STATE BOARD OF HIGHER EDUCATION
MINUTES OF MEETING HELD AT
BENSON HOTEL, PORTLAND, OREGON
January 25, 1944

Meeting #134

A regular meeting of the State Board of Higher Education was held at the Benson Hotel, Portland, Oregon, on January 25, 1944.

ROLL CALL

The meeting was called to order at 10:05 a.m. by the Vice President of the Board, Mrs. Beatrice Walton Sackett, and on roll call the following answered present:

Leif S. Finseth
R. C. Groesbeck
R. E. Kleinsorge

Robert W. Ruhl
Beatrice Walton Sackett
E. C. Sammons

Edgar W. Smith

Absent: Mac Hoke and Willard L. Marks

There were also present Chancellor Frederick M. Hunter; Dr. Charles D. Byrne, Secretary of the Board; Acting President Orlando Hollis of the University of Oregon; President A. L. Strand of Oregon State College; President C. A. Howard of Oregon College of Education; President Roben J. Maaske of Eastern Oregon College of Education; and President Walter Redford of Southern Oregon College of Education.

MINUTES APPROVED

The Board voted to dispense with the reading of the minutes of the last regular meeting held December 14, 1943 and the special meeting held January 6, 1944 and approved the minutes of these meetings as they appeared in the docket.

REPORT ON LOWER DIVISION AND TERMINAL EDUCATION

Mr. R. C. Groesbeck, Chairman of the Curriculum Committee, presented the following report:

"The Curriculum Committee received a report of the Chancellor which was based on a study made by an Interinstitutional Committee on lower division and terminal education. After a thorough discussion of the Chancellor's report and a presentation by members of the Interinstitutional Committee of various phases of their original report, the Curriculum Committee is making the following recommendations to the Board:

1. That the Board look with favor upon whatever strengthening of the offerings of the General Extension Division is required to render such additional service as is needed in the various cities of the State, particularly with reference to post-war requirements of returning veterans. Emphasis on vocational education through the Extension Division should be deferred pending a conference with the State Board of Vocational Education and the administrators of the vocational education program of the State Department of Education with the view of integrating the General Extension program.
with the vocational program of these agencies. This conference should be arranged when the Director-elect of General Extension can participate with a report to be made to the Board later in the year.

2. That Eastern Oregon College of Education and Southern Oregon College of Education, in accordance with adopted Board policy, be encouraged to plan additional terminal vocational and semi-professional programs, these proposed curricula to be submitted to the Committee and the Board at a later date. Comparable terminal programs of a vocational or semi-professional nature in the allocated fields of the University and State College should likewise be encouraged with such programs to be submitted for approval when the needs justify their inauguration.

3. That to encourage these terminal programs, the Board authorize the institutions mentioned above to continue the granting of junior certificates upon completion of the lower division requirements in the liberal arts and sciences; and further that the Board authorize the granting of certificates of associate in arts to students on completion of approved two-year terminal curricula in general education, and certificates of associate in science to those students completing approved two-year terminal vocational or semi-professional curricula.

The Committee, in recommending the above authorizations, wishes to emphasize to the Board the necessity of being prepared in advance to meet the educational needs of the thousands of returning veterans. While many of these will be resuming or beginning regular degree courses at the institutions, a great many others will, for various reasons, be better served by special offerings leading more quickly to their rehabilitation. These recommendations are, therefore, encouragement to the General Extension Division and to the institutions to prepare in advance to serve the State in this way when the needs arise."

Mr. Groesbeck added that certificates could also be issued for short courses but would not fall within lower division and terminal two-year courses. He also stated that these certificates might well carry a statement indicating what courses had been completed.

Mr. Groesbeck concluded the report of the Curriculum Committee as follows:

"There was submitted to the committee by the Chancellor the curricular adjustments for 1944-45 as prepared by the several institutions together with the recommendations of the Interinstitutional Curriculum Committee. The Chancellor in his report concurred with the recommendations of the Interinstitutional Committee in all
particulars, including the modifications made by it. The Chancellor reported that Dr. Strand had waived his objections on titles of two course offerings, one submitted by the Oregon College of Education and the other by the University. The Chancellor also recommended the approval of the courses for the Eastern Oregon College of Education, on pages 37 and 38, largely in Nursing Education, which had not been submitted to the Inter-institutional Curriculum Committee but which had the approval of Medical School officials.

The recommendations on courses dropped, courses added, and changes in title, number, and credit of old courses in Business and Industry as submitted by the State College had not been acted upon by the Interinstitutional Committee, but the Chancellor in his report recommended disapproval of these changes. The committee is recommending that the Chancellor's recommendation in regard to these courses in Business and Industry be sustained and the changes disapproved.

In summary then, the Committee is recommending the adoption of the adjustments in the document entitled Curricular Adjustments for 1944-45 with the exceptions noted above." The Board approved the report of the Curriculum Committee and the recommendations contained therein.

Mr. E. C. Sammons, Chairman of the Finance Committee, presented the following report:

"In accordance with the usual procedure, the interinstitutional committees on fees and on dormitories have met and surveyed the fee and dormitory schedules. These committees have recommended no changes in institutional fees or in dormitory rates.

The recent acquisition of dormitory facilities for nursing education at the Medical School necessitated the approval of a schedule of rates and Dean Baird had recommended to the Committee a $20 per month room rate, which includes complete equipment and service. The Committee endorsed the recommendation and it was submitted to the Finance Committee, with the approval of the Chancellor. The Finance Committee recommends approval of this rate."

The Board approved the report of the Finance Committee in regard to the dormitory room rate to be charged at the Medical School.

Secretary Byrne presented a communication from Frank D. Coenders, of Portland, stating that he was taking out an insurance policy in the amount of $2,500 naming Oregon State College and the University of Oregon as beneficiaries.

Chancellor Hunter reported to the Board that, following an inspection by the accrediting commission of the Northwest Association of Secondary and Higher Schools, the offering of a four-year curriculum leading to a degree at the three Colleges of Education has been
approved and the three institutions are, therefore, accredited as
four-year elementary teacher training institutions offering the
degree of Bachelor of Science in Education.

GIFTS

The Board officially accepted the following gifts and bequests and
authorized the Secretary of the Board to sign the necessary receipts
and make suitable acknowledgment to the donors:

**University of Oregon**

Dr. Campbell and Mrs. Houck
Gift of $1,000 in U. S. Treasury bonds from Dr. Ian Campbell of Pasadena and his sister Mrs. George H. Houck of Los Angeles, the income to be used for whatever purpose the University desires, preferably for the purchase of books and/or journals for the University of Oregon Library.

John G. Foster
Gift of $5,000 from John G. Foster, of Eugene, to establish the Arthur P. Pratt Scholarship Fund, the income to be awarded to "a graduating senior of the University of Oregon for the purpose of carrying on post-graduate work at the University of Oregon, either on the Eugene campus or any other campus where an integral part of the University of Oregon may be located."

Amy R. Goldsmith
Bequest of $200 under the will of Amy R. Goldsmith, deceased, of Portland.

Mr. and Mrs. George Giustina
Gift of $10,000 from George and Mazie Giustina to furnish a student recreation room in the proposed Student Union Building, in memory of their son-in-law, Major Tom Taylor. $7,500 has already been received and the balance of $2,500 will be paid during 1944.

T. Neil Taylor
Gift of $200 from Mr. T. Neil Taylor, of Oakland, California, for renewal of the T. Neil Taylor Scholarship in Editing for the current year.

**American Institute of Architects**
Grant of $2,230 from the American Institute of Architects to carry forward the Carnegie American Institute of Architects Summer Center for Art.

**State College**

United Airlines
Gift of $225 from the United Airlines, through its Seattle office, to be used as a summer scholarship in 1944 for teachers interested in aviation education.

Am. Foundation for Phar. Ed.
Grant of $400 from the American Foundation for Pharmaceutical Education for scholarships in the School of Pharmacy.

Mrs. L. G. Clarke
Gift of oriental art pieces and hangings valued at approximately $7,000 from Mrs. Louis G. Clarke, of Portland, to the Horner Museum.
Gift of $12,000 from Swift and Company to finance a post-war research project in food preservation.

Gift of $1,000 from Mrs. Inger C. Dietrich, of San Francisco, to the School of Pharmacy in honor of her husband, to be used as a scholarship fund for assisting deserving young men and women in the School of Pharmacy.

**Medical School**

Gift of $910.17 from the estate of Louis A. Vierani to be used for providing medical and surgical needs of charity patients.

Gift of $100 from Mrs. Philip Hart, of Portland, for the use of the Doernbecher Hospital.

Gift of $250 from George K. Voss, of Portland, to be used for the diagnosis, treatment or study of malignant diseases.

Gift of $1,000 from the Copeland Lumber Company, of Portland, to the Doernbecher Memorial Hospital to be used for the care of children.

Gift of $100 from Carl O. Peterson, of Hillsboro, Oregon, for the use of the Doernbecher Memorial Hospital.

**Eastern Oregon College of Education**

Gift of $518 from the La Grande Rotary Club for seven all-tuition Freshman student scholarships, at $74 each, for the year 1944-45.

Gift of $500 from the La Grande Post #43 American Legion, to establish a scholarship fund, from which will be awarded an annual scholarship of $50 during each of the next ten years, 1944 to 1954, inclusive, to a deserving graduate of La Grande High School.

Due to decreased income, the Department of Intercollegiate Athletics can no longer continue partial financial support to certain activities of the Women's Athletic Association. Accordingly, the Board approved the addition of $160 to the Women's Athletic Department at the State College to cover the following items:

- Purchase of materials and supplies: $95.00
- Clerical help - intramural office: $50.00
- Maintenance of Women's Athletic Association social rooms: $10.00
- Membership in Athletic Federation of American College Women: $5.00
BUDGET ADDITION IN SCHOOL OF FORESTRY

The Board approved an addition of $500 in 1943-44 to the travel budget of the School of Forestry at the State College.

SALE OF LOTS IN OAK GROVE

The Board authorized the sale, by the University, of the following three lots acquired through a bequest to the Student Loan Fund from Oscar Brun estate:

Lot 14 and 15, Block 8, in Oak Grove, Clackamas County, Oregon, at $150 cash for each lot, to Mr. J. Vincent Murphy, Gladstone, Oregon.

Lot 17, Block 8, in Oak Grove, Clackamas County, Oregon, at $150 cash to Mrs. Celia Hahn, Milwaukie, Oregon.

Authority was granted for the proper Board officials to execute the necessary documents.

PURCHASE OF LOT BY OCE

The Board authorized the purchase, by Oregon College of Education, of Lot 4, Block 2 in Monmouth from Polk County for not to exceed $200. The lot is located in the block immediately south of the Administration Building and is a part of the approved campus development plan. The purchase price, plus abstract, will require approximately $250 from the Board's land purchase reserve.

BUDGET ADDITION TO DEPT OF ANIMAL HUSBANDRY

Additional funds are required for the proper functioning of the dairy manufacturing research project authorized by the Legislature. The Board, therefore, approved a budget addition of $650 to the Experiment Station Department of Dairy Husbandry, at the State College, from unbudgeted funds appropriated by House Bill 413.

PERSONNEL

The Board approved the following personnel adjustments at the University:

B. Thompson

Salary adjustment for Blanche Thompson, secretary in the Department of Sociology, from $1,425 to $1,665, effective February 1. Funds for the increase to be provided from the wage budget of the Department of Sociology.

R. Wentworth

Appointment of Rosamond Wentworth as Assistant Professor of Physical Education, at the annual salary rate of $2,800, yearly tenure, effective March 1, replacing Miss Florence Alden, who retired October 1, 1943. Requires $988.23 of funds budgeted for Miss Alden. Balance of $2,206.77 remaining in the salary budget to be transferred to the wage budget to employ substitute help because of delay in securing a successor to Miss Alden.

Increase in time and compensation for the following members of the English Department because of added instructional load:

R. Combellack

Dr. Hose Combellack, Instructor in English, present rate $1,350 for three-fourths time, an additional $150 for teaching an added section in English Composition in the winter term.
E. Bailey
Mrs. Elsie Bailey, Instructor in English, present rate $1,050 for half-time, an additional $175 for teaching an added section in English Composition in the winter term.

The $325 from Board funds for these adjustments will be reimbursed later from Army funds.

P. A. Killgallon
Promotion in rank for Dr. P.A. Killgallon from Associate Professor of Education to Professor of Education and a corresponding salary adjustment from $3,570 to $3,770, yearly tenure, 10-months basis, effective February 1, 1944. Amount of $49.02 required in 1943-44 to be provided from the salary adjustment reserve.

M. C. Barnett
Leave of absence without pay for Dr. Homer G. Barnett, Assistant Professor of Anthropology, from December 28, 1943 to September 30, 1944 to accept an appointment as Senior Ethnologist at the Smithsonian Institute.

A. F. Whiting
Appointment of Alfred Frank Whiting as Acting Assistant Professor of Anthropology and Acting Assistant Curator of Anthropology at an annual salary rate of $2,670, 10-months basis, effective December 28, 1943 for the balance of the academic year, to replace Dr. Barnett. Because Dr. Barnett was paid his carry over salary, the appointment of Mr. Whiting at the same rate requires an advance of $667.50 from next year's budget.

M. Phillips
Appointment of Margery Phillips as graduate assistant in Chemistry at an annual salary rate of $660, yearly tenure, 10-months basis, effective November 15. Requires a budget addition of $526.91.

C.K. Stalsberg
Transfer of 29% of time and salary of C.K. Stalsberg, cashier, from loan fund work to business office, effective July 1, 1943. Because of the decrease of loan fund business and increase in cashier's work, due to military programs, the budget has not accurately reflected Mr. Stalsberg's time allocation. Requires $768.30 from Board funds which will be reimbursed from Army sources. No change in salary.

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

C.C. Jenkins
Resignation of Clifford C. Jenkins, Club Agent in Klamath County, effective February 1. Salary savings of $1,232.50 to be transferred to the director's reserve pending appointment of a successor.
Meeting #134 - 8

G. Voorhies
Return from leave of absence from service with the U. S. Forest Products Laboratory, of Glen Voorhies, Associate Professor in Wood Products, with a salary rate adjustment from $2,800, 10-months basis to $4,000, 12-months basis, effective February 1. His time is to be divided 60% to instruction in the School of Forestry and 40% to Board of Forestry research. Requires an addition of $1,000 in 1943-44 from the Board's unappropriated fund.

F. Merryfield
Return from military leave of Fred Merryfield, Associate Professor of Civil Engineering, at an annual salary rate of $3,270, indefinite tenure, effective January 1. Two-thirds of his salary to be paid during the period from January 1 to June 30 with no carry-over for the summer months. Beginning October 1, his salary is to be paid in 12 monthly installments. Requires a budget addition of $2,180 in 1943-44 from Board funds.

E. Van Horn
Temporary salary adjustment for Miss Edna Van Horn, Assistant Professor of Household Administration, amounting to $440 for the winter and spring term for assuming the additional responsibility of directing Withycombe House. Funds for this temporary salary adjustment are to come from an unfilled graduate assistantship in the Department of Household Administration.

G. Schloeman
Salary adjustment for Mrs. Gladys Schloeman, Cashier-Secretary of Dormitories, from an annual rate of $1,920 to $2,400, 12-months basis, effective October 1. Funds for the increase to come from dormitory resources.

T. S. Krawiec
Leave of absence without pay for the duration for T. S. Krawiec, Assistant Professor of Psychology to accept a position with the Bendix Aviation Corporation, Baltimore, Maryland, effective January 1.

G. D. Chambers
Increase in time for Gladys D. Chambers and Lyra M. Dann, Instructors in Psychology, from half time to full time to replace Professor Krawiec, and a corresponding increase in salary from $1,050 to $2,100, effective January 1. After paying the carry-over salary due Professor Krawiec, there is required an addition of $350 from Board funds.

Lyra M. Dann

G. H. Barnes
Leave of absence without pay, spring term, for George H. Barnes, Professor in the School of Forestry, to accept a position with the Pacific Northwest Forest and Range Experiment Station in Portland with the $266.66 salary savings to be allocated for equipment in the School of Forestry.

January 25, 1944
Meeting #134 - 9

January 25, 1944

E. M. Sims  Resignation of E. M. Sims, Associate Professor of Mechanical Engineering, effective January 8. Salary savings of $1,333.34 in 1943-44 to be held temporarily in the Mechanical Engineering budget pending decision as to whether or not it will be required for substitute assistance.

E. D. Meyer  Salary increase for E. D. Meyer, Associate Professor of Industrial Arts, from $2,970 to $3,100, 10-months basis, effective January 1. Requires $54.17 in the current year to be transferred from the salary adjustment reserve.

M. C. Sheely  Salary increase for M. C. Sheely, Assistant Professor of Industrial Arts, from $2,870 to $3,000, 10-months basis, effective January 1. Requires $54.17 in the current year to be transferred from the salary adjustment reserve.

M. C. Mack  Extension of leave of absence without pay for Mabel C. Mack, Extension Nutritionist, from January 1 to June 30 to continue as Assistant State Farm Labor Supervisor on the federal farm labor budget. Salary savings of $1,683 in restricted funds to be transferred to the Director's reserve.

W. A. Sawyer  Transfer of W. A. Sawyer from the position of County Agent of Harney County to that of Superintendent of the Squaw Butte-Harney Branch Experiment Station, at an annual salary rate of $4,200, rank of Professor, 12-months basis, indefinite tenure, effective January 16. Entire salary to come from Federal Grazing Service funds.

J. B. Appling  Transfer of James B. Appling, Assistant County Agent in Baker County to County Agent in Harney County, at an increased annual salary rate of $2,478 to $2,964, rank of Instructor, 12-months basis, effective January 15. Net salary savings of $1,341.87 to be transferred to the Director's reserve.

J. Popovich  Continuation of appointments of Mrs. Jeanne Popovich and Miss Dorothy Anderson as instructors in the English Department for the winter term at the present salary rate of $230 per month. Requires $1,380 of which $214.36 is now in the salary budget and $1,165.64 is to come from Board funds.

D. Anderson  Increase in time for Ruth H. MacCloskey, Instructor in Clothing, Textiles and Related Arts, from 75% to full-time service for winter and spring term. Present salary rate of $2,070 to be increased $172.50 per term. Requires a budget addition of $345 in 1943-44 from Board funds.
Return to active service of Professor R. G. Johnson, Animal Husbandry Department, who has been on leave without pay for service with the Chinese Government, effective February 15. Of the $1,200 of unused salary funds, $480 budgeted to the Experiment Station to be transferred to the wage budget for substitute help and $720 budgeted for instruction to revert to the Board's unappropriated fund. Of the latter amount, $101.25 is reappropriated to provide the regular cost of living salary adjustment for Professor Johnson for the remainder of the current year.

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

G. Silliman
Appointment of Georgina Silliman as seventh grade teacher in the Monmouth Training School, rank of instructor, for a 5½ month period, beginning January 1, 1944, at a salary rate of $222.21 per month, of which $161.11 will be paid by the Monmouth School Board and $61.10 by the College. Miss Silliman succeeds Mrs. Phoebe Cox, granted a leave of absence at the September Board meeting but who remained for the fall term until a successor could be secured. A budget addition of $149.77 is required to cover the compensation of Mrs. Cox and Miss Silliman.

The Board approved the following personnel adjustment in the General Extension Division:

H. E. Stevens
Increase in time on a salaried basis of Dr. H. E. Stevens, Administrative Assistant of the General Extension Division from 50% to full-time and salary adjustment from a rate of $1,800 per half-time to $3,000 full-time, effective February 1. Professor Stevens has previously been giving only half-time to administration and teaching half-time for which he was paid on a wage basis. Added administrative duties because of Dr. Caldwell's death will require his full time on administration for the remainder of the fiscal year. Funds are covered in present budget with a balance of $920.63 reverting to the Board's unappropriated fund.

ADJOURNMENT
The Board adjourned at 10:45 a.m.