The State Board of Education met at the State University of Iowa, Iowa City, Iowa, on October 18 and 20, 1951, and at the State Sanatorium, Oakdale, Iowa, on October 19, 1951.

PRESENT:

October 18, 1951, only: Mrs. Kyseth, member of the State Board of Education.

October 18 and 19, 1951: Mrs. Archie, Mr. Hagemann, Mr. Hamilton, Mr. Munger, Mr. Plock, Mr. Rider, Mr. Rupe, and Mr. Stevens, members of the State Board of Education; Mr. Dancer and Mr. Gernetzky, members of the Finance Committee; Miss Lenihan, assistant secretary; President Hancher, Business Manager Ambrose, and Provost Davis, of the State University; President Friley and Business Manager Platt, of the Iowa State College; President Maucker, Dean Nelson, and Business Manager Jennings, of the Iowa State Teachers College; Superintendent Berg and Business Manager Geasland, of the Iowa School for the Deaf; Superintendent Overbeay of the Iowa Braille and Sight-Saving School; and Superintendent Spear and Business Manager Wynn, of the State Sanatorium.

October 20, 1951: Mrs. Archie, Mr. Hagemann, Mr. Munger, Mr. Plock, Mr. Rider and Mr. Stevens, members of the State Board of Education; and Miss Lenihan, assistant secretary.

ABSENT:

October 19 and 20, 1951: Mrs. Kyseth, member of the State Board of Education.

October 20, 1951: Mr. Hamilton and Mr. Rupe, members of the State Board of Education; Mr. Dancer and Mr. Gernetzky, members of the Finance Committee; and all executives and business managers.

Mr. Rider in the chair, and Mr. Dancer secretary of the meeting.

GENERAL OR MISCELLANEOUS

The following business of a general or miscellaneous nature was transacted on October 18, 1951:
October 18, 19, and 20, 1951 - General or Miscellaneous

October 18, 1951

MEETING WITH DEANS OF STATE UNIVERSITY. At 8 p.m., in the Old Capitol, the deans of the State University met with the Board and each reported about the progress, the aims, and the needs of the college he represented.

The following business of a general or miscellaneous nature was transacted on October 19, 1951:

October 19, 1951

APPROVAL OF MINUTES - MEETING HELD SEPTEMBER 13-14, 1951. On motion, the minutes of the meeting of the State Board of Education that was held on September 13 and 14, 1951, were corrected and approved.

APPROVAL OF MINUTES - FINANCE COMMITTEE. On motion, the minutes of the meetings of the Finance Committee from June 30, 1951, through September 26, 1951, held at the Iowa State Teachers College, the Iowa School for the Deaf, the Iowa Braille and Sight-Saving School, and the State Sanatorium were approved.

FUTURE BUILDING PROGRAM - STRAYER REPORT. That part of Chapter IV, of the Report of a Survey of the Institutions of Higher Learning made by George D. Strayer, referring to the accumulation of capital outlay needs for the educational plants and the need for a minimum building program to be scheduled for completion by 1965, was discussed.

COMMITTEE ON EDUCATIONAL CO-ORDINATION - COURSES FOR FOREIGN SERVICE - REPORT. Provost Davis submitted the following report of the Committee on Educational Co-ordination:
Pursuant to your request, the Committee on Educational Co-Ordination has held a session at the Iowa State College to discuss the new courses for foreign service offered by that College. We find that the program as proposed is made up of courses already offered in various departments of the College, and that of the seven students now in the program one is interested in becoming an agricultural missionary, one an agricultural attache, two are interested in entering business in South America, one is hoping to become a naval cultural attache, and two are looking forward to foreign service without any special designation. It would appear that the latter two are the only ones who contemplate careers to which the term Foreign Service ordinarily applies. It would appear, therefore, that the editorial heading, "New Courses for Foreign Service" was not entirely accurate.

In response to the specific questions which you raise in your letter:
First, the program is not strictly necessary since the students could get all of the courses in the program as electives in other degree programs. In fact, some 250 graduates of Iowa State College are already at work in foreign countries on the basis of the programs which they took at the College. Not many of these are really engaged in what is narrowly interpreted as Foreign Service. If a formal program of preparation for Foreign Service is to be offered in Iowa, it should probably be worked out as a joint enterprise of the three institutions. Second, with the possible exception of the two students who seem to look toward some kind of general foreign service, there does not seem to be any duplication between the proposed program at Iowa State College and programs offered at the other institutions. Third, since the courses are already available to students in the various divisions of Iowa State College, there is at present no additional expenditure for this program at the expense of Agriculture or Engineering. As indicated, the students could secure these courses as electives in their existing undergraduate programs in Science, Agriculture, Engineering, Home Economics or Veterinary Medicine.

Mr. Hamilton reported that at a meeting of the Faculty Committee on October 18, 1951, the following action was taken:

Mr. Flock moved that: First, the question of whether the Iowa institutions of higher learning should get into extensive training for foreign service be referred to the Committee on Educational Co-ordination; and second, if so, the Committee should submit recommendations on how the program should be co-ordinated and set up. The motion was seconded and passed by the Faculty Committee.

On motion, the action of the Faculty Committee was approved and ratified.

BUSINESS MANAGERS COMMITTEE ON CO-ORDINATION - "CHART FORM" REPORT -

SUB-COMMITTEE REPORT. The following report was submitted:

A sub-committee of the Business Managers Committee on Co-ordination met in Old Capitol at the State University, Iowa City, Iowa, on September 20, 1951.
Present: Mr. Ambrose, Business Manager of the State University and Chairman of the Committee; Mr. Platt, Business Manager of the Iowa State College and Secretary of the Committee; and Mr. Dancer and Mr. Gernetzky, members of the Finance Committee.

"Chart Form" Report - Request of Budget and Financial Control Committee. The sub-committee met for the purpose of discussing and determining the type of report to be made to the Budget and Financial Control Committee of the 54th General Assembly as requested by its action on June 26, 1951, as follows:

"Moved by Hansen, seconded by Goode, that each Department, Board and Commission of state furnish each member of the Committee in chart form as of July 1, 1951, its complete personnel organization showing for each position whether or not filled, annual salary, title, duties, annual travel expenses and whether or not a state car is used. Also total number of state cars. Positions of the same general type with the same superior and the same location may be grouped showing number of employees and totals for the other information. A copy shall be furnished the Comptroller and Personnel Director. Names are not desired. Summaries and totals of the above information should be shown. Carried."

It was decided that Mr. Ambrose and Mr. Platt would make a sample organization chart and supplemental outline of their respective institutions, for presentation to the Budget and Financial Control Committee for approval and, if the form were satisfactory to the Committee, the business managers would then go ahead and prepare final copies of the reports.

On motion, the report of the sub-committee of the Business Managers Committee on Co-ordination was approved.

BUDGET AND FINANCIAL CONTROL COMMITTEE. At one-thirty p.m., the Budget and Financial Control Committee met with the State Board of Education for about an hour. There were discussions about the following, in order that the Committee and the Board might arrive at a better understanding of their mutual problems:

1. The uncompleted projects on the campuses of the institutions.
2. The Board's procedure in planning various projects.
3. The possibility of meetings, when the Board's plans for future capital improvements might be discussed.
COURSES OF STUDY AND CURRICULA - CHANGES IN CATALOGUES. The Faculty Committee recommended that all proposed changes in the catalogues of the state educational institutions, including those involving changes in courses of study and curricula, be submitted through the Faculty Committee for approval by the State Board of Education prior to the printing of new catalogues.

It was moved that the recommendation be approved and adopted. The motion was seconded and passed.

ACADEMIC PERSONNEL - CHANNELS FOR HANDLING GRIEVANCES. At the meeting held on September 13, 1951, the following request of the Faculty Committee was approved:

"The Committee also requested that each executive furnish each Board member a statement outlining the channels and procedures for handling academic grievances."

The executives reported as follows:

President Maucker stated that a statement of the policy of the Iowa State Teachers College had been mailed to all Board members.

Superintendent Berg distributed statements about the establishment of Teacher Advisory Committees and the policy of the Iowa School for the Deaf.

Superintendent Overbeay stated he was preparing a report about the policy of the Iowa Braille and Sight-Saving School.

President Hancher said that a statement of the policy of the State University had been mailed to all Board members.

NON-ACADEMIC PERSONNEL - CHANNELS FOR HANDLING GRIEVANCES. Mr. Hamilton moved that the executives be requested to send board members statements of the channels and procedures for handling grievances of non-academic personnel. The motion was seconded by Mr. Plock and passed.
STUDENT GRIEVANCES - CHANNELS AND PROCEDURES. Mr. Hagemann moved that the executives have channels and procedures for handling student grievances, and that statements of those channels and procedures be sent to Board members for their information. The motion was seconded and passed.

AMERICAN COUNCIL ON EDUCATION - MEETING OF CONSTITUENT MEMBERS. Mr. Plock stated that a meeting of the constituent members of the American Council on Education would be held on January 25 and 26, 1952, and that he wished some members of the Board would find it convenient to attend the meeting.

BUDGET AND FINANCE COMMITTEE - DUTIES. For the information of the members of the Budget and Finance Committee Mr. Plock, chairman, requested that its duties be outlined.

President Rider designated the Budget and Finance Committee as a standing committee and outlined that it should study, consider and make recommendations about the budgets, legislative askings, "Blue Book" reports, and financing of the future programs of the institutions under the supervision of the State Board of Education.

BUREAU OF LABOR AND MANAGEMENT - ADVISORY COMMITTEE. Mr. Munger stated that he is a member of the Advisory Committee of the Bureau of Labor and Management (College of Commerce, State University of Iowa), and indicated his willingness to resign if it were thought that his membership on that Committee would interfere in any way with his duties as a member of the State Board of Education.

It was the consensus that Mr. Munger's membership on the Advisory Committee of the Bureau of Labor and Management would not interfere with his duties as a Board member.
FEES - ARCHITECTURAL AND ENGINEERING SERVICES. Upon the recommendation of
the Building and Business Committee, the Business Managers of the State Uni-
versity, the Iowa State College, and the Iowa State Teachers College were
requested to prepare and distribute to the members of the State Board of
Education and the Finance Committee reports regarding the cost of architectu­
ral and engineering services on projects completed or authorized since January 1,
1945, which would include the following:

1. The names of the projects, and their actual or estimated cost, designed
by private architectural or engineering firms, and the fees paid or to
be paid.

2. The names of the projects, and their actual or estimated cost, designed
by the Physical Plant Departments of the institutions, and the amount
charged or to be charged to each project for architectural or engineer­
ing services.

The following business pertaining to general or miscellaneous matters
was transacted on October 20, 1951:

OCTOBER 20, 1951

NEXT MEETING. The next meeting of the State Board of Education will be
held on November 29 and 30, 1951.
The following business pertaining to the Iowa Braille and Sight-Saving School was transacted on October 19, 1951:

EYE CLINIC. Superintendent Overbeay suggested that consideration be given to the establishment of eye clinics at the University Hospital similar to the hearing clinics being held. On motion, the chairman of the Faculty Committee was authorized to confer with President Hancher regarding the possibility of the inauguration of eye clinics by the Department of Ophthalmology.

DORMITORY FOR BOYS - PLUMBING - ACCEPTANCE. The Building and Business Committee reported that Norman Hatton, architect for the Dormitory for Boys, had made a final inspection of the plumbing work installed by the R. P. Matthews Plumbing and Heating Company and had found that the work had been completed in accordance with the plans and specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the plumbing installed in the Dormitory for Boys was accepted from the R. P. Matthews Plumbing and Heating Company as of this date, October 19, 1951, and payment of the final estimate in accordance with Chapter 573, 1951 Code of Iowa, was authorized.

DORMITORY FOR BOYS - PLUMBING ALTERATIONS. The Building and Business Committee reported that the mechanical engineer employed by Norman Hatton, architect for the Dormitory for Boys, had made engineering errors in the plans and specifications for the plumbing, as a result of which water backs up in the basement floor drains and in the basement closets; and that Mr. Hatton had assumed the responsibility for the errors and would make corrections at no cost to the Iowa Braille and Sight-Saving School.
SAMUEL ASHCROFT, PRINCIPAL - DEFERMENT. Superintendent Overbeay reported that Samuel Ashcroft, Principal, had been called for reclassification by the Armed Services and had received a deferment of 280 days.
RESIGNATIONS. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following resignations were accepted:

Donald W. Krimel, assistant professor of Technical Journalism, effective as of September 29, 1951. (Temporary appointment.)

Eugene F. Oakberg, assistant professor of Genetics (AEC project), effective October 29, 1951, to accept a position as senior biologist at Oak Ridge National Laboratory. (Temporary appointment.)

L. J. Thorp, county extension director, Crawford County, effective as of October 15, 1951, to enter private business.

Edward F. Stout, county extension director, Clinton County, effective as of October 15, 1951, to enter private business.

LEAVES OF ABSENCE. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following leaves of absence without salary were granted:

G. V. Fox, professor of Physics and head of the Department, from September 21, 1951, through October 30, 1951, to complete work on Project Charles, Massachusetts Institute of Technology. (Extension of leave previously granted.)

Ray E. Wakeley, professor of Sociology, from October 1, 1951, through March 31, 1952, to serve with the Foreign Agricultural Organization, Technical Assistance program, United Nations, as advisor to the Brazilian Government, in setting up a rural sociology research program including the training of research workers.

C. Y. Cannon, professor of Dairy Husbandry, from November 1, 1951, through June 30, 1952, to accept an appointment to Lebanon with the Office of Foreign Agricultural Relations.

Louis B. Schmidt, professor of History and Government, from October 1, 1951, through February 15, 1952, due to ill health.

John M. Aikman, professor of Botany, from November 1, 1951, through June 30, 1952, to accept an appointment with the Office of Foreign Agricultural Relations.
Clair G. Maple, associate professor of Mathematics, from September 16, 1951, through June 15, 1952, to continue service with the U. S. Navy Strategic Service Command, Washington, D. C.

Lucile Holaday, district Home Economics supervisor (assistant professor), Agricultural Extension Service, from October 11, 1951, through June 30, 1952, to pursue further graduate study.

PROMOTIONS AND SALARY INCREASES. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following promotions and salary increases were made:

Augustus S. Ayres, from junior research associate, Institute for Atomic Research, at a salary of $4,800 a year, twelve months' basis, to associate in Chemistry, Institute for Atomic Research, at a salary of $5,400 a year, twelve months' basis, plus annuity, effective as of October 1, 1951.

Mark H. Brosier, from instructor, Fireman Training, Engineering Extension Service, at a salary of $3,800 a year, twelve months' basis, to acting supervisor, Fireman Training, Engineering Extension Service, at a salary of $5,000 a year, twelve months' basis, effective as of October 16, 1951. (Replacing Byrus.)

Alfred Musson, associate in Animal Husbandry, Agricultural Experiment Station, at a salary of $4,500 a year ($3,300 AES; $1,200 USDA), twelve months' basis, to assistant professor, Animal Husbandry, Agricultural Experiment Station, at a salary of $5,500 a year ($5,260 AES; $240 USDA), twelve months' basis, plus annuity, effective as of October 1, 1951.

APPOINTMENTS. Upon the recommendation of President Friley and with the approval of the Faculty Committee, the following appointments were made:

Paul J. Jehlik, professor (temporary) in Economics & Sociology, Agricultural Experiment Station, at a salary of $6,930 a year ($3,465 AES; $3,465 USDA), twelve months' basis, (Civil Service) effective from October 1, 1951, through March 31, 1952. (On loan from the United States Department of Agriculture to replace Ray Vakeley, on leave.)

Ernest Renkert, assistant professor of Chemistry, at a salary of $5,000 a year, twelve months' basis, plus annuity, effective as of September 1, 1951. (To fill a vacancy.)

Morton Smutz, assistant professor of Chemical Engineering and associate engineer, Institute for Atomic Research, at a salary of $6,000 a year ($2,727 'ng.; $3,273 IAB), twelve months' basis, plus annuity, effective as of September 17, 1951. (Position provided in budget.)
October 18, 19 and 20, 1951 - Iowa State College

Norman J. Goodwin, county extension director, Clinton County, at a salary of $5,600 a year (2,800 Ext.; 2,800 County), twelve months' basis, (Civil Service) effective October 1, 1951. (Replacing Edward L. Stout.)

Keith Royer, chief instructor, Fireman Training, Engineering Extension Service, at a salary of $5,000 a year, twelve months' basis, effective as of October 16, 1951. (To fill vacancy.)

Robert L. Shayon, special consultant in Television, WOI-TV, at a salary of $500 per week for the period from September 24, 1951, through December 24, 1951, to be paid from Ford Foundation funds.

DEATH. President Friley reported the death on September 28, 1951, of W. I. Griffith, associate professor, former director of Station WOI.

MAJOR IN FOREIGN TRADE AND FOREIGN SERVICE. (See report of Committee on Educational Co-ordination, and the action taken, in General section of these minutes.)

PURCHASE OF LAND - SPINNEY PROPERTY. At the meeting held on September 13-14, 1951, the Board adopted a resolution authorizing the purchase of the Spinney property at a price of $21,000, subject to approval by the Executive Council of Iowa.

President Friley reported that the Iowa State College had been unsuccessful in its efforts to purchase the Spinney property. He stated that prior to acceptance of the option check tendered by the Iowa State College, it developed that the representative of the Ames Trust and Savings Bank, Executor of the Estate, had accepted an option check from another source; that the person whose check had been accepted contended that the property had been sold to him; and that, due to the circumstances surrounding the case, the Iowa State College had withdrawn its offer.

Upon the recommendation of the Building and Business Committee, President Friley was authorized to withdraw the offer for the purchase of the Spinney
October 18, 19 and 20, 1951 - Iowa State College

property and Secretary Dancer was instructed to notify the Executive Council of the withdrawal.

REDUCTION OF WORK WEEK - NON-ACADEMIC STAFF. The Building and Business Committee reported that Business Manager Platt had discussed with it a survey made by a special committee of the Iowa State College and had submitted the following statement of policy in regard to the proposed establishment of a reduced work week for non-academic employees of the Iowa State College:

GENERAL POLICY ON CHANGE IN WORK WEEK

1. In general, the offices of the College will be closed on Saturday morning, effective January 1, 1952. A few exceptions will be required in order to provide essential services. Rearrangement of working schedules will be necessary to provide time off at other periods during the week for those employees who are required to work Saturday morning.

2. The standard normal work week for non-academic staff will be reduced by four hours. This will result in a forty-hour week at no change in pay for those non-academic employees who are now employed on a forty-four hour basis. The principal group affected thereby will be the clerical staff.

3. The work week of full time hourly employees now required to work more than forty-four hours in such activities as Physical Plant, Residence Halls, IBM Service, Printing, Seed Laboratory, etc., should be reduced by four hours at no decrease in take-home pay. This will require an increase in hourly rates computed in accordance with the following examples:

<table>
<thead>
<tr>
<th>Now</th>
<th>60 hour week @ $1.00 per hour</th>
<th>Total Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becomes</td>
<td>56 hour week @ $1.07 per hour</td>
<td>$60.00</td>
</tr>
<tr>
<td></td>
<td>48 hour week @ $1.00 per hour</td>
<td>$48.00</td>
</tr>
<tr>
<td></td>
<td>44 hour week @ $1.09 per hour</td>
<td>$48.00</td>
</tr>
</tbody>
</table>

4. For those non-academic employees in exceptional cases whose present duties require that they continue on their present work schedule an equivalent increase in rate of pay computed as in Paragraph 3 above should be granted.

5. New employees engaged for positions requiring more than forty hours per week, after the effective date of this policy, should be employed with full understanding as to their work week in order to avoid necessity for pay adjustments because of extra time over and above forty hours.

Implementation of the above recommendation will increase operating costs in certain areas, particularly Agriculture, Physical Plant and Residence Halls. The committee estimates the additional cost as follows:

76
Upon the recommendation of the Building and Business Committee, the foregoing statement of policy covering changes in the work-week for non-academic employees of the Iowa State College was adopted.

REPORT OF BUILDING AND BUSINESS COMMITTEE - SUB-COMMITTEE MEETING SEPTEMBER 19, 1951. The Building and Business Committee submitted the following report:

A sub-committee of the Building and Business Committee of the State Board of Education met in the Conference Room, Beardshear Hall, Iowa State College, Ames, Iowa, at 2 o’clock p.m., Wednesday, September 19, 1951.


Mr. Rupe presided, and Mr. Platt was selected to act as secretary of the meeting.

The following business pertaining to the Iowa State College was transacted:

Metallurgy-Research Area Paving - Public Hearing. Mr. Platt reported that at 1 p.m. in accordance with public notice, a public hearing was held in Room 104, Beardshear Hall, for the purpose of hearing objections to the plans, specifications and form of contract for Metallurgy-Research Area Paving. Present at the public hearing were Business Manager Platt and Superintendent Schaefer.

No objections were filed and no objectors appeared.

The report was approved, and actions ratified.

Metallurgy-Research Area Paving - Bids. The following bids for construction of Metallurgy-Research Area Paving were opened and read:
October 18, 19 and 20, 1951 - Iowa State College

Bidder

<table>
<thead>
<tr>
<th>Certified Check</th>
<th>C. W. Akin</th>
<th>James Thompson &amp; Sons</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$6,000.00</td>
<td></td>
</tr>
<tr>
<td>Item 1 (5&quot; pavement, per sq. yd.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 1A, 6&quot; thick non-reinforced paving (5,725 sq. yds)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 1B, 6&quot; thick mesh reinforced paving (5,725 sq. yds)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 2 (7&quot; pavement, per sq. yd.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 2A, 8&quot; thick non-reinforced paving (5,275 sq. yds)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 2B, 8&quot; thick mesh reinforced paving (5,275 sq. yds)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 3 (Curbing, per lin. ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 3A, integral curb (2,723 lin. ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 4 (Sidewalk, per sq. ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 4A, sidewalk (11,681 sq. ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 5 (Excavation per cu. ft.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 5A, excavation (2,300 cu. yds.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Item 6 (Lump sum for sewer work, retaining walls, trees, etc.)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Item 1, 5" thick reinforced paving (5,725 sq. yds) | Item 2, 7" thick reinforced paving (5,275 sq. yds) |
| $5,900.00 | $5,800.00 |
| 5.50      | 5.85      |
| 5.50      | 6.30      |
| 4.95      | 6.50      |
| 4.80      | 6.66      |
| 5.75      | 7.20      |
| 1.00      | 1.05      |
| 4.60      | 4.18      |
| 1.75      | 3.00      |
| 10 da.    | 10 da.    |
| 90 da.    | 90 da.    |

Item 6, sewers, manholes, tree removal and other miscellaneous items, lump sum bid.

The chairman announced that the bids would be taken under advisement and that the bidders would be advised of the decision of the Committee at the earliest possible date.

On motion, the report of the Sub-Committee of the Building and Business Committee was approved and the action ratified.

METALLURGY-RESEARCH AREA PAVING - CONTRACT. The Building and Business Committee reported that on September 28, 1951, Business Manager Platt had written, as follows, about the awarding of a contract for the paving of drives and parking areas in the Metallurgy Building, Research Building, Chemistry Building and Physics Building:

"The low bid was submitted by C. W. Akin, of Ames, in the amount of $79,845.01."
October 18, 19 and 20, 1951 - Iowa State College

"We have checked the bid and made a computation of the portion of the contract to be paid by the Atomic Energy Commission. The Commission is to pay for all work on the leased properties, all access drives to its leased properties, the sidewalks and paving along the frontage on Pammel Drive. The amount to be paid by the Atomic Energy Commission is $28,165.61, and we have their written authorization to bill them in this amount. This leaves the net amount to be paid by Iowa State College $51,679.40. Payment of this portion of the cost will come from overhead received from the Atomic Energy Commission contract.

"We recommend that the contract be awarded to C. W. Akin, the low bidder, on the above basis."

Secretary Dancer reported that on October 3, 1951, he polled the members of the Building and Business Committee and, as a result of that poll, the contract for the Metallurgy-Research Area Paving was awarded to the low bidder, C. W. Akin, Ames, Iowa, on the basis of his bid of $79,345.01 or the unit prices specified in the proposal.

On motion, the reports were approved and the action ratified.

FEE ADJUSTMENTS. President Friley stated that because the registration fee at the Iowa State College has been raised from $46 to $50 per quarter certain other adjustments are in order, and he recommended the following:

Summer Quarter Fees. For either term of the summer quarter the registration fee will be $30. However, the total fee for both terms will not exceed the registration fee for each of the other quarters of the year.

For students with fee reductions (scholars, fellows and graduate assistants) the fee will be $15 per term.

For the three-week term the fee will be $15.

For the ten-week Forestry Summer Camp the fee will be $50.

Registration Fee for Students with Fee Reductions. (Scholars, Fellows, and Graduate Assistants.) The registration fee will be $18 per quarter.

Fees for Light Classification. Iowa students taking less than 9 credits will pay $6 per credit. The minimum charge will be $18. By additional payment of $6.75 per quarter, such students will be entitled to admission to athletic contests, concerts, lectures and debates, and to subscription to the student publications. Nonresident undergraduates taking less than 9 credits will pay an additional $8 per credit.
October 18, 19 and 20, 1951 - Iowa State College

The Faculty Committee reported that it approved the recommendation of President Friley.

On motion, the foregoing fee adjustments recommended by President Friley and approved by the Faculty Committee were made, effective with the beginning of the 1952 summer session.

FRILEY HALL ADDITION - ACCEPTANCE. The Building and Business Committee reported that John W. Brooks and Elmer Borg, Architects, and Ben W. Schaefer, superintendent of the Physical Plant Department of the Iowa State College, had inspected the Addition to Friley Hall and found that the contractors had substantially completed the contracted work in accordance with the plans and specifications and contract documents, as follows:

- Lippert Brothers General construction contract
- Natkin and Company Plumbing and heating contract
- Armature and Electric Machine Company Electrical contract

Upon the recommendation of the Building and Business Committee, the general construction, the plumbing and heating and the electrical work of the Addition to Friley Hall was accepted from the contractors as of this date, October 19, 1951, and payment of the final estimates in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

POWER PLANT ADDITIONS AND ALTERATIONS - DIVISIONS IIIA, IVA, V, and VIA - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, authority was given for the execution of Change Order #5 to the Fuel Economy Engineering Company, contractor for Divisions IIIA, IVA, V, and VIA, Power Plant Additions and Alterations, covering a deduction of $2,633.90 from the total contract price, resulting from an allowance specified in the contract in case sales and/or use tax was not imposed by the State Tax Commission.
October 18, 19 and 20, 1951 - Iowa State College

VETERINARY RESEARCH INSTITUTE - HOG HOUSE. The Building and Business Committee reported that a poll of its members taken on October 8, 1951, with the consent of the Chairman, had resulted in approval of the following project:

Construction of a small building on the Veterinary Research Farm to be used in connection with research on hog serums, the building to be 20' x 20' and constructed by the Physical Plant Department of the Iowa State College at a cost of $2,000.00, to be paid from funds granted by the Serum Manufacturers Association, which annually grants a considerable sum of money to the College for research in hog diseases.

On motion, the action of the Building and Business Committee was approved and ratified.

VETERINARY RESEARCH INSTITUTE - ADDITION TO ISOLATION BUILDING. Upon the recommendation of the Building and Business Committee, the Agricultural Engineering Department was authorized to prepare plans and specifications for the construction of an Addition to the Isolation Building, Veterinary Research Institute, estimated to cost $20,000.00. It is understood that plans for financing this project will be presented to the Building and Business Committee at a later date.

PETITION - ACTIVITIES OF DAIRY INDUSTRY CREAMERY. President Rider stated that he had referred to the Building and Business Committee a petition received from merchants in the City of Ames objecting to the activities of the Dairy Industry Creamery.

The Building and Business Committee reported that Anton Christenson, Victor Bruner and G. F. Jolliff had appeared before it at 11:30 a. m. October 18, 1951, and presented objections to the activities of the creamery operated by the Dairy Industry Department; and that C. A. Iverson, head of the Dairy Industry Department, also was present.

Mr. Rupe reported that the petitioning group would confer with the Dairy Industry Department in order to see if the objections could be eliminated.
October 18, 19 and 20, 1951

IOWA SCHOOL FOR THE DEAF

The following business relating to the Iowa School for the Deaf was transacted on October 19, 1951:

TEACHER ADVISORY COMMITTEES ON FACULTY AFFAIRS. Superintendent Berg reported that at the General Faculty Meeting on September 20, 1951, he made the following announcement about the appointment of Teacher Advisory Committees on Faculty affairs, effective that date:

The following Teacher Advisory Committees on Faculty Affairs for 1951-1952 are selected effective today on an alphabetical basis with proportionate representation from the four educational divisions – Lower Division, Upper Division, Vocational Division, and Deaf-Blind Division – of the School.

First Semester, ending January 25, 1952:

<table>
<thead>
<tr>
<th>Lower Division</th>
<th>Upper Division</th>
<th>Vocational Division</th>
<th>Deaf-Blind Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs. Berger</td>
<td>Miss Alber</td>
<td></td>
<td>Mr. Barron</td>
</tr>
<tr>
<td>Mrs. Bloxon</td>
<td>Miss Boos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Bonar</td>
<td>Miss Buckwalter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second Semester, ending May 31, 1952:

| Mrs. Detweiler | Miss Dahl     |                   | Miss Dunlap        |
| Miss Egan      | Miss Davis    |                   |                    |
| Mrs. Emerick   | Miss Dobson   |                   |                    |

The purposes of the Committees are:

1. To continually study questions pertaining to the pupils and faculty that appear pertinent and important in order to further improve the service of the Iowa School for the Deaf.

2. To act as a medium for receiving any suggestions or criticisms from a member or members of the Faculty so the Administration may have the benefit of these criticisms and suggestions, from time to time, in endeavoring to further improve the work of the Iowa School for the Deaf and the working conditions of the Faculty.

Some suggested subjects among others for study and consideration are:

1. Teacher retirement provisions and benefits.
2. Accomplishments of graduates and former pupils in employment.
3. Teacher salaries and tenure.
4. Success of graduates in higher education.
5. Teacher qualifications.
October 18, 19 and 20, 1951 - Iowa School for the Deaf

The work and responsibility of the Committees named are advisory in nature and may be of inestimable value to the School.

Superintendent Berg supplemented the foregoing statement with the following memorandum:

The procedure to be followed is:

1. Suggestions, criticisms and complaints by any member of the Faculty are to be taken up first with the teacher's area Principal.

2. If a satisfactory answer is not obtained by the teacher from the area principal, the suggestion, criticism or complaint may then be taken up with the Teacher Advisory Committee by the teacher for the Committee's consideration.

3. The Teacher Advisory Committee, by arrangement with the Superintendent, may report to the Faculty as a whole if deemed advisable by the Committee.

4. The Teacher Advisory Committee will then make its report and recommendation to the Superintendent.

5. The Superintendent will endeavor to make a decision on any requests of an administrative character presented to him by the Teacher Advisory Committee.

6. The Superintendent's opinion or decision together with the report and recommendation of the Teacher Advisory Committee on any administrative matter will be submitted to the State Board of Education by the Superintendent for the Board's consideration at the written request of the Teacher Advisory Committee on Faculty Affairs.

The foregoing statements were for information only, and required no action.

OUT OF STATE PUPIL - BARBARA SCHULTZ. At the meeting held on September 14, 1951, the request of the American Foundation for the Blind, New York City, to accept Barbara Schultz, of Long Beach, Long Island, in the Deaf-Blind Department on a trial basis to determine if she can benefit from training, was granted with the understanding that the trial period would be for approximately 75 days, one and one-half hours per day, ending December 20, 1951.

Superintendent Berg reported that Barbara Schultz, daughter of Mr. and Mrs. Mortimer Schultz, had not entered the school but the parents hoped to enter her after the Christmas holidays.
October 18, 19 and 20, 1951 - Iowa School for the Deaf

On motion, the time for entering Barbara Schultz in the Deaf-Blind Department of the Iowa School for the Deaf for a 75-day trial period was extended until after the Christmas holidays, on the same basis as outlined in the minutes of September 14, 1951.

RESIDENCE FOR BUSINESS MANAGER. Mr. Stevens and Mr. Munger, the special committee appointed to consider the recommendation that a residence for the Business Manager be constructed on the campus, reported that they had visited the Iowa School for the Deaf and, after seeing the housing quarters provided for the Business Manager and conferring with Superintendent Berg, they were recommending approval of the project.

Upon the recommendation of the Building and Business Committee, authority was granted for the preparation of plans and specifications for a residence for the Business Manager which would cost not more than $14,000.00, and the entire matter was referred to the Building and Business Committee with power to act, with the understanding that it will be necessary to secure the approval of the Budget and Financial Control Committee and to advertise for bids.

PRIMARY HALL - EMPLOYEES' APARTMENT BUILDING - SURVEY. Mr. Stevens and Mr. Munger stated that when they visited the Iowa School for the Deaf they inspected Primary Hall and the Employees' Apartment Building, and had reported their findings to the Building and Business Committee.

The Building and Business Committee submitted the following reports of the hazardous condition of the Employees' Apartment Building:

Oscar Biesendorfer, Building Inspector, City of Council Bluffs:

"On making my inspection, I was surprised at the condition of a building owned by the State of Iowa, especially on inspecting the interior. The arches
in the basement sag, the girders and joist at points are completely rotted, and the wiring and general condition are in a poor state of repair."

State Fire Marshal: (The recommendations were quite extensive and would be very expensive.)

Andersen Construction Company:

"In view of our findings we recommend the following:

"That no more money should be spent for improvements to this building (erected in 1875), except that which is required to install some girders and props to support basement floor joists and lintels to safeguard against the possibility of the first floor collapsing. That a wooden stairway be installed on the South side of the building to serve as an emergency fire escape for the second floor.

"That immediate steps should be taken to have this building replaced with a modern type of fire resistant building. This we deem to be an absolute must.

"It is our opinion that the building in its present condition is unsafe and is an extreme fire hazard, and due to the age of same it would be a waste of money to make an attempt to put it into first class condition, from the safety angle and fire hazard standpoint."

The Building and Business Committee also reported that Primary Hall does not adequately house the Primary Department and that more dormitory and classroom space is necessary.

Upon the recommendation of the Building and Business Committee, Secretary Dancer was authorized to request George L. Horner, Superintendent of the Division of Planning and Construction, Physical Plant Department, of the State University, to make a survey of Primary Hall and the needs of the department housed in that building, and the Employees' Apartment Building and submit recommendations to the Building and Business Committee at its next meeting.
October 18, 19 and 20, 1951

IOWA STATE TEACHERS COLLEGE

The following business relating to the Iowa State Teachers College was transacted on October 19, 1951:

GRADUATE PROGRAM - STATEMENT. Upon the recommendation of President Maucker and the Faculty Committee, the following introductory statement for the January, 1952, catalogue, describing the graduate program was approved:

GRADUATE STUDY

The Iowa State Teachers College is authorized to offer a program of graduate work leading to a Master's degree designed specifically for school personnel. The program begins in the summer quarter of 1952.

Those who are interested in possible enrollment should write to the Registrar for the graduate bulletin and an application for admission form.

DEGREE

The degree to be conferred after the completion of all the requirements is the Master of Arts in Education.

ADMISSIONS

Admission to Graduate Study

1. A student will be granted unconditional admission to graduate study:
   a. if he is a graduate of a college or university accredited by the American Association of Colleges for Teacher Education or by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency; and
   b. if his application is approved by the Registrar in accordance with the recommendations of the Graduate Council.

2. Under certain conditions applicants may be granted conditional admission. This applies to:
   a. graduates of colleges that are not accredited;
   b. students for whom all the required admissions information has not been received and approved by the Registrar; and
   c. students who are within five quarter hours of completing their undergraduate program in the Iowa State Teachers College.

   The conditional admission status must be removed before the student will be admitted as a candidate for the Master's degree.

3. All students seeking admission to graduate study must fill out an application form. Transcripts of all of the applicant's college records, both graduate and undergraduate, must be submitted, together with the supporting data and references requested on the application form.
October 18, 19 and 20, 1951 - Iowa State Teachers College

Admission to graduate study is not the same as admission to candidacy for the Master's degree. A student may desire to take only selected courses and have no intention of becoming a degree candidate. Admission to candidacy is granted after the conditions, explained below, have been met.

ADMISSION TO CANDIDACY FOR THE MASTER'S DEGREE
A student will be admitted to candidacy after he has:

1. completed one quarter of graduate study (15 hours) in this college with at least a "B" average.
2. passed satisfactorily a candidacy examination. *
3. passed a satisfactory physical examination at the college Health Service.
4. had his program of graduate work approved by his Advisory Committee and the Dean of the Faculty.
5. had his thesis subject approved.
6. been approved by the Dean of the Faculty on the recommendation of his Advisory Committee as a graduate major in his chosen area. For such approval the following minimum requirements must be met:
   a. To major in Elementary Teaching, the student must have sufficient professional and academic work at the undergraduate level to meet the Iowa requirements for an Advanced Elementary Certificate.
   b. To major in an area of the Secondary Teaching curriculum, the student must have the work necessary to secure an Iowa Standard Secondary Certificate.
   c. To be approved as a major on the Elementary Principal's curriculum, the student must meet the requirements for the Elementary Teaching curriculum (a. above) and, in addition, must have had at least two years' successful teaching experience at the elementary level.
   d. To be approved as a major on the Secondary Principal's curriculum, the student must have the work necessary to secure an Iowa Standard Secondary Certificate, and, in addition, he must have had at least two years of successful teaching experience at the secondary level.
   e. To be approved as a major on the Elementary Supervision curriculum, the student must meet the approved standards for Elementary Teaching (a. above), and, in addition, must have had two years' successful teaching experience at the elementary school level.
7. EXCEPTIONS
   a. A student's Advisory Committee may require additional work at the undergraduate level before recommending the student as a graduate major in his chosen area.
   b. In special cases where certain details of the requirements for admission to candidacy have not been met but where justice would indicate the desirability of such action, the Dean of the Faculty, upon the recommendation of the head of the major department, may grant approval.

*Additional information concerning the nature of the candidacy examination is found in the graduate bulletin.
REQUIREMENTS FOR THE MASTER OF ARTS IN EDUCATION DEGREE

Residence - A minimum of two quarters of full-time residence work and 36 quarter hours of graduate credit in residence is required for the Master's degree. By "full-time residence" is meant the completion in one quarter of 10 or more quarter hours in work on this campus. After a student has been admitted by this College as a candidate for the Master's degree, he may, if prior arrangement has been made with the Dean of the Faculty, take work at the State University of Iowa or Iowa State College for which residence credit may be given at Iowa State Teachers College.

Scholarship requirements - A grade index of 3.00 (B average) must be earned in all courses attempted as a graduate student. No credit toward graduation is allowed for a course in which a grade below "C" is earned.

Credit required for the degree - At least 45 quarter hours of credit must be earned.

Maximum Load - The maximum graduate student load per quarter is fifteen quarter hours. A full-time employee will not be permitted to register for more than five quarter hours of graduate credit in any quarter.

Thesis - A thesis is required of all candidates for the Master's degree. It will be an investigation relating to the improvement of teaching. It will demonstrate the candidate's ability to attack a specific educational problem and to draw relevant and valid conclusions from the data that have been assembled. It will be organized and written in the standard form prescribed by this College.

The exact amount of credit to be granted for the thesis will be determined by the nature of the project and the quality of the thesis. Such credit will not exceed nine quarter hours and only in exceptional cases will the maximum of nine hours be allowed. Thesis credit may be used to meet part of the minimum 45 quarter hours of graduate work required for the Master's degree.

Transfer Credit - Graduate credit from other approved institutions will be accepted. Irrespective of the amount of such transfer credit, the student must complete the requirements of a minimum of two quarters and thirty-six quarter hours of graduate credit in residence at the Iowa State Teachers College.

ADVISORY COMMITTEES

Each graduate student works under the direction of an Advisory Committee which consists of three graduate faculty members. The chairman of the Advisory Committee, a member of the department in which the student chooses to major, is regarded as the student's advisor and the director of his thesis. The other two members are appointed by the Dean of the Faculty. The Advisory Committee assists the student in preparing his plan of graduate study and, by a study of his background and future needs, agrees on the particular work required of the student. The Advisory Committee evaluates the thesis and recommends to the
Dean of the Faculty the amount of credit that should be allowed. The com-
mittee will prescribe, conduct, and evaluate all degree examinations includ-
ing the required candidacy examinations and the final comprehensive and oral
examinations. At the time of admission to graduate study, the student will
be directed to the head of the department in which he plans to major who
will assign the student to a member of his staff for advisement. Ordina-
rily, this individual becomes the chairman of the student's Advisory Com-
mittee.

FEES

Fees for graduate study will be the same as for undergraduate study, $36.00
per quarter. A charge of $4.00 per quarter hour is made for those students
who take less than 10 hours. The minimum fee charged is $12.00.

HOUSING AND FOOD SERVICE

Cost for a room in the residence halls and for food service in the Commons
is the same as for undergraduates. Accomodations for graduate students with
families may be available but no preference over undergraduate students is
granted.

GRADUATE CURRICULUM

Graduate majors are offered in Elementary Teaching, Elementary Supervision,
Elementary Principalship, Secondary Principalship, and in the following areas
of Secondary Teaching: Business Education, English, Mathematics, Science,
Social Science, and Speech. A graduate major in Music will be offered be-
ginning with the summer quarter of 1953.

GENERAL REQUIREMENTS

On each curriculum, the student who plans to receive the Master of Arts in
Education degree must:

1. have been admitted to candidacy; (see pages ____)

2. have fulfilled the requirements relating to residence time, scholarship,
   minimum total hours, and thesis as described on pages ____;

3. have earned a minimum of twenty hours of work, exclusive of thesis credit,
   in courses numbered 600 and above;

4. have completed successfully the ten-hour professional core consisting of:
   a. Education 604 - Educational Research - 4 hours.
   b. Psychology 613 - Advanced Educational Psychology - 3 hours, or
      Education 684 - Philosophy of Education - 3 hours.
   c. Either a special methods course in the major field - 3 hours, or
      any additional course numbered 600 and above in the departments
      of education or teaching - 3 hours.

5. have demonstrated satisfactory achievement on a final written and/or oral
   examination. On the recommendation of the student's Advisory Committee
   either or both parts of this requirement may be waived.
October 18, 19 and 20, 1951 - Iowa State Teachers College

6. have completed the additional requirements for a specific major and any additional work designated by his Advisory Committee.

REQUIREMENTS FOR VARIOUS MAJORS

Every effort has been made to keep the specific course requirements for each major at a minimum so that the student, with the help of his Advisory Committee, is able to plan the program of graduate work which can best meet his individual needs. Such a flexible pattern permits one student a high degree of concentration in a special area while not denying another the opportunity to broaden his education by taking considerable work outside the field of concentration.

Major in Elementary Teaching - Aside from the ten-hour professional core requirement and the thesis there are no additional required courses. The student choosing to major in elementary teaching, after consideration of his undergraduate work, experience, and future plans, will have ample opportunity to select, with the help of his Advisory Committee, those courses that will best meet his needs. Such courses, for one student, may be entirely within the Department of Education, while for another student all of the courses selected may be in other departments.

Major in Elementary Supervision - On this curriculum, in addition to the ten-hour professional core requirement and the thesis, the student takes the work necessary to meet the requirements for an Iowa Elementary Supervisor’s Certificate and such additional courses as are considered most essential by the student and his Advisory Committee. The requirement for the Elementary Supervisor’s Certificate includes “30 quarter hours graduate credit in elementary school professional education, including at least 9 quarter hours in elementary school administration and elementary school supervision or curriculum.” On this curriculum, four years of successful teaching experience at the elementary level are required before the Master’s degree may be received.

Major in Elementary Principalship - A Master’s degree in this area qualifies one for an Iowa Elementary Principal’s Certificate. In addition to the ten-hour professional core requirement and the thesis, a major in this area includes work in elementary school administration and such related fields as the student and his Advisory Committee feel to be most appropriate. On this curriculum, two years of successful teaching experience at the elementary level are required before the Master’s degree may be received.

Major in Secondary Principalship - A Master’s degree in this area qualifies one for an Iowa Secondary Principal’s Certificate. In addition to the ten-hour professional core requirement and the thesis, a major on this curriculum requires work in secondary school administration and such related fields as the student and his Advisory Committee feel to be most appropriate. On this curriculum, two years of successful teaching experience at the secondary level are required before the Master’s degree may be received.

Major in Business Education

1. In addition to the ten-hour professional core requirement and the thesis, all graduate majors in Business Education will take Business Education 603 - Foundations of Business Education – 3 hours.
2. The remaining hours will be devoted to courses from Business Education and other departments chosen with the help of the student's Advisory Committee after consideration of his undergraduate preparation, work experience, present problems, and future plans.

3. The major in Business Education will permit a concentration in one area (such as secretarial, accounting, distributive education), or it may include a combination of work in various areas.

4. To receive the Master of Arts in Education degree with a major in Business Education, the student must demonstrate that he possesses an adequate background knowledge of the business world. In evaluating this background, the student's practical business experience and his work in such areas as economics and commerce will be among the matters considered.

A student who receives the Master of Arts in Education degree with a major in Business Education is eligible for an Iowa Advanced Secondary Certificate.

**Major in English**

1. In addition to the ten-hour professional core requirement and the thesis, a graduate major in English will complete the English core consisting of:
   a. English 615 - Teaching of Literary Forms - 5 hours
   b. English 664 - Language Problems in the High School - 3 hours
   c. English 606 - Bibliography and Methods of Research - 1 hour

2. The remaining hours will be devoted to courses from English and other departments chosen with the help of the student's Advisory Committee after consideration of his undergraduate preparation, experience, present needs, and future plans.

3. At least one quarter before the degree will be conferred, the major in English must demonstrate basic competence, confirmed by examination, in French, German, or Latin. In French or German, a reading knowledge of simple material employing a vocabulary of about 2000 words is necessary. In Latin, a working knowledge of the foundational structure and a vocabulary of about 1500 words is required. If a graduate student wishes to work independently in order to meet this requirement, direction and assistance will be made available.

A student who receives the Master of Arts in Education degree with a major in English is eligible for an Iowa Advanced Secondary Certificate.

**Major in Mathematics**

1. Aside from the ten-hour professional core requirement and the thesis, there are no additional required courses for a graduate major in mathematics.

2. Courses will be chosen from Mathematics and other departments with the help of the student's Advisory Committee after consideration of his undergraduate preparation, experience, present needs, future plans, and particular area of emphasis in mathematics.
3. A student will select as an area of emphasis either the teaching of elementary mathematics or the teaching of secondary mathematics.

A student who receives the Master of Arts in Education degree with a major in Mathematics is eligible for an Iowa Advanced Secondary Certificate.

Major in Science

1. In addition to the ten-hour professional core requirement and the thesis, all graduate majors in Science will take Science 603 - History and Philosophy of Science - 3 hours.

2. The remaining hours will be devoted to courses from Science and other departments chosen with the help of the student's Advisory Committee after consideration of his undergraduate preparation, experience, present needs, future needs, and particular area of emphasis in science.

3. A student may select as a field of emphasis one of the following:
   a. Consultant or supervisor of elementary science
   b. General science
   c. Biological science
   d. Chemistry
   e. Physics

A student who receives the Master of Arts in Education degree with a major in Science is eligible for an Iowa Advanced Secondary Certificate.

Major in Social Science

1. Aside from the ten-hour professional core requirement and the thesis, there are no additional required courses for a graduate major in social science.

2. Courses will be chosen from Social Science and other departments with the help of the student's Advisory Committee after consideration of his undergraduate preparation, experience, present needs, future needs, and particular area of emphasis in social science.

3. A student, if he desires, may select as an area of emphasis one of the following:
   a. History
   b. Government
   c. Economics
   d. Sociology

A student who receives the Master of Arts in Education degree with a major in Social Science is eligible for an Iowa Advanced Secondary Certificate.

Major in Speech

1. In addition to the ten-hour professional core requirement and the thesis, the graduate major in Speech will complete the speech core consisting of:
   a. English 665 - Language Problems in the High School - 3 hours
   b. Speech 608 - Psychology of Speech - 3 hours
   c. Speech 606 - Bibliography and Methods of Research - 1 hour
October 18, 19 and 20, 1951 - Iowa State Teachers College

2. The remaining hours will be devoted to courses chosen from the Department of English and Speech or other departments with the help of the student's Advisory Committee after consideration of his undergraduate preparation, experience, present needs, future needs, and particular area of emphasis in speech.

3. A student may select as a field of emphasis either drama or public speaking.

A student who receives the Master of Arts in Education degree with a major in Speech is eligible for an Iowa Advanced Secondary Certificate.

ADMISSIONS - POLICY. At the meeting held on December 16, 1948, the following action was taken:

"Since the Iowa State Teachers College has remained a professional college, the recommendation that formal approval be given to continuing the present policy of selective admissions was approved and adopted."

President Maucker recommended that, in view of the action taken on December 16, 1948, the following Statement of Admissions Policies for the January, 1952, catalogue be approved and adopted:

I. Admission Procedures

A. Applying for Admission and Health Record

Every applicant must make formal application for admission and submit a health record signed by a physician. A card to be used in requesting blanks for application and health record appears on page ___ of this bulletin.

B. Submitting of High School Record

Every applicant must have his high school principal or the superintendent of schools send to the Registrar a certificate of high school credits. A certificate should be furnished from each high school attended unless the high school from which the student was graduated furnishes a complete listing of all high school credits. The date of graduation must be noted on the certificate. These certificates should be mailed several weeks before the time of enrollment. The high school principal or the superintendent will ordinarily have the blanks for this certification; but out of state students may need to secure the proper forms by writing the Registrar of this college.

C. Submitting transcripts of college records

In addition to the above, a student who has attended other colleges shall have sent to the Registrar a transcript of his record at each
college attended. These should be mailed to the Registrar a month or more before the time of enrollment since all such records are required before an admission card can be issued.

College credit earned at other approved colleges is accepted and entered on record here. It is used in meeting the requirements for graduation in so far as it applies to the curriculum selected by the student. For an explanation of the college policy in regard to curriculum adjustment for transfer students, see page ___.

II. Admission Policies

As a professional school for the education of teachers, the Iowa State Teachers College recognizes an obligation to the prospective student, the public schools, and the state in considering applicants for admission. Its facilities should be made available to such individuals as appear to have a reasonable chance of meritting recommendation for a state teaching certificate upon completion of a teacher education curriculum. The college recognizes that scholarship, health, character, personality, and citizenship are essential factors in the development of a good teacher. Hence, the college bases its admissions policies upon all of these factors rather than solely upon graduation from high school. Thus, it may be necessary for the college to deny admission to an individual who does not give reasonable promise of achievement of these goals.

A. General Requirements for All Students

The college puts its admission policy into effect by following the scholarship standards listed below, by a review of the health certificate by the College Health Service, and by a study of personality and character based on available information.

B. Scholastic requirements for Admission as an Undergraduate

1. An applicant who is a graduate of an APPROVED high school

   a. who ranked in the upper half of his graduating class is admitted on the basis of his high school record. The experience of this college has demonstrated that such students are generally successful in college.

   b. who ranked in the lower half of his graduating class must submit evidence that will convince the Admissions Committee that he has a reasonable chance of success in college and in the teaching profession in spite of his below-average scholarship in high school. This commonly takes the form of scores on standardized tests and statements from school officials. Frequently a personal interview is requested.

2. An applicant who is a Graduate of an UNAPPROVED High School

   May be admitted by demonstrating through standardized tests and statements of school officials or faculty members of this college __ competence to do college work.
3. An Applicant Who Is Not a High School Graduate

May be admitted by demonstrating through standardized tests and statements of school officials or faculty members of this college his competence to do college work. This provision is made in recognition that the background essential to satisfactory study at the college level may be acquired informally as well as through the usual and generally more satisfactory method of high school attendance. In addition, an occasional student with unusual ability will reach a stage of physical, mental, and social maturity such that his educational needs will be more readily cared for by the college even though he has not formally completed the requirements for high school graduation. He must be at least seventeen years of age.

4. An Applicant Who Has Taken Work at Another College

Will be admitted if he has an average or better than average scholarship record in the college previously attended unless he has been suspended.

C. Scholastic Requirements for Graduate Students

A graduate of a college or university accredited by the American Association of Colleges for Teacher Education or by the North Central Association of Colleges and Secondary Schools or a corresponding regional agency will be granted admission to graduate study if his application for admission has been approved by the Registrar. A graduate of a college or university that is not accredited may, in certain cases, be granted conditional admission. For a more detailed description of the policies and procedures of admission to graduate study see page ____ of this catalog.

D. Scholastic Requirements for Special Students

A person who does not wish to become a candidate for a diploma or degree, and who does not meet the entrance requirements, MAY be admitted as a special student to pursue studies which he is believed competent to undertake. Evidence of adequate educational accomplishment and approval of the Dean of the Faculty are required.

Upon the recommendation of the Faculty Committee the foregoing Statement of Admissions Policies, to be included in the January, 1952, catalogue of the Iowa State Teachers College, was approved and adopted.
FEE INCREASE. President Maucker recommended that for students taking less than a full schedule, graduate or undergraduate, the student fee be increased from $3.00 per credit hour to $4.00 per credit hour, with a minimum fee of $12.00, effective with the 1952 summer session.

CLERICAL PERSONNEL - CLASSIFICATION PLAN AND SALARY SCHEDULE. President Maucker distributed a statement dated October 16, 1951, regarding a proposed scheme for classifying and setting up a salary schedule for clerical personnel and for administering the plan, as follows:

1. As I indicated to the State Board of Education when we presented our budget for the 1951-52 fiscal year in June of 1951, we have had a committee at work at the college developing a plan for more systematic classification and administration of our clerical personnel. This committee has now made a preliminary report on the basis of which a line budget for clerical personnel is being presented to the Board at the October meeting. On the basis of this committee's report, I wish also to present for your approval the following report on the scheme and plans for its administration.

A. Classification plan - All clerical positions (except those in the residence hall program) have been classified into five categories running from Class I (Elementary) through Class V (Managerial) with detailed statements of the educational, technical training and experience qualifications required for each category, the performance level expected in that category, a list of distinctive duties of persons in that category. This position classification plan has been stated in detail in an eleven-page mimeographed statement distributed to all administrative officers of the college and to all clerical personnel. Copies are available if desired. It is proposed that additional clerical positions, if any, in the future be so classified, subject to minor modifications in the classification scheme in the light of future experience.

B. Plan for salaries - All salaries shall be plus or minus a Base figure, which is set at $1680 per year. This figure may be adjusted to compensate for cost of living or competitive factors and in so doing, affect all members of the clerical staff.

The plus factor is determined for each individual as regards the position held and the qualifications in terms of training and experience. The Unit is roughly equivalent to 1 year of experience or training beyond the minimum.

<table>
<thead>
<tr>
<th>Class</th>
<th>Base to B plus 5 (5 steps at $60)</th>
<th>$1680-$1980</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class</td>
<td>Base plus 3 to Base plus 10 (7 steps at $60)</td>
<td>$1860-$2280</td>
</tr>
<tr>
<td>Class</td>
<td>Base plus 5 to Base plus 15 (10 steps at $60)</td>
<td>$1980-$2580</td>
</tr>
<tr>
<td>Class</td>
<td>Base plus 12 to Base plus 27 (5 steps at $120)</td>
<td>$2100-$3300</td>
</tr>
<tr>
<td>Class</td>
<td>Base plus 20 to</td>
<td>$2880-$</td>
</tr>
</tbody>
</table>
October 18, 19 and 20, 1951 - Iowa State Teachers College

C. Salary adjustments - persons employed now or in the future at a figure below scale shall be given reconsideration each January and July during the first two years of service. If service is reported as satisfactory the employee shall be given an increase of $5 per month each semi-annual period until he reaches his correct position on the scale. A person must have been in service at least three months to receive his first January or July reconsideration.

2. I wish to recommend the approval by the Board of the above classification and salary plan. If such approval is granted I plan to ask a member of the administrative staff (probably the business manager) to accept responsibility for the administration of clerical personnel with the understanding that a committee composed of both administrative heads and clerical staff members shall review periodically his decisions regarding appointments and adjustments in classification and/or salary.

3. There is still some unfinished business with respect to clerical personnel administration. It will be up to the above-named administrator and committee to revise the classification scheme somewhat in the light of our experience in its initial use, to make recommendations concerning classification and salaries for the clerical personnel working in the residence hall system, and to make recommendations for changes, if any, in hours and working conditions, vacation and sick leave, tenure and general college regulations affecting clerical service. Any significant changes from present practices with regard to these latter matters will, of course, be reported to the State Board of Education for approval prior to their adoption.

Upon the recommendation of the Building and Business Committee, the foregoing scheme for classifying and setting up a salary schedule for clerical personnel and for administering the plan was approved.

BUDGET FOR 1951-1952 - CLERICAL PERSONNEL. President Maucker stated that pending adoption of a classification plan and salary schedule, the salaries of clerical personnel (pages 11-14, inclusive) were omitted from the line budget of the Iowa State Teachers College for the year 1951-1952, which was approved by the State Board of Education on June 28, 1951.

On motion, that section of the budget covering clerical personnel, pages 11 to 14, inclusive, were approved.

CAPITAL IMPROVEMENTS - PROGRESS REPORT. The Building and Business Committee stated that Business Manager Jennings had submitted a report dated October 17,
October 18, 19 and 20, 1951 - Iowa State Teachers College

1951, of the progress being made on projects under construction on the campus of the Iowa State Teachers College.

POWER PLANT EXPANSION - CAMPUS HEATING MAINS, DIVISION XVI - PUBLIC HEARING.
The Building and Business Committee reported that at 9:30 a.m., October 19, 1951, a public hearing was held in the office of the President of the Iowa State Teachers College, Cedar Falls, Iowa, for the purpose of hearing objections to the proposed plans, specifications, form of contract, and cost of the Campus Heating Mains, Division XVI, Power Plant Expansion; that President Maucker, Business Manager Jennings, and Superintendent Cole were present; and that no objectors appeared and no objections were filed.

POWER PLANT EXPANSION - CAMPUS HEATING MAINS, DIVISION XVI - BIDS. The Building and Business Committee reported that at 2 p.m., October 16, 1951, in the Conference Room of the President's Office at the Iowa State Teachers College, Cedar Falls, Iowa, and in the presence of President Maucker, Business Manager Jennings, and Superintendent Cole, of the Iowa State Teachers College, and Emil J. Jung and E. F. Behrens, of the Brown Engineering Company, the following bids for the construction of Campus Heating Mains, Division XVI, Power Plant Expansion, were received and opened:

<table>
<thead>
<tr>
<th>Bid</th>
<th>Base Bid Amount</th>
<th>Completion</th>
<th>Alternate Bid Amount</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check</td>
<td>$3500.00</td>
<td>$57,569.00</td>
<td>60 days</td>
<td>$52,283.00</td>
</tr>
<tr>
<td>V. J. Hagan Co.</td>
<td>Sioux City, Iowa</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carstens Brothers</td>
<td>Ackley, Iowa</td>
<td>$2350.00</td>
<td>$41,712.00</td>
<td>120 days</td>
</tr>
<tr>
<td>Sid Smith &amp; Co.</td>
<td>Waterloo, Iowa</td>
<td>$2350.00</td>
<td>$46,915.00</td>
<td>120 days</td>
</tr>
<tr>
<td>Bishop Welding Company</td>
<td>Carlisle, Iowa</td>
<td>$1900.00</td>
<td>$35,950.00</td>
<td>60 days</td>
</tr>
</tbody>
</table>

*After delivery of "Ric-Wil"
October 18, 19 and 20, 1951 - Iowa State Teachers College

POWER PLANT EXPANSION - CAMPUS HEATING MAINS, DIVISION XVI - CONTRACT. The Building and Business Committee reported that the Brown Engineering Company had recommended that the contract for the Campus Heating Mains, Division XVI, Power Plant Expansion, be awarded to the low bidder, the Bishop Welding Company, Carlisle, Iowa, on the basis of that firm's bid of $39,950.00, and that the Committee had concurred in the recommendation.

On motion, the contract for the Campus Heating Mains, Division XVI, Power Plant Expansion, was awarded to the Bishop Welding Company, Carlisle, Iowa, at a contract price of $39,950.00, and the secretary was authorized to execute a contract with that firm when a satisfactory surety bond has been filed.

POWER PLANT EXPANSION - INSTALLATION OF ELECTRICAL EQUIPMENT AND WIRING, DIVISION XIV, 8B - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, Change Order #1 to the contract with the Southwest Electric Company, Amarillo, Texas, for the Installation of Electrical Equipment and Wiring, Division XIV, 8B, Power Plant Expansion, covering extra work at an addition of $1,455.92 to the contract price, was approved and payment of that sum from the Repairs, Replacement and Alterations Fund was authorized.

CAMPUS LABORATORY SCHOOL - PLUMBING AND HEATING CONTRACT - W. A. PECK. Secretary Dancer reported that W. A. Peck, contractor for the installation of plumbing and heating in the Campus Laboratory School, died on August 7, 1951, and that Eskil C. Carlson, Attorney for Grace Elizabeth Peck, had notified the State Board of Education that Grace Elizabeth Peck had been appointed executrix of the Estate of W. A. Peck, and the District Court for Polk County, Iowa, had issued an order dated September 19, 1951, authorizing Mrs. Peck to continue to completion the contracts in existence at the time of Mr. Peck's death.
October 18, 19 and 20, 1951 - Iowa State Teachers College

Upon the recommendation of the Building and Business Committee, the arrangement for Grace E. Peck, Executrix of the Estate of W. A. Peck, to continue to completion the contract for the installation of plumbing and heating in the Campus Laboratory School was accepted, providing the Fidelity and Deposit Company of Maryland, Baltimore, Maryland, agrees and will continue bond for performance of the contract.

SALE OF LAND - NORTH CAMPUS - WATTERS PROPERTY. Secretary Dancer reported that on October 1, 1951, the Executive Council of Iowa approved the action taken by the State Board of Education on September 13, 1951, regarding the sale of the Keith Watters property, and authorized the Secretary of State to issue a patent to the City of Cedar Falls, Iowa, conveying title to the following described real estate for street and utilities purposes:

   Lot 37 in Auditor Rainbow's Plat No. 3 in the City of Cedar Falls, Iowa; also the West 33 feet of Lot No. 38 in Auditor Rainbow's Plat No. 3 in Cedar Falls, Iowa.
The following business relating to the State University of Iowa was transacted on October 19, 1951:

DEATHS. President Hancher reported the following deaths:

Gilbert Logan Houser, professor of Zoology, on July 16, 1951, after continuous service for 49 years.

Earle E. Waterman, professor of Civil Engineering, on July 30, 1951, after service for 32 years.

RESIGNATION. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the resignation of Seymour M. Pitcher, associate professor of English, was accepted effective as of the beginning of the academic year 1951-1952. He has accepted a position at Champlain College, a unit of the State University of New York.

LEAVES OF ABSENCE. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the following leaves of absence were granted:

Myrtle E. Kitchell, dean of the College of Nursing, from November 1, 1951 to February 6, 1952, without salary or insurance, to continue full-time study at the University of Minnesota.

Dr. Robert D. Lundquist, assistant professor of Dental Surgery and Anesthesia, without salary or insurance, effective as of October 13, 1951, for military service.

APPOINTMENTS. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the following appointments were made:

W. E. Nickell, research associate (temporary) in the Department of Physics, College of Liberal Arts, at a salary of $5,000 a year, twelve months' basis, without annuity or insurance, effective as of September 17, 1951, payable from Account 1157, A.E.C. Contract AT (11-1)-72 Project #3.

Louise M. Schmitt, assistant professor in Nursing Service Administration, College of Nursing, for three years, effective November 5, 1951, at a salary of $6,000 a year, twelve months' basis, plus $400 premium on retirement annuity, payable from the Kellogg Grant Account No. 4589.
October 18, 19 and 20, 1951 - State University of Iowa

SALARY ADJUSTMENT. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the salary of Paul J. Blommers, associate professor in the College of Education, was increased from $6,200.00 on a nine-payment basis to $6,500.00, of which $6,200.00 shall be on a nine-payment basis and $300.00 on a twelve-payment basis, the $300.00 to be charged to Statistical Service Account #7028 for consulting services to be made available to that service, effective October 15, 1951.

COLLEGE OF MEDICINE - DEANSHIP. President Hancher reported about the procedures and progress relative to the selection of a dean for the College of Medicine.

RULES FOR ADMISSION - COLLEGE OF MEDICINE. Upon the recommendation of President Hancher and with the approval of the Faculty Committee, the Board voted to rescind all previous actions concerning admission to the College of Medicine and to substitute therefor the following rules of admission: (In effect, this re-enacts the changes approved February 14, 1950, and makes a matter of record the complete statement that appears in the 1951 catalogue of the State University.)

Rules for Admission to College of Medicine

The completion of a four year course in a college of arts or science, provided the required subjects listed below have been included, is strongly recommended and students having the bachelor's degree will be preferred.

General Basis for Admission. Fulfillment of the specific requirements for admission listed below does not insure admission to the College of Medicine. From the applicants meeting the specific requirements the Admissions Committee of the College of Medicine will select those applicants who in their judgment appear to be best qualified to the study and practice of medicine.

Students planning to study medicine should bear in mind that the college work is required because in addition to the prerequisite sciences it offers an opportunity to secure a well-rounded education which is of special importance.
to those entering the medical profession. Students are therefore urged to take courses in mathematics, history, psychology, economics, philosophy and foreign languages. Of the latter, Latin and Greek are not only of cultural value, but afford valuable practical foundations for scientific and medical expression.

Application for Admission. Address all inquiries regarding admission to the Office of the Registrar, State University of Iowa. All applications with credentials should be forwarded to the Registrar as soon as possible after two years of the college course have been completed. The Registrar will publish due notice as to the final date for acceptance of applications.

A fee of $5.00 for the evaluation of credentials must accompany the application of all applicants not previously matriculated in the State University of Iowa.

Deposit for Accepted Applicants. Accepted applicants are required to make a deposit of $50.00 within two weeks after notification of favorable action on their applications. This deposit is not returnable, but is credited toward the first fee payment. If he fails to make the payment within the time specified the applicant forfeits his place in the entering class.

Age. Applications from those who are more than 30 years of age will be considered only under exceptional circumstances.

Secondary School Credit. The applicant should have graduated from an approved high school. See Admission to the University.

College Credits. For the present, the college work as outlined below will suffice to meet the minimal academic requirements for admission to this College of Medicine.

Applicants who have completed the required Liberal Arts courses five or more years prior to seeking admission to this College of Medicine will be considered by the Admissions Committee only under exceptional conditions.

The college curriculum must include at least three years (ninety semester hours exclusive of credit in military science and tactics and physical education) in an approved college of arts and sciences.

These ninety semester hours must include:

1. Communication Skills and Literature. Applicants must have demonstrated satisfactory accomplishments in Communication Skills according to the requirements of the College of Liberal Arts and in addition must have received eight semester hours of credit in literature. Applicants from other institutions may meet this requirement by presenting six semester hours of credit in English composition and rhetoric and two semester hours of credit in college literature.

2. Sociology, six semester hours. An equivalent amount of acceptable credit in cultural anthropology may be accepted as meeting this requirement.
October 18, 19 and 20, 1951 - State University

3. Physics, eight semester hours, of which at least two semester hours must be for laboratory work. Where possible biophysics should receive special emphasis.

4. Chemistry, a total of sixteen semester hours, including a minimum of eight semester hours of inorganic chemistry, at least twenty-five per cent of which must be laboratory hours; and eight semester hours of organic chemistry, of which at least twenty-five per cent must be laboratory hours. The carbohydrates, lipids, proteins, purines and pyrimidines should have more attention than is usually given them in a course in general organic chemistry; a specialized part of the course for premedical students should be devoted to these substances. Courses in quantitative analysis and physical chemistry are desirable. For each hour of college credit granted for chemistry taken in any school except an approved college, the student must present an additional hour in either quantitative analysis or physical chemistry.

5. Biology, eight semester hours, of which at least four hours shall consist of laboratory work. This requirement may be satisfied by a course of eight semester hours in either general biology, or zoology, or a course of four hours each in zoology and botany (not by botany alone) but in all cases one-half the credit must be for laboratory work. The biology work should emphasize the great generalizations of biology. Courses in physiology, hygiene and sanitation, entomology, bacteriology, histology and similar subjects covered in the medical curriculum will not be accepted as part of the premedical requirement in biology. If a student's personal interests lead him to take additional work in zoology, courses in comparative anatomy and genetics are strongly recommended.

6. Vertebrate embryology, four semester hours, which must include laboratory work.

7. Electives, enough additional liberal arts courses to make a total of three years, or ninety semester hours, not including credit for required military science and tactics and physical education. In the selection of electives the student may be guided by his own chief interests and these can well be in any field, scientific or otherwise, but they should provide him an opportunity to demonstrate his real ability and at the same time give him a well-rounded broad education.

Scholarship. To be considered by the Admissions Committee of the College of Medicine, an applicant must have attained a grade point average of not less than 2.5 upon all collegiate work undertaken and upon the required sciences as listed above taken as a separate unit. The grade point average of 2.5 is based upon the State University of Iowa four-point marking system in which the grade A is equivalent to 4 points. Its equivalent in other marking systems will be determined by the Office of the Registrar and the Committee on Admissions to the College of Medicine. In determining the equivalent both the marking system and the scholarship requirements of the university or college wherein the work was accomplished will be taken into consideration, and all
courses attempted will be included in the computation. Since the available places are limited to 120 beginning students, all other considerations being equal, preference will be given to the applicants having the highest scholastic standing who are residents of Iowa, or who are sons or daughters of graduates of the University.

Aptitude Test. Applicants for admission are required to take the Medical College Admissions Test which is administered for the Association of American Medical Colleges by the Educational Testing Service, P. O. Box 592, Princeton, New Jersey.

Physical Examination. Not later than a date to be specified by the Admissions Officer, all applicants must secure from the University Health Service a certificate that they have satisfactorily passed their physical examination including an X-ray film of the chest and successful vaccination against smallpox. Appointments for the above examinations will be made only after credentials have been reviewed by the Registrar and must be made two weeks in advance. Address the Dean, College of Medicine, regarding the time and place for the physical examination.

Admission to Advanced Standing. If their work preparatory to entering the medical curriculum complies with the entrance requirements of this college, students from other approved medical colleges may be admitted to advanced standing according to the following conditions:

1. Only applicants of high scholastic standing will be considered.

2. They must present certificates showing that they have satisfactorily completed courses equivalent to those already pursued by the class into which they wish to enter.

3. The Committee on Admission to Advanced Standing will decide in each case whether examinations in the various subjects will be required.

4. Applications will be considered only upon receipt of a statement from the dean or registrar of the college from which the applicant comes, showing the actual amount of time the student has spent in the study of medicine, the courses taken, and the grades received, together with a statement of the work preparatory to entering upon the course in medicine.

No advanced standing will be granted to students from other than approved medical schools. Students will be granted subject credit upon recommendation of the head of the department concerned, for work taken in other than medical schools.

Unclassified Students. Applicants for admission to the College of Medicine who are not candidates for a degree but who desire to register to special subjects will be admitted to any lecture or laboratory course only upon complying with all the regular requirements for admission to such course or by action of the faculty upon recommendation of the professor in charge of the course. The time spent in such special work will not be counted as a part of the four years required for the degree of Doctor of Medicine.
October 18, 19 and 20, 1951 - State University

LEASES. It was moved that the Business Manager of the State University be authorized to execute farm leases for the period from August 1, 1951, to March 1, 1952, as follows:

<table>
<thead>
<tr>
<th>Property</th>
<th>Tenant</th>
<th>Rental for Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentzer farm</td>
<td>Herman P. Christiansen</td>
<td>$37.50</td>
</tr>
<tr>
<td>Lewis and Beranek farms</td>
<td>Harold W. McGinnis</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

The motion was seconded and on roll call the vote was, as follows:

Aye: Mrs. Archie, Mr. Hagemann, Mr. Hamilton, Mr. Munger, Mr. Plock, Mr. Rider and Mr. Rupe.

Nay: None.

Absent: Mrs. Kyseth.

The chairman declared the motion passed.

HILLCREST DORMITORY - DINING ROOM SECTION - FINAL PLANS AND SPECIFICATIONS.
Upon the recommendation of the Building and Business Committee, the final plans and specifications for the Dining Room Section of Hillcrest Dormitory, prepared by Seth J. and Arthur Temple, were approved and payment of architect's fees in accordance with the contract was authorized.

COMMUNICATIONS BUILDING - SERVICES - FINAL PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the final plans and specifications for Services to the Communications Building, prepared by the Division of Planning and Construction, Physical Plant Department, were approved.

COMMUNICATIONS BUILDING - SERVICES - ADVERTISEMENT FOR BIDS. On motion, the action of the Secretary of the State Board of Education authorizing the publication of an advertisement for bids to be received and opened at 2 p.m., October 26, 1951, was approved and ratified.
October 18, 19 and 20, 1951 - State University

CHILDREN'S HOSPITAL ADDITION - FINAL PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the final plans and specifications prepared by the Division of Planning and Construction of the Physical Plant Department for the Children's Hospital Addition were approved, and the Secretary of the State Board of Education was authorized to publish the necessary notice of public hearing and to advertise for bids.

The cost of the project will be paid from funds, as follows:

| Appropriation, Chapter 37, 49th G. A. | $45,000.00 |
| Repairs, Replacements and Alterations Fund | 10,000.00 |
| Gifts | 10,000.00 |
| **Total** | **$65,000.00** |

HOSPITAL-SCHOOL FOR SEVERELY HANDICAPPED CHILDREN - OUTSIDE UTILITIES - PLANS AND SPECIFICATIONS. Upon the recommendation of the Building and Business Committee, the final plans and specifications prepared by the Division of Planning and Construction of the Physical Plant Department for the Outside Utilities, Hospital-School for Severely Handicapped Children, were approved and the Secretary of the State Board of Education was authorized to publish the necessary notice of public hearing and to advertise for bids.

The cost of the utilities is estimated at $46,680.00 and will be paid from funds appropriated for capital improvements, subject to approval by the Budget and Financial Control Committee.

JOHN F. MURRAY ENDOWMENT FUND - SCHOLARSHIPS. President Hancher reported that John F. Murray Scholarships for the year 1951-1952, amounting to $300 each, had been awarded to the following:

Francis K. Kilpatrick
Robert Keith Hennesy
Jack Lesley McBride
David Henry Foster
Kenneth Lewis Keith
October 18, 19 and 20, 1951 - State University

On motion, the report was approved and the action ratified, subject to approval by the John F. Murray Endowment Fund Committee, created under the will of Bessie Dutton Murray.

Adjourned.

David A. Danuw
Secretary