-</td>
<td>3.50</td>
<td></td>
</tr>
<tr>
<td>6 hours</td>
<td>18.00</td>
<td>1.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Staff (per hour)</td>
<td>1.00</td>
<td>1.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Auditors (per hour)</td>
<td>1.00</td>
<td>1.00</td>
<td>-</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

Note: All part-time students are entitled to the usual services and facilities of the institutions, including the laboratories, libraries, gymnasium and health service. Faculty members are entitled to the gymnasium service (except suits), but not the health service.
TUITION AND FEES

January 23, 1940

Colleges of Education

<table>
<thead>
<tr>
<th>Regular Registration Fee</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident Students</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>$8.50</td>
<td>$25.50</td>
</tr>
<tr>
<td>Incidental Fee*</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Building Fee</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td><strong>Total Resident Fee</strong></td>
<td>$18.50</td>
<td>$55.50</td>
</tr>
</tbody>
</table>

| Non-Resident Students    |          |          |
| Tuition                  | $14.50   | $43.50   |
| Incidental Fee*          | 5.00     | 15.00    |
| Building Fee             | 5.00     | 15.00    |
| **Total Non-Resident Fee** | $24.50   | $73.50   |

**Special Fees** *(uniform at all colleges of education)*

- Matriculation fee# *(not refundable)*: $2.00
- Graduation fee *(diploma $3.00; alumni $1.50)*: 4.50
- Transcripts *(one furnished without cost)*: 1.00
- Late-registration: 1.00 to $5.00
- Change of program: 0.25

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*Incidental Fee of $5.00 per term to be distributed $3.50 to Health Service and $1.50 to Gym Suit Service.

#Charged all students registering in the System for the first time.*
TUITION AND FEES

Medical School

Medical Students

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Per Term</th>
<th>Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident tuition and laboratory fee</td>
<td>95.00</td>
<td>285.00</td>
</tr>
<tr>
<td>Non-resident tuition and laboratory fee</td>
<td>115.00</td>
<td>345.00</td>
</tr>
<tr>
<td>Building fee</td>
<td>5.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Breakage deposit (first and second years)</td>
<td></td>
<td>15.00</td>
</tr>
<tr>
<td>Breakage deposit (third and fourth years)</td>
<td></td>
<td>10.00</td>
</tr>
<tr>
<td>Entrance deposit (includes the $5.00 matriculation fee and $20.00 tuition fee)</td>
<td></td>
<td>25.00</td>
</tr>
</tbody>
</table>

Special Fees

- Matriculation fee (not refundable)                                  | 5.00     |          |
- Graduation fee (including $2.00 alumni fee)                        | 6.50     |          |
- Transcript fee (one furnished without cost)                        | 1.00     |          |
- Microscope rental fee (for students who wish to rent microscopes)  |          | 3.00 to 4.00 |
- Penalty for late payment of tuition fee at beginning of each term  |          | 2.00     |
  (for first day of delinquency and $ .25 additional each day thereafter. Registration cancelled after one penalty week.)

- Penalty for delinquent installments of tuition fees (Registration cancelled after one week) | .25 per day

- Late-registration fee                                               | $1.00 to 5.00 |

Students registering after the scheduled registration day of any term pay a late-registration fee of $1.00 for the first day and $1.00 for each additional day until a maximum charge of $5.00 is reached.

Special Students

#Special Students, (minimum $10.00) per credit hour                  | 5.25     |
- Auditor's fee, per term hour for lectures                          | 1.00     |
- Auditor's fee, per term hour for laboratory courses                | 5.25     |

An auditor is a person who has obtained permission to attend classes without receiving academic credit. The fee is payable at the time of registration. It entitles the student to attend classes but to no other institutional privileges.

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*Not assessable upon students who have already matriculated in the Oregon State System of Higher Education.

#"Part-time" special students become "full-time" special students when registered for 7 hours or more.
### TUITION AND FEES

#### Medical School (Continued)

<table>
<thead>
<tr>
<th>Graduate Students* (including Graduate Assistants and Fellows)</th>
<th>Per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time Graduate Students, tuition fee when registered for 7 or more credit hours of work</td>
<td>$21.50</td>
</tr>
<tr>
<td>Part-Time Graduate Students, tuition fee when registered for 6 credits or less, per credit hour</td>
<td>3.00</td>
</tr>
<tr>
<td>Breakage Deposit</td>
<td>5.00</td>
</tr>
<tr>
<td>Building Fee for Full-Time Graduate Students</td>
<td>5.00</td>
</tr>
<tr>
<td>(No non-resident fee)</td>
<td></td>
</tr>
</tbody>
</table>

#### Students in Nursing

<table>
<thead>
<tr>
<th>Regular Registration Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition, per term hour (maximum $45.00)</td>
</tr>
<tr>
<td>Non-resident fee, per term (additional)</td>
</tr>
<tr>
<td>#Trainees in Public Health Nursing</td>
</tr>
<tr>
<td>(Building fee, matriculation and non-resident fees apply in addition)</td>
</tr>
<tr>
<td>∫Building fee for all full-time students (For students carrying more than 6 term hours)</td>
</tr>
</tbody>
</table>

Every Full-Time nursing student pays a matriculation fee of $5.00 at the time she first registers in the Oregon State System of Higher Education (College of Education transfers pay $3.00 additional.)

#### Special Fees

| Graduation fee (if certificate also at same time, $2.00 additional) | 6.50 |
| Late registration fee | 1.00 |
| Penalty for late payment of tuition fees (Registration cancelled after one week) | .25 per day |
| Transcript fee (one furnished without cost) | 1.00 |

(Auditors not permitted to substitute for regular courses for purposes of payment of smaller fees.)

*Students enrolled in the medical curriculum are not assessed the graduate fee. Graduate students, part-time special nursing students (employed), and nursing students on a field training schedule are allowed one week after regular registration day to complete registration. Penalties apply accordingly thereafter. Graduate students who have paid fees on a graduate basis are required to pay additional fees, comparable to the medical student rate, at the time of application for transfer of credit from the graduate to the medical curriculum; the rate of increase shall be the difference between the graduate per credit hour rate and the medical per credit hour rate.

#Assignees of departments of health of various states for advanced Public Health training. Subsidized mostly through federal government grants.

#Full-time students are those taking 7 hours or more. (Bedside courses not included.)
TUITION AND FEES

Summer Session Fees

University and College

*Regular Students
Six-Week Session ........................................... $25.00
Eugene Post Session (four weeks) ......................... 15.00
Corvallis Post Session (five weeks) ....................... 25.00
(No non-resident tuition)

Part-Time Students - registering for not more than 3 hours
Per credit hour ................................................. 3.50

Auditors
Six-Week Session, per course ............................. 6.00
Post Session, per course ................................. 3.00

Coaching School
Registration fee ............................................... 10.00
Fee for students taking only one or two courses ........ 5.00
Fee for students also enrolled in regular session ....... 5.00

*Special Fees
Late registration (due after third day of session) $1.00 to 3.00
Examination fee for graduate students not enrolled .... 10.00
Gymnasium and recreation fee .............................. 2.00
Orchestra Institute at Eugene (four-weeks session) .... 10.00

Colleges of Education

Eleven-Week Session
Registration fee ............................................... 9.00
Building fee .................................................. 5.00
Incidental fee (for health service) ....................... 3.00
Late-registration ........................................... $1.00 to 3.00
(No non-resident tuition)

First or second six-week session, taken separately
Registration fee ............................................... 9.00
Building fee .................................................. 2.50
Incidental fee (for health service) ....................... 1.50
Late-registration ........................................... $1.00 to 3.00
(No non-resident tuition)

Special two-week session ................................... 9.00
Late-registration ........................................... $1.00 to 3.00
(No non-resident tuition)

*Special additional laboratory fees are charged for certain courses as indicated in the catalog course descriptions.
Meeting #101 - 15  

Tuition and Fees

General Extension

<table>
<thead>
<tr>
<th>Number of Credit Hours</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Non-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$5.00</td>
<td>$7.00</td>
<td>$9.00</td>
<td>$11.00</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

*Correspondence Study*

 Registration fee - none
 Course fees** ........................................... $6.00 $7.00 $9.00 $11.00 $5.00
 Group Study**
   5 to 9 students - each .................. 4.00 6.00 7.00 - -
   10 or more students - each .......... 3.00 5.00 6.00 - -
 Entrance Courses, each 1/2 unit, $7.00
 Non-resident fee, additional, per course
   or section ........................................ 5.00 5.00 5.00 5.00 5.00
 Entrance Examinations - each unit or
    fraction .......................................... 5.00
 Parent Teacher Outlines - each enroll-
    ment ................................................ 1.00
 Home Reading Courses - each paper
    submitted ....................................... 10
 Renewal fee (required when course not com-
    pleted within year from enrollment) .... 2.00

*Men in C.C.C. camps and others unable to pay full fee at once may pay in
fixed installments and patients in State Tuberculosis Hospital and inmates
of State Penitentiary may enroll without payment of fees, but no credit
will be given until course fee is paid in full.

**Except for a few courses where expense necessitates larger fee.

Extension Classes in Portland
and Other Cities

Regular Registration Fees, per term, with or without credit:

<table>
<thead>
<tr>
<th>1 or 2 hr.</th>
<th>3 hr.</th>
<th>4 hr.</th>
<th>5 hr.</th>
<th>6 hr.</th>
<th>7 hr.</th>
<th>8 hr.</th>
<th>9 hr.</th>
<th>10 hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergrad.</td>
<td>$5.00</td>
<td>$7.00</td>
<td>$9.00</td>
<td>$10.50</td>
<td>$12.00</td>
<td>$13.50</td>
<td>$15.00</td>
<td>$16.50</td>
</tr>
<tr>
<td>Graduates</td>
<td>6.00</td>
<td>8.50</td>
<td>11.00</td>
<td>13.00</td>
<td>15.00</td>
<td>17.00</td>
<td>19.00</td>
<td>21.00</td>
</tr>
</tbody>
</table>

Note: A fee of $3.00 per student, one hour per week, per term or equivalent,
is charged for lecture courses carrying no credit.

Exceptions: When course given to satisfy less than required number of students,
they pay entire cost. Students who enter after the middle of the term for no
credit pay $5.00 for one or two courses. Staff members in the state higher
educational institutions pay $1.00 per term hour.

Special Fees:

 Delinquent fee per week of delinquency .............. $ .50
   Fees are delinquent after fourth week of classes.
   No fees accepted after eighth week.
 Diploma fee ............................................. 6.50
 Laboratory, service, or course fees are charged in some
   cases, as indicated in course descriptions.
# BOARD AND ROOM CHARGES

<table>
<thead>
<tr>
<th></th>
<th>Room Only</th>
<th></th>
<th>Board Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Per Term</td>
<td>Per Month</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Double</td>
<td>Single</td>
<td></td>
</tr>
<tr>
<td>University*</td>
<td>$33.00#</td>
<td>$45.00</td>
<td>$23.00</td>
</tr>
<tr>
<td>College</td>
<td>24.00</td>
<td>36.00</td>
<td>23.00</td>
</tr>
<tr>
<td>Oregon College of Education**</td>
<td>18.00</td>
<td>27.00</td>
<td>21.00</td>
</tr>
<tr>
<td>Eastern Oregon College of Education###</td>
<td>18.00</td>
<td>27.00</td>
<td>21.00</td>
</tr>
</tbody>
</table>

*Rugs and draperies are furnished by the University. Men students are required to furnish blankets and towels; in the case of the girls' dormitory, the occupants must furnish dresser scarfs, towels and rugs.

# A few rooms are available at a rate of $24 per term for women students who care for their own rooms and provide their own towels, pillows, pillowcases, sheets, blankets, bedspreads, curtains, rugs and dresser scarfs, provided all the girls in a given suite elect this type of service.

/~Students furnish towels, pillows, pillowcases, sheets, blankets and bedspreads. In the case of the girls' dormitory, the occupants must also provide curtains and rugs.

**Furnishings include bed linen, blankets, bedspreads and towels. Students furnish dressing table cover.

### Students furnish pillowcases, towels, sheets, blankets, bedspreads, draperies and rugs.

The official catalogs of the institutions state that "payment for board is made monthly in advance and room rent is payable in two equal installments, the first installment being due at the opening of each term." Strict adherence to this regulation is imperative.
Meeting #151 - 15
January 25, 1940

SPECIAL GENERAL FEES AND RULES

Placement Service Registration Fees

<table>
<thead>
<tr>
<th></th>
<th>University</th>
<th>College</th>
<th>Education*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial registration with Bureau</td>
<td>$3.00</td>
<td>$3.00</td>
<td>$2.00</td>
</tr>
<tr>
<td>Fee for credentials if ordered by student</td>
<td>$0.25</td>
<td>$0.25</td>
<td>$0.25</td>
</tr>
</tbody>
</table>

Special Music Fees -- See catalogs of institutions

Student Health Service Fee

The student health services at the institutions in the Oregon State System of Higher Education are supported by student registration fees. Every student registered for credit is entitled to general medical attention and advice at the Student Health Service during office hours. If his condition requires hospitalization for general medical attention he is entitled to free care in the Health Service hospital not to exceed five days per term. For a longer period an additional charge is made. When a special nurse is necessary, the expense must be met by the student. All expenses of, or connected with, surgical operations or highly specialized service must be borne by the student. A student who is ill may, on request, be attended at his rooming place by Health Service physicians. For each such call at a student’s place of residence an additional fee of $1.00 is charged, payable at the Business Office upon receipt of a statement from the Student Health Service. Calls, after Health Service hours, should be telephoned to the Student Health Service. The privileges of the Student Health Service are not available to members of the faculty.

The director may waive the $1.00 call charge where justified.

Library Fines and Charges

The following regulations govern Library fines and charges:

1. A fine of 5 cents per day is charged for all overdue books borrowed from the Circulation Department.

2. All books especially needed for use at the Library are subject to recall at any time and should be returned promptly when sent for. A maximum fine of $1.00 per day may be imposed for failure to comply with this request.

3. The following fines are charged for violation of the rules of the Reserve Department: (a) for overdue books, a regular fine of 25 cents for the first hour and 5 cents for each succeeding hour, or fraction thereof, until the book is returned or reported lost (a maximum charge of $1.00 per hour may be made in cases of flagrant violation of the rules); (b) for failure to recheck books at stated times, a fine of 25 cents; (c) for failure to return books to proper department desk, a fine of 25 cents.

* Not charged graduating senior for first year out of school.
(4) A service charge of 10 cents is added to all accounts reported to the Business Office for collection.

(5) If a book, which has been reported lost and has been paid for, is returned within one year, refund will be made after deduction of the accumulated fines, plus 5 per cent of the list price of the book for each month it was missing from the Library.

(6) The regular rental rate for books in the special rental collection is 3 cents per day; books for which there is less demand rent for 10 cents per week. Books in the reserve rental collection rent for 3 cents per day or 10 cents per week.

**Late Registration Fees**

Late-registration fees shall be assessed at all institutions as follows:

(1) **Regular Sessions:**

(a) Undergraduate students shall be assessed the late-registration fee after the first day of registration.

(b) Graduate students shall be assessed the late-registration fee after the first week of each term.

(c) Part-time students, auditors, and staff members shall not be assessed a late-registration fee. Part-time students are those who carry six term hours of work or less.

(2) **Summer Sessions:**

(a) For all institutions except the Portland Summer Session:

Students registering after a set date pay a late-registration fee of $1.00 for the first day and $1.00 for each additional day until a maximum charge of $3.00 is reached. The rules governing late-registration fees are as follows: (1) Undergraduate students in the six-week session and post session pay a late-registration fee if they register after 3:00 p.m. on the third day of the session. (2) Graduate students at both sessions pay a late-registration fee if they register after the close of the first week (noon Saturday).

(b) **Portland Summer Session:**

The late-registration fee for the Portland Summer Session is not due until after the close of the first week. This applies to both graduate and undergraduate students. The reason for the extension of time is due to the lack of facilities for collection at the Portland Office.

(c) The late-registration fee is not assessed against part-time students, auditors, or staff.
Mr. Oliver continued the report of the Finance Committee as follows:

"The Committee reviewed the County Extension budgets for the calendar year 1940 as prepared by Vice-Director Ballard, and submitted with the approval of Dean Schoenfeld, President Peavy, and the Chancellor. The Committee is recommending Board approval of the budgets as presented, with the understanding that approval of the salary adjustments contained therein be included for final action with personnel adjustments submitted with the regular institutional budgets at the April meeting."

The Board voted to approve the County Extension budgets for the calendar year 1940 as recommended by the Finance Committee.

The report of the Finance Committee was continued as follows:

"The Chancellor presented a request from the University for the liquidation of the debt of the University of Oregon Alumni Holding Company now carried on the books at $25,411.64, through the application of funds supplied by the Alumni Holding Company toward the construction of some of the new buildings on the University campus. In consideration of such funds, totaling $35,532.28, the Finance Committee is recommending that this bookkeeping debt be considered liquidated."

The Board voted to approve the report of the Finance Committee regarding liquidation of the Alumni Holding Company debt.

State officials in charge of elevator inspection have indicated that certain repairs and improvements to elevators on the State College campus are immediately necessary in order to bring them up to standard requirements. The Board voted to approve the recommendation of President Peavy, as concurred in by the Chancellor, that a special appropriation of $800 be made available to cover these repairs, and to cover the annual charge for elevator inspection.

The Chancellor presented the following report on the progress of the unified System:

"It is customary for the Chancellor's Office to present the proposed budgetary structure embodying the main policies to be recommended for the ensuing year, at the March meeting of the Board, so now some
weeks in advance I am asking you to survey briefly some considerations that affect our fiscal policies and influence our administrative course.

"Although no formal action of the Board has set forth a statement of purposes for the administration of the State System of Higher Education, this office has always assumed the major objectives of the Board to be to:

Perfect the plan of unification under the present recognized administrative structure of the System.

Continue to maintain (considering the funds available) the highest possible quality of state-wide service in-- (a) Instruction upon both undergraduate and graduate levels; (b) Research in general and applied fields.

Shape the development of the System and its institutions so as to meet the highest recognized standards maintained by the governments of our American Commonwealths in discharging their educational responsibilities.

"Accordingly, before presenting requests for funds to the legislative authorities or even now recommending to you fiscal allocations for a budget already largely determined by previous action, I wish that we all may be generally aware of what has been thus far accomplished toward these ends, so that we may wisely hold the next steps of our way steadfastly toward our ultimate goal.

"Three criteria are easily discernible for our guidance:

The extent of state-wide service--a quantitative measure.
The standards of state-wide service--a qualitative measure.
The instrumentalities of operation--an index of cooperation and morale.

"Experience of the past five years has clearly demonstrated that the State System of Higher Education is able to educate more students at less cost than before unification. The increase in number of students and the lower level of cost are impressive. At the high point of enrollment before unification a total of 9,341 students was included in the instructional service of the institutions which now comprise the System. With no diminution of quality, but rather
with much evidence of improvement in standards, we now serve 11,022 as the total cumulative enrollment of the System for 1938-39, an increase of 18%. The total biennial state appropriation for all the institutions at the peak of pre-unification enrollment was $5,995,054. The biennial state appropriation approved by the 1939 Legislature was $5,801,094, a decrease of $93,960. If as appears, then, there has been no deterioration in standards of work, there has resulted to the state a marked economy and an improved service.

"Moreover, the overhead or administrative costs during the six years since the installation of the unified structure has been gradually steadily declining. In 1931-32 the percentage of the total annual budget expended for central administrative control was 2.8%, while in 1938-39 this had decreased to 2.2%. When we compare the administrative control costs of the institutions of our own System with those of the nation, we find the comparison even more favorable.

"From the statistical reports issued by the U.S. Commissioner of Education we find that all the administrative costs of all the institutions reporting are 10.3%, while these same costs in the Oregon State System are 8.8% of the total budget. For the same institutions the national average expended for instruction, organized research, and extension (all instructional and research agencies) is 74%—in the Oregon State System 74.5%. For the nation-wide group of institutions reporting, the expenditure for libraries is 3.4% of the total budget—in the Oregon State System 4.5%. Thus in the fields of instruction and research, which represent major objectives of the institutions of higher education, as well as in the case of library service, a highly essential factor in adequate instruction, we are able to spend a larger amount than the average for the nation; while in overhead control our percentage costs are less than average by 1.5%. The operation of the physical plant in the State System is also highly creditable, being 11.8% of the total in comparison with 12.3% for the nation as a whole.

"Another index which may be properly considered quantitative is the impressive addition to the physical plant of the several institutions. A single-headed management of the building program of the System greatly enhanced the plans of the Board for new buildings. For a period of about six years just previous to and during the depression, no new buildings had been erected for the institutions of higher
education, but with the coming of a single centralized control and the release from the depression, it became possible to move forward under a conservative policy of building construction, with the aid of federal grants, private gifts and student fees. During a period of four years seventeen building projects were consummated for the several principal instructional institutions of the System. The total cost of these new physical plant facilities amounted to $2,853,033.71. This constituted an addition to the capital funds invested in physical plant of the System of 16% of the present inventory value of our buildings and equipment being carried at $18,144,246.96. The inventory figure is the depreciated total as required by the general policy of the State of Oregon for computing values of property for restoration fund purposes. A fair replacement value of the physical plant of the System would show a figure of more than $20,000,000 in physical plant and equipment. The distribution of these projects to the several institutions is shown as follows:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oregon State College</td>
<td>$710,822.52</td>
</tr>
<tr>
<td>University of Oregon</td>
<td>$1,220,910.91</td>
</tr>
<tr>
<td>University of Oregon Medical School</td>
<td>$454,259.00</td>
</tr>
<tr>
<td>Oregon College of Education</td>
<td>$166,870.62</td>
</tr>
<tr>
<td>Southern Oregon College of Education</td>
<td>$57,701.90</td>
</tr>
<tr>
<td>Eastern Oregon College of Education</td>
<td>$242,468.76</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,853,033.71</strong></td>
</tr>
</tbody>
</table>

"Of this total only $159,575 or 5.6% came from State tax funds.

"Thus a significant and greatly needed program of construction of physical facilities was made possible to the System, largely through the instrumentalities of a carefully managed central business office.

"As boards and executives charged with the responsibility for the administration of education face the ominous threat of rapidly mounting governmental costs everywhere, to say nothing of the acute competition thrust into the field by the requirements of relief and security programs, any agency which offers the prospect of high-quality service or any improvement in standards at a less cost is enthusiastically welcomed. If our policies in the Oregon State System of Higher Education show that we are maintaining service at at least the former levels and, in fact, improving it while spending more for instruction proper and research, and less for administrative costs, we are moving in the direction of sound administrative policy."
"That this question has become an important issue nationally is very evident. Numerous states have either adopted unified policies in part or in toto for their institutions of higher education or are taking steps in that direction. In Georgia, Montana, North Dakota, and Mississippi the institutions of higher education are operated as a single system. In North Carolina a unified program has been undertaken for all the institutions except the teachers colleges. In Iowa and Kansas the institutions of higher education are controlled by a single board in each case. Many requests for information coming to the executive offices of the State Board indicate wide-spread interest in our own plan.

Qualitative Outcomes

"The quality of the staff of the institutions of the System has not only been maintained, but has gradually been improved during the years of unification. The movement in this direction has been greatly enhanced by the full restoration of the salary schedules to the pre-depression level, on July 1, 1937. The administrative policy within each institution has steadfastly held to the highest level of preparation and experience as a requirement for new members entering the staff. During the past three years, four new presidents have been elected by the State Board of Higher Education, one each for the University of Oregon, Oregon State College, the Oregon College of Education, and the Eastern Oregon College of Education. All of these administrators are men of finest character and capacity with special fitness and preparation for the positions to which they have been called. A similar policy has prevailed in the filling of vacancies throughout the System.

"Upon the graduate level the unified organization consisting of a Dean reporting to the chief administrative office of the System, a Graduate Council on each of the major campuses, and a research organization at both of the major institutions and the Medical School, has greatly advanced the adequacy and quality of its work. A system of fellowships and scholarships has been established. Appropriations for use in the field of general research have been more than doubled, while the student enrollment on the graduate level has increased from 506 in 1935-34 to 570 in 1938-39--86%.

"In providing wholesome environment and proper living conditions for students there has also been marked improvement. The management of the dormitories has developed to a successful level on all the campuses where dormitories are located. Cooperative houses
have been organized effectively at the State College and the University. A Department of Religion has been added at the University, and the State College Department of Religion has undertaken to assist the Oregon College of Education at McMinnville in this regard. The University and Southern Oregon College of Education are likewise moving toward a cooperative program in this field.

"The Library service has made use of the very considerable resources to be found at the several institutions. A control council under the Director of Libraries has developed changes making effective the central cataloging and exchange system, which makes available any volume of the System to any student in the System. The Library resources have increased from 469,321 accessions in the fall of 1938 to 545,508 in the fall of 1939. At the December meeting of the Board the Director of Libraries was authorized to make a survey of the Library equipment in view of the rapid development of the graduate program in the major institutions and the Medical School. This survey report will be submitted at the March meeting and will be recommended to the Board as the basis for a six-year program in improvement of the Library facilities.

"A survey of teacher education in the State System and other institutions of the State by a committee appointed by the Chancellor has just been completed and submitted to the Curriculum Committee of the Board. A plan for the gradual but steady improvement of our facilities in the Schools of Education of the major institutions in preparing teachers at the secondary level and at the College of Education in preparing elementary teachers, has been carefully developed and recommended for consideration and possible adoption.

"Scholarly publications, a major evidence of the creative capacity of the institutions of the System, have not languished. The last Biennial Report listed 1,068 titles of books, research reports, and scholarly studies produced under the authorship of staff members of the institutions of the System for a two-year period from July 1936 to June 1938. Many of these were elaborate books of highest scientific value. In some fields the authors have become nationally-known authorities and are widely sought in advisory and counselling capacities. It has been difficult to retain some of them in the institutions of the System because of lucrative offers from other institutions.
Mechanism of Unification

"Another valid test of the success of such a program as ours is to be found in the degree to which the habit of cooperative endeavor has replaced the controversies of institutional rivalry. The question should be and is raised:

'Has good will and mutual confidence in any degree replaced hatred and strife?'

"Of course after generations of a policy of acrimonious competition directed chiefly toward the purposes of institutional advantage, no complete replacement of jealousy and competition by cooperative spirit can be immediately expected. These are fruits of patient, long-time cultivation and practice. That there is progress in developing the cooperative habit, however, can hardly be doubted when one scans the agencies that are now working within the System with the success of unification as a goal.

"Freedom from bitter public controversy has marked the past several years of the operation of the unified plan. Of the approximately $2,000,000 reduction in the biennial revenues of the System, $1,564,000 have already been restored by action of the representatives of the people, $950,000* at the 1937 session of the Legislature and $614,000* at the 1939 session. The change in the public attitude toward the state function of higher education is well shown by the vote on the appropriation for higher education in both sessions.

"In the 1937 Legislature this vote was as follows:

<table>
<thead>
<tr>
<th></th>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;for&quot;</td>
<td>40</td>
<td>22</td>
</tr>
<tr>
<td>&quot;against&quot;</td>
<td>20</td>
<td>6</td>
</tr>
</tbody>
</table>

"In the 1939 Legislature:

<table>
<thead>
<tr>
<th></th>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;for&quot;</td>
<td>57</td>
<td>28</td>
</tr>
<tr>
<td>&quot;against&quot;</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

"There can be no question of progress in the direction of a more unanimous support in public opinion when an appropriation for more than $600,000 can be passed with only one dissenting vote, whereas two years before there had been twenty-six negative votes cast.

*The figures do not include the state appropriations for the Tuberculosis Hospital nor those of Agricultural Research, neither of which was a part of the budget requests of the System.
"Another evidence of confidence has been the change in the faith of the people of Oregon in the publicly-supported institutions as educational agencies for the instruction of their children. In the trough of the depression the enrollment at the State College reached a 'low' of 2,249, while at the University this low point was 2,386. In the period of five years thereafter under unification, the enrollment of the State College had increased to an all-time 'high' of 4,879 and in the University 3,644. For the System this low point was 6,810 with an increase to 11,022 for 1938-39. There can be little question from these evidences of the effect of a cooperative policy under a single-headed plan of administration upon both legislative results and state-wide public opinion.

"The agencies of successful unified administration yield further light on the analysis of these changes.

1. A STABLE BOARD OF HIGHER EDUCATION. - The statute creating the present State System of Higher Education provided for a Board of nine members appointed by the Governor with the approval of the Senate for nine-year terms, one being appointed each year. This Board succeeded to the full authority formerly vested in previous boards and agencies of administrative control.

2. A GENERAL CODE OF ADMINISTRATIVE PRACTICES. - One of the earliest and most important acts of the single Board was to create a Code for the guidance and regulation of all of the administrative functions of the System. This is generally recognized and observed throughout the units of the System, which are distributed widely throughout the state. These units under control of the State Board are to be found in 18 different localities, with a spread from the coast to the Idaho boundary. (These do not include the county seats, at each of which a County Agent and subordinate officers who are members of the staff of the State System, are located).

3. A SINGLE-HEADED EXECUTIVE AUTHORITY. - The State Board created almost immediately a central executive office headed by the Chancellor of the State System of Higher Education, with an executive secretary chosen by the Board on the Chancellor's recommendation as his chief assistant, and with a Comptroller and Budget Officer as other principal departmental heads. The Board determines the policies of the System largely upon the recommendation of the
central office. Responsibility for a general
guidance and leadership in the institutions of the
System is thus placed upon the Chancellor as
executive head.

4. A SINGLE BUDGET FOR THE ENTIRE SYSTEM. - Funds
for the support of the System are provided in a
lump sum by legislative enactment and are not
apportioned to institutions by the legislative
authority of the state. The budgets of the several
institutions are fixed by action of the State
Board of Higher Education.

5. A GROUP OF ADMINISTRATIVE AGENCIES created by
the chief executive office under authority of the
Board. These include:

The Executive Council consisting of the
presidents and executive heads of the several
institutions of the System. This Council meets
eight times each year on the occasion of each
meeting of the State Board of Higher Education.
It is a body of record and the principal instru-
mentality of administrative coordination through-
out the System.

A Staff Advisory Council consisting of the heads
of the several institutions and the deans and
directors of each of the fields of instruction
and research. This body is called once or twice
a year in an advisory capacity for the purposes
of discussing the largest general policies, such
as the legislative program.

The Graduate Division consisting of the Graduate
Councils of the College and University, with
representatives from the Medical School and the
Research Council in four major fields of research;
namely: biological science, physical sciences,
arts and letters, social sciences.

The Interinstitutional Curriculum Committee
consisting of representatives of the curriculum-
making organization of the two major institutions,
the Medical School, and the Colleges of Education.
A carefully developed program for submitting
proposed changes to the departments and institu-
tions concerned and to the Chancellor's Office
provides that the Board shall receive carefully
considered recommendations at two of the regular
Board meetings each year, the meeting in January
and the meeting in June.
This committee is charged with the responsibility of: canvassing the effectiveness of the curricular offerings of the several institutions; surveying them for so-called 'dead timber' contained in their instructional and research structures; exercising careful scrutiny to assure full compliance with the policies of the System; comparing our procedures with the highest and best standards developed in higher education elsewhere; and submitting recommendations to the Chancellor's Office upon these significant matters.

The Library Council which is responsible under the Director of Libraries for the integration of the Library resources of the System and the further development of facilities, continually making them more available and more effective.

The High School Relations Committee clothed with full responsibility for all contacts with secondary and preparatory institutions, which has developed a salutary and effective guidance program in cooperation with the High School Principals organization and the office of the State Superintendent.

Semi-Permanent System Committees for special purposes, such as the Fee Committee, recommending to the chief executive of the System the fee structure; the Dormitory Committee, making recommendations concerning the administration of dormitories at all the institutions, etc.

Temporary Special Committees which make authoritative studies, such as the Teacher Education Survey Committee, consisting of members both within and without the System, under the chairmanship of the Dean of the Schools of Education of the major institutions.

Special Functions carried out by the central control officers for the maintenance of sustained programs over periods from three to five bienniums, such as: the development of campus plans under the Assistant to the Chancellor and Secretary of the Board as Head of the Physical Plant, who has proceeded with a program of development for a long-term plan for each campus in the System; a land purchase program for all of the institutions of the System, covering a period of from three to five biennial periods, including the experimental farms at the College
which have been financed for a period of twenty-five years with a maximum expense of not more than $10,000 each year, largely from rentals now paid for these parcels, and in addition the campus plan of the University involving the purchase of a large segment of city property; also a long-term program for the relief of obsolescence in equipment and for supervision and restoration of the buildings of the physical plant long neglected during the depression; a study for further library support over a period of six to ten years, after a careful canvass of the special needs of each of the libraries, in view of their heavy responsibility for graduate and research work.

"The creation and the operation of these agencies in behalf of unification have been a major responsibility of the Board and its executive officers for a period of some ten years past. That in many features there remains much to be done is, of course, obvious. No less obvious, however, is the fact that a very significant mechanism for the substitution of cooperation and good will for bitterness and suspicion, has not only been created but has operated with an appreciable degree of success over a period of some six or seven years. The mechanisms of unification thus testify to the forward movement of the program.

The Future

"Necessarily the early years of the unified program made the State Board of Higher Education to a high degree a regulative and indeed somewhat repressive body. After decades of free competition and inter-necine rivalry, the institutions had to be required to fit the new pattern which the creation of the State System defined. Now that a foundation has been laid and the method of operation becomes more clear, the requirements of the System can no longer be met by merely economical and negative stipulations. While the structure of the System in order to secure ultimate and permanent success must be observed and the necessity of economical operation kept before the staff and the component units as a permanent objective, a sound and defensible plan of meeting the developing needs of the state and the continually improved standards of higher education sustained and emphasized by the finest and best institutions of higher learning and research everywhere, cannot finally be avoided or longer postponed.

"If this is conceded, what are the next steps for the Oregon State System of Higher Education? May I venture to suggest the following for the consideration of the Board:
1. That the acute issues not yet solved which remain as irritants to the harmonious operation of the System be carefully studied under the present policy of cooperative approach to our problems and definitely and permanently determined and settled.

2. That a policy of continued studies of the service needs in research and instruction of the youth of Oregon be maintained and our standards for meeting these needs continuously compared with the best recognized procedures anywhere in the field of higher education."

The Board received the report of the Chancellor on the progress of the unified system, and voted to approve the recommendations contained therein.

**GIFTS**

The Board officially accepted the following gifts and instructed the Secretary to make suitable acknowledgment to the respective donors:

**University**

- **American Philosophical Society**
  - Grant of $500 from the American Philosophical Society in Philadelphia to be used by Dr. Homer G. Barnett for research on the Kickapoo Indians in Mexico.

- **Geo. Rebec Prize Fund**
  - Gifts totaling $277.50 from various donors to establish a fund for the George Rebec Prize in Philosophy.

- **Thacher Adv. Scholarship**

- **Portland Bus. Men’s Scholarship**
  - Gifts from several Portland business men totaling $130 representing contributions for the second installment on the Portland Business Men's Scholarship at the University.

**State College**

- **Oregon Technical Council**
  - Grant of $838 from the Oregon Technical Council to establish a loan fund for Engineering students which will be administered through the Student Loan Fund Committee.

- **Oregon Forest Fire Association**
  - Grant of $100 from the Oregon Forest Fire Association to be used for two $50 prizes to Forestry students presenting the best essays on forestry problems.
Medical School

Lilly Research Laboratories
Grant of $300 from the Lilly Research Laboratories to be used by Dr. Ben Vidgoff in the development of certain extracts.

Ciba Pharmaceutical Products, Inc.
Grant of $500 from the Ciba Pharmaceutical Products, Inc., to be administered by Dr. F. E. Zener in the study of blood iodine values and basal metabolism.

Dazian Foundation
Grant of $750 from the Dazian Foundation for Medical Research to be used in the study of the effects of x-rays and radio-active substances on marrow cultures.

Milla Hart
Gift of $100 from Mrs. Milla W. Hart of Portland to be used for furnishings in the Doernbecher Hospital.

RESOLUTION
In order to facilitate the completion of Public Works Administration projects, the Board voted to adopt the following resolution:

WHEREAS, the State Board of Higher Education by its official by-laws is scheduled to meet only once every six weeks, and

WHEREAS, it is difficult and expensive to arrange special meetings of the Board for minor matters,

Now Therefore Be It Resolved, that Charles D. Byrne, Secretary of the State Board of Higher Education, be authorized and empowered to transact the following matters in connection with all Public Works Administration building projects under construction or to be constructed:

(1) Certify to the addition of funds.

(2) Request transfers of funds from one classification to another within the construction account.

(3) Request extension of time for the approved project completion date or for the completion date of any contract.

(4) Authorize bidding, open bids, and award and execute minor contracts or purchase orders.

(5) In completing projects, transact all other matters of business which are within the policies of the Building Committee and of the State Board of Higher Education.
EUGENIE ROETHSCHILD REQUEST

The Board voted to authorize the proper officers to execute the necessary documents in connection with the bequest of Mrs. Eugenie F. Roethschild of Portland in the amount of $100 to the Doernbecher Memorial Hospital for Children.

SADIE McCURDY REQUEST

The Board voted to authorize the proper officers to execute the necessary documents in connection with the acceptance of a bequest of a one-half interest in the estate of Sadie McCurdy, deceased, to the Doernbecher Memorial Hospital for Children.

ION LEWIS SCHOLARSHIP SALE OF LOT

The Board confirmed the action of the Executive Committee in authorizing the sale of the Board's one-third interest in Lot 3, Block 30, Portland, which was included in the assets of the fund for the Ion Lewis Scholarship in Architecture at the University, and authorized the proper officers to execute the necessary documents in connection with the sale of the lot.

MUSEUM OF ART--BUDGET ADD'N FOR REPAIRS

The Board approved a special appropriation of $450 to the physical plant building repairs budget at the University to cover repairs and improvements in the Museum of Art.

SCHOOL OF ARCHITECTURE BUDGET ADD'N FOR ANNIV.

The Board approved a special appropriation of $500 to cover incidental expenses in connection with the celebration of the twenty-fifth anniversary of the establishment of the School of Architecture and Allied Arts at the University.

BUDGET ADD'N CENTRAL LIB.

The Board approved a budget addition of $103.07 for the purchase of a new typewriter for the Central Library.

DEPT. OF RELIGIOUS EDUCATION AT STATE COLLEGE

The Board approved an appropriation of $733.34 to cover that portion of Dr. E. W. Warrington's time devoted to Religious Education at the State College from January 1 to June 30, 1940; and a budget addition of $150 for office expenses of that department for the rest of the fiscal year. The Board also voted to appropriate $1,250 annually, effective July 1, 1940, for Dr. Warrington's services in religious education, and $150 for office expenses. This adjustment will increase Dr. Warrington's salary from $2,500 to $3,600 on Board funds, and provide a Department of Religious Education at the State College on the same basis as that at the University.
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| BUDGET ADD'N CLASSROOM EQUIPMENT AT COLLEGE | The Board approved a budget addition of $1,079.75 to the State College to purchase tablet-arm and straight-back chairs and 11 lecture-room tables. These chairs and tables were required for several classrooms made available through the shifting of departments and the conversion of the old Chemistry Building into a classroom building. |
| BUDGET ADD'N UNPAID TAXES ON HECKART'AND MACPHERSON PROPERTY | The Board approved a budget addition of $222.21 at the State College to cover unpaid taxes due on the Heckart and Macpherson properties which were acquired by the Board for the site of the Chemistry Building, funds to cover this claim to come from unpledged building fees at the State College. |
| FOOD PRODUCTS RESEARCH LAB. AT ASTORIA | The Board approved, subject to the following conditions, the establishment of a food products research laboratory at Astoria, through the cooperation of the State Fish Commission, the Agricultural Research Foundation, Clatsop County and the Experiment Station, and authorized the proper officials to execute the necessary documents: |

Supervision by Experiment Station

1. That the Experiment Station will assume technical supervision and guidance of the investigations, with the understanding that the assignment of Experiment Station staff members for such adequate supervision will not alter the present assignments of time and salary distribution, nor necessitate additional appropriations now or in the future from Board funds.

$1,200 Budget

2. That the contribution of $1,200 already received from the Agricultural Research Foundation be budgeted to the Department of Food Industries for use in conducting the investigations, and that the additional funds called for in the agreement be deposited for operating the plant.

Lease With Clatsop County

3. That the lease with Clatsop County be entered into, providing for the use of a building at Astoria by the Experiment Station, at no cost to the Board or the Experiment Station.

R. J. Allgeier Appointment

4. That Dr. Rudolph J. Allgeier be appointed as Assistant Food Technologist in the Experiment Station Department of Food Industries, effective February 1, 1940, 12-months service, yearly tenure, at an annual salary rate of $2,400, funds for the salary to be provided from the contribution of the Agricultural Research Foundation for
this project, with the understanding that the Board is under no obligation to retain the technician's services unless funds are available in the gift account specifically provided for this project.

BUDGET ADD'N UNIVERSITY LIBRARY
The Board approved a budget addition of $1,200 to the University Library for materials and supplies necessitated by increased enrollment.

SCHOOL FOR FURLoughed MISSIONARIES
The Board approved the establishment at the State College of a school for furloughed missionaries during the month of February, 1941, with the understanding that no credit will be given for the courses, that the teaching responsibilities will be distributed among the staff without additional cost to the Board, and that an appropriate fee will be worked out by the Chancellor and the President of the State College to cover the incidental expense estimated at $100.

PERSONNEL
The Board approved the following personnel adjustments at the University:

N. P. Anderson
Appointment
on Health Serv. Staff
Appointment of Dr. N. Paul Anderson, Associate Professor of Physical Education, as a member of the Health Service staff in order that he may use the facilities of that department. No change in budget.

D. E. Clark
Appointment
Appointment of Dr. Dan E. Clark, Professor of History and Assistant Director of the Extension Service, as Professor of American History and Head of the History Department, 10-months basis, indefinite tenure, effective January 1, 1940, at a salary of $4,203.48, to replace Dr. R. C. Clark, deceased, whose salary was budgeted at $4,406.76. Budget addition of $135.77 to the wages account of the History Department to provide additional clerical assistance.

H. Beistel
Appointment
Appointment of Mr. Henry Beistel as clerical assistant in the Bureau of Municipal Research and Service for one year, effective February 1, 1940, at a salary of $1,600, 12-months basis, to replace Mrs. Mary W. Kearney, resigned, effective January 1, 1940. Mr. Beistel's salary will be provided $600 from the Municipal Research and Service budget and $1,000 from the League of Oregon Cities. The salary increase for this position from $1,200 to $1,600 will be provided entirely from the League of Oregon Cities budget. Salary savings to Board funds of $50 due to delayed appointment to be transferred to the wages account of the Municipal Research and Service budget.
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F. N. Miller
Sabbatical Leave

Sabbatical leave on full pay for Dr. Fred N. Miller, Director of the University Health Service, during the spring term of 1939-40 for the purpose of research in the preparation of a thesis. Arrangements have been made within the department to care for Dr. Miller's work at no additional expense to the Board or the Health Service.

J. H. Nash
Appointment

Appointment of Dr. John Henry Nash as Professor of Typography in the School of Journalism on a half-time basis for 18 months, effective January 1, 1940, at the rate of $2,000 per year, subject to an option to purchase the Nash collection of books. Budget addition in 1939-40, $1,000.

M. H. Douglass
Sabbatical Leave

Sabbatical leave for Mr. M. H. Douglass, Librarian, on a half-pay from March 1 to March 31, 1940, for the purpose of rest and visitation of book stores and libraries. Salary savings of $171.73 to be used to employ substitute assistance.

The Board approved the following personnel adjustments at the State College:

J. Brauns
Time Adjustment

Redistribution of the time of Miss Jeanette Brauns, instructor in Physical Education for women, in order to reflect more accurately the proportion of her time devoted to instruction and to extension, as follows:

From 58% to 75% in the instructional division.
From 47% to 25% in the extension division.

The effect of this adjustment will require a budget addition of $318.75 to the instructional budget of Physical Education for Women in 1939-40. No funds are available for transfer from the extension division because of a decrease in income.

E. N. Marshall
Appointment

Appointment of Mr. E. N. Marshall as instructor in Speech, from January 15 to June 15, 1940, at a monthly salary of $200. Budget addition required in 1939-40, $1,000.

The Board approved the following personnel adjustments at the Medical School:

J. E. Weeks
Appointment

Appointment of Dr. John E. Weeks as Honorary Professor of Ophthalmology, in consideration of his distinguished service to and interest in the Medical School.
The Board approved the following personnel adjustments at the Oregon College of Education:

Hazel Blackerby
Leave of Absence
Leave of absence without pay for Mrs. Hazel Kirk Blackerby, Assistant Professor of Physical Education, from January 1 to June 30, 1940, for the purpose of rest and travel; and the appointment of Miss Ruth Lautenbach as instructor in Physical Education during this period at a salary of $194.51 per month. Salary savings resulting from these adjustments, totaling $100, to revert to Board's unappropriated funds.

R. Lautenbach
Appointment

Eloise Buck
Leave of Absence
Leave of absence without pay for Miss Eloise Buck, Assistant Professor of English, from January 1 to March 31, 1940, to study at the University of Southern California. Miss Buck's work will be carried by other staff members without additional expense. Salary savings of $675 to be distributed as follows:

To the equipment classification of the general instruction budget for the purchase of recording and amplifying equipment and supplies for the reading and speech laboratory $500
For a research project for Dr. E. F. Barrows in "X-radiation in Production of Mutations" 80
To Board's unappropriated funds 95

The Board approved the following personnel adjustments at the Eastern Oregon College of Education:

Ruth Moore
Appointment
Appointment of Miss Ruth Moore as secretary to the President and Director of Teacher Placement Service, effective February 1, 12-months basis, yearly tenure, at a salary of $1,800, to replace Mrs. Betty Martin Peak, resigned, effective December 1, with the December and January salary utilized for a temporary substitute. Annual rate for position changed from $900 to $1,800. Budget addition required in 1939-40, $375.

The Board approved the following personnel adjustment at the Southern Oregon College of Education:

Marion Ady
Sabbatical Leave
Sabbatical leave for Miss Marion Ady on half pay from March 15, 1940 to September 10, 1940 for the purpose of travel and observation of art schools. Salary savings during this period to be used to employ substitute assistance.
The Board approved the following personnel adjustments in the General Extension Division:

**W.G. Beattie**

**Promotion**

Promotion of Mr. W. G. Beattie, Head of the Department of Social Welfare and State-Wide Extension Classes in General Extension, to succeed Dr. Dan E. Clark as Assistant Director of the General Extension Division and Summer Sessions and Professor of Education, effective January 1, 1940, indefinite tenure, 10-months basis, at the salary budgeted for this position of $3,783.48 for General Extension and $675 for summer sessions. A recommendation for Professor Beattie's successor will be made at a later date.

**ADJOURNMENT**

The Board adjourned at 11:30 a.m.

WILLARD L. MARKS, President

CHARLES D. BYRNE, Secretary