

Cedar Falls, Iowa
November 29-30, 1951

The State Board of Education met at the Iowa State Teachers College in Cedar Falls, Iowa, on November 29 and 30, 1951.

PRESENT:

November 29th only: Mr. Hamilton.

November 30th only: Mr. Rider.

November 29th and 30th: Mrs. Archie, Mr. Hagemann, Mrs. Kyseth, Mr. Munger, Mr. Plock, 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; Provost Davis and Business Manager Ambrose, of the State University; President Friley and Business Manager Platt, of the Iowa State College; President Maucker, Business Manager Jennings, and Dean Nelson, 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.

ABSENT:

November 29th only: Mr. Rider.

November 30th only: Mr. Hamilton.

November 29th and 30th: President Hancher, of the State University.

GENERAL OR MISCELLANEOUS

The following business of a general or miscellaneous nature was transacted on November 29, 1951:

Mr. Hamilton, chairman of the Faculty Committee, in the chair, and Mr. Dancer secretary of the meeting.

RECESS - COMMITTEE MEETINGS. Mr. Hamilton recessed the meeting and requested the Building and Business Committee and the Faculty Committee to proceed with committee business until 8 p.m., when the Board meeting would reconvene in the Georgian Room of the Commons.

November 29-30, 1951 - General or Miscellaneous

MEETING WITH HEADS OF DEPARTMENTS OF THE IOWA STATE TEACHERS COLLEGE. At 8 p. m., in the Georgian Room of the Commons, the heads of some of the departments of the Iowa State Teachers College met with the Board and each reported about the progress, the aims, and the needs of the department he represented.

NOVEMBER 30, 1951

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

The following business of a general or miscellaneous nature was transacted on November 30, 1951:

APPROVAL OF MINUTES - MEETING HELD OCTOBER 18, 19 and 20, 1951. On motion, the minutes of the meeting of the State Board of Education that was held on October 18, 19 and 20, 1951, were corrected and approved.

BUSINESS MANAGERS COMMITTEE ON CO-ORDINATION - REPORT. The Business Managers Committee on Co-ordination reported about the progress being made in the preparation of the "Chart Form" report requested by the Budget and Financial Control Committee, and stated that the reports would be ready soon.

BUDGET AND FINANCE COMMITTEE (WAYS AND MEANS COMMITTEE) - REPORT OF MEETING HELD NOVEMBER 28, 1951. Mr. Plock, chairman, reported that the first meeting of the Budget and Finance Committee appointed by President Rider was held at the Iowa State Teachers College at 3 p. m., November 28, 1951, and he submitted the following report:

The Budget and Finance Committee of the State Board of Education met in the Office of the President of the Iowa State Teachers College, Cedar Falls, Iowa, at 3 p. m., November 28, 1951.

Present: Mr. Plock, Mr. Hagemann, Mr. Hamilton and Mr. Munger, members of the Committee; Mr. Stevens, member of the State Board of Education; Mr. Dancer and Mr. Gernetzky, members of the Finance Committee; and Miss Lenihan, assistant secretary.

November 29-30, 1951 - General or miscellaneous

The following business was transacted:

Change of Committee Name. Mr. Plock stated that the name of the committee is confusing because of its similarity to the legislative Budget and Financial Control Committee and the Finance Committee of the State Board of Education. It was decided to recommend to the Board that the name of the committee be changed to Ways and Means Committee.

Delineation of Duties. The following appears in the minutes of the meeting of the State Board of Education that was held on October 18, 19 and 20, 1951:

"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."

There was considerable discussion, based on the foregoing statement, as to what the duties of the Committee should be. The following delineation of duties was agreed upon, subject to approval by the State Board of Education:

A. General Duties:

1. Institutional Budgets. Pass upon annual budget summaries for each institution, as distinguished from detailed allocation of funds, and report to the Board for approval.
2. Financial Operations of Institutions. Determine the proper form and content of the Blue Book; encourage its use and understanding; and report to the Board for approval.
3. Financial Needs of Institutions. Make a determination of financial needs of the institutions for the ensuing biennium, and report to the Board for approval.
4. Legislative Askings. Pass upon and recommend to the Board methods and procedures for presenting legislative askings to:
 - a. Budget and Financial Control Committee.
 - b. General Assembly.
 - c. State Comptroller.
 - d. Governor.
 - e. The Public.

B. Special Duties:

Make studies and recommendations to the Board concerning special matters that may be referred to the Committee from time to time.

Committee Procedures. The following procedures were approved:

- A. Regularity of meetings. For the present, meetings will begin at noon on the day before the meetings of the Faculty Committee and the Building and Business Committee.

November 29-30, 1951 - General or miscellaneous

B. Minutes, to be kept by Miss Lenihan.

C. Reports and Recommendations, to be made orally at meetings of the Board and supplemented by written statements when advisable.

Financial Reports (Blue Book). At the Board meeting held on September 13-14, 1951, the following questions regarding the Blue Book were referred to the Committee to study and report back to the Board with recommendations:

1. The inclusion or exclusion in the Blue Book of University or College sponsored corporations and related activities, such as the Athletic Council, Memorial Union, Student Publications, etc.
2. The question of the establishment of reserves, as to whether formal Board action is necessary in order that such reserves be shown in the Blue Book.

Consideration of the foregoing was deferred until 4 p. m., November 29, 1951.

Special Report and Recommendations of State Auditor. Consideration of the Special Report of the State Auditor, dated August 6, 1951, which had been referred to the Committee, was deferred.

On motion, the report was approved and the actions ratified.

BUDGET AND FINANCE COMMITTEE - CHANGE OF NAME. Upon the recommendation of the Budget and Finance Committee, the name of that committee was changed to Ways and Means Committee.

FINANCIAL REPORTS - BLUE BOOK. Upon the recommendation of the Ways and Means Committee, the Business Managers of the institutions were instructed to include in the quarterly Blue Book reports of sponsored corporations and related activities such as Athletic Council, Memorial Union, Student Publications, etc.

COMMITTEE ON EDUCATIONAL CO-ORDINATION - REPORT. Provost Davis reported that the Committee on Educational Co-ordination had sponsored conferences under its auspices, as follows:

November 29-30, 1951 - General or miscellaneous

October 26, 1951, 10 a. m. - 4 p. m. Foreign Language Conference, held at the State University, Iowa City, Iowa.

November 2-3, 1951 Physical Science Conference, held at the Iowa State College, Ames, Iowa.

November 9-10, 1951 Psychology Conference, held at the Iowa State Teachers College, Cedar Falls, Iowa

Provost Davis stated that copies of the programs would be mailed to each Board member, and he called their attention to the character of the discussions and the balanced participation among the institutions.

DETERMINATION OF RULES AND POLICIES - REPORT. At the meeting held on December 14-15, 1950, the State Board of Education approved a research project, by the Institute of Public Affairs of the State University of Iowa, for the purpose of examining the minutes of the State Board of Education and the Finance Committee and the records of the institutions, if necessary, to determine the rules and policies of the State Board of Education which have been developed during the period of its existence.

Dr. Robert F. Ray, director of the Institute of Public Affairs of the State University, reported that the Institute had completed the classification of the minutes of the State Board of Education and the Finance Committee, as well as the sections of the 1950 Code of Iowa affecting the Board and the institutions, in order that the Board might determine the rules and policies that have been developed, and he presented the volumes containing the classified minutes.

Dr. Ray stated that, if the Board desired, additional work could be done to make the volumes more useful, such as: make the classification more brief and thereby reduce its size; bind the final form of classification in a loose-leaf binder, with a developed index; and continue the project by classifying future minutes of the State Board of Education and the Finance Committee.

November 29-30, 1951 - General or miscellaneous

Mr. Plock moved:

First, that the State Board of Education express its appreciation to Dr. Ray and the staff of the Institute of Public Affairs for the work already done.

Second, that the Institute of Public Affairs of the State University of Iowa be authorized to do the additional work suggested by Dr. Ray, with the understanding that the classification of minutes would be brought up to date every six months from copies of minutes furnished by the Secretary of the State Board of Education.

Third, that the Institute of Public Affairs be authorized to have copies of the final classification duplicated and bound in loose-leaf binders for distribution to the members of the State Board of Education, the educational institutions and sanatorium under the supervision of the Board, the office of the State Board of Education, and the estimated future needs, a total of 100 copies, of which 30 or 35 should be in a permanent loose-leaf binder.

Fourth, that the expenses of the Institute of Public Affairs for doing this additional work be paid by the State University of Iowa, the Iowa State College, and the Iowa State Teachers College on a basis of 40-40-20 per cent. (See Board minutes of April 12-13, 1951.)

The motion was seconded by Mr. Hagemann and passed.

DISCHARGE OF COMMITTEE. At the request of Mr. Plock, chairman, President Rider discharged the special committee appointed at the meeting held on May 10-11, 1950, to study and make recommendations about Board procedure and the delegation of authority to committees, and the expediting of business. (The special committee was composed of Mr. Plock, chairman, Mrs. Kyseth, Mr. Hamilton, and the members of the Finance Committee.)

GROUP LIFE INSURANCE. At the meeting held on June 27-28, 1951, the recommendation that group insurance be purchased for employees of the Iowa State College was referred to the Building and Business Committee to investigate and report back to the Board.

Mr. Hagemann stated he had spent a lot of time studying the different plans of group life insurance for employees of the Iowa State College and the Iowa State Teachers College, and the costs involved, and he made a summarized oral report.

November 29-30, 1951 - General or miscellaneous

Upon the recommendation of Mr. Hagemann, the Business Managers of the Iowa State College and the Iowa State Teachers College were authorized to work out a plan of group life insurance for all the employees of those institutions and to submit it to the State Board of Education for further consideration.

HOUSE FILE 606 - ADMINISTRATIVE RULES AND REGULATIONS (Chapter 51, 54th G. A.).

Section 7, Chapter 51, Laws of the 54th G. A., is as follows:

"Within six months after the effective date of this act every administrative agency shall file its rules and regulations, existing on that date in the office of the secretary of state, who shall proceed therewith as provided in sections three (3) and four (4). After the expiration of said period any rule or regulation not so filed shall be of no further force or effect."

Secretary Dancer reported that Arthur O. Leff, of the College of Law of the State University of Iowa, and he had conferred with Clarence Kading and Oscar Strauss, of the Office of the Attorney General, and Wayne Faupel, Code Editor, regarding their interpretation of House File 606, and that it was agreed copies of the rules and regulations of the State Board of Education and the institutions under its supervision which have general or state-wide application only should be filed with the Secretary of State.

DORMITORY FINANCING - EXTENSION OF COMMITMENTS. Secretary Dancer reported that when arrangements were made for financing the construction of additional dormitories it was believed that work on the projects would proceed so that all borrowings would be made by or before December 31, 1951; that such is not the case; and that all of the balance remaining to be borrowed will not be needed until some time after January 1, 1952.

On motion, the Finance Committee was authorized to arrange with the banks and the Bankers Life Company for an extension of the commitments for borrowing the balance of the funds.

November 29-30, 1951 - General or miscellaneous

ACADEMIC FREEDOM. The suggestions made regarding the possibility of devoting some time to discussing academic freedom, tenure, etc., were referred to the Faculty Committee for consideration.

NEXT MEETING. The next meeting of the State Board of Education will be held on January 10 and 11, 1952, at the Iowa State College, Ames, Iowa, or in Des Moines, Iowa.

November 29-30, 1951

IOWA SCHOOL FOR THE DEAF

The following business relating to the Iowa School for the Deaf was transacted on November 30, 1951:

TERMINATION OF EMPLOYMENT - PROBATIONARY EMPLOYMENT - PETITION. At the meeting on May 10, 1951, the State Board of Education terminated the employment at the Iowa School for the Deaf of Miss Lelia McQuern and Mr. William Moran, effective at the close of the academic year, June 2, 1951; and authorized Superintendent Berg to offer contracts for employment as teachers on a probationary month to month basis during the academic year 1951-1952 to Miss Beverly Peterson and Mrs. Ruth Robey.

At the meeting on June 27-28, 1951, the four teachers, representatives of the American Federation of Teachers, the Iowa State Federation of Labor, the Iowa Association of the Deaf, et al, appeared before the Board, presented objections to the action taken by the Board, and requested that the action be reconsidered. After reviewing the entire matter, on June 28, 1951, the action taken on May 10, 1951, was reaffirmed.

At the meeting held on September 14, 1951, President Rider reported that J. E. Cosgrove and A. J. Deeds, representatives of the Iowa State Federation of Labor, had requested another hearing so they might again present their objections, and that he had suggested that any further objections be submitted in writing to the Board.

Mr. Plock reported that on November 29, 1951, Mr. James A. Hart of Omaha, Nebraska, Counsel for Local 769, American Federation of Teachers, American Federation of Labor, had appeared before the Faculty Committee and submitted a Petition for Reconsideration and Hearing De Novo in the matter of

November 29-30, 1951 - Iowa School for the Deaf

the four teachers of Local 769, American Federation of Teachers, American Federation of Labor. Mr. Plock stated that the Faculty Committee took no action, and he distributed copies of the petition to the members of the Board.

In order that the Board members might have time to study the petition, action was deferred until the next meeting.

IN-SERVICE TEACHER TRAINING PROGRAM - CERTIFICATION. Superintendent Berg reported that progress is being made in having certified for university undergraduate credit a two-year teacher training program being carried on at the Iowa School for the Deaf.

RESIDENCE FOR BUSINESS MANAGER. Secretary Dancer reported that on November 1, 1951, he presented to the Budget and Financial Control Committee for approval the plans and specifications for a dwelling for the Business Manager, and requested that authority be granted to ask for bids; and that the Committee had not taken any action.

Mr. Dancer was instructed to resubmit the request to the Budget and Financial Control Committee.

PRIMARY HALL - EMPLOYEES' APARTMENT BUILDING - SURVEY. At the meeting on October 19, 1951, Secretary Dancer was authorized to request George L. Horner, Superintendent of the Division of Planning and Construction 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.

The Building and Business Committee submitted the following report and recommendations of George L. Horner, Superintendent of the Division of Planning and Construction of the Physical Plant Department, State University of Iowa:

November 29-30, 1951 - Iowa School for the Deaf

A thorough investigation of the staff apartments gave conclusive evidence of being not only a fire hazard but structurally unsafe. This building has outlived its economic life and repairs or alterations required to be expended on it would far exceed any equitable return on the money invested. There appears to be only one conclusion to make and that is to recommend the replacement of this facility as soon as possible.

The present Primary Department was originally the Infirmary and has had two additions made to it. The first addition made in 1922, at the south end of the original structure, contains dining facilities on the first floor and classroom facilities on the second floor. The north addition, built in 1929, contains two dormitory floors with accommodations for 48 students. Little alteration work has been done to the original building; yet this structure now houses 90 pupils in crowded dormitories, 7 classrooms only two of which are adequate, poor recreational facilities and bath facilities far below any Board of Health standards. For example: 3 toilets and one shower room with one shower head are the facilities available for boys.

There are three possible solutions to the Primary Department's needs which will be stated briefly and in subsequent paragraphs more detailed information will be given:

1. The present building might offer itself to remodeling and further additions.
2. The present building could be abandoned for primary use and a new building constructed.
3. The Primary Department might be moved to the main building into what is now the girl's wing and new quarters developed for the girls.

Mr. Berg informed us that present trends indicate that the Primary Department will, in the near future, expect an enrollment of 125 students as against the present enrollment of 90 students. This is a controlling factor in any solution to the problem.

If the present building is remodeled and additions contemplated, the following must be taken into consideration. The original building is fireproof; the north wing is fireproof but the south wing has a suspended wooden ceiling on the second floor and a wood roof. The wood roof and ceiling should be made fireproof. The main building, because of bearing wall construction could not be altered extensively without great expense. The two wings could be completely remodeled. If, however, a Primary Department of 125 is anticipated, at least 12 classrooms, a dining room half again as big as the present dining room, additional kitchen facilities, dormitory space at least two and one half times larger than now existing will be required. Toilet facilities of ample size located adjacent to the dormitory facilities, at least two day rooms for boys and girls and larger indoor recreational areas are further requirements. House mother facilities as well as many other features which would mean less operating expense and a more home-like atmosphere for the children need to be developed.

The Blind-Deaf Department should also be included in any new Primary Department. It can easily be judged that the present physical size of the structure would be inadequate to house the above. Necessary floor space requiring further additions to the building would have to be made. Space

November 29-30, 1951 - Iowa School for the Deaf

for further additions is limited because of adjacent play areas, buildings and roads. Considering the above facts together with the excellent standards set in the rest of the plant for older boys and girls, we feel the people of the State of Iowa would want quarters and facilities of at least an equal, if not of a superior standard for the Primary Department. Our only recommendation on the remodeling and further additions to the present Primary Building, on first examination, is that it appears that the space available both in the building and space for further additions is inadequate. Furthermore, there is always the evil of compromise when an outmoded structure is proposed for present and future needs.

If the present building was abandoned as a Primary School and a new building constructed, all of the facilities outlined above, plus closer coordination with the main building and infirmary could be easily incorporated.

Abandonment of the present Primary Building for direct school purposes would make this building available for staff housing for which it is admirably suited. At least ten or eleven apartments can be developed therein at a reasonable cost per apartment.

If the Primary Department were moved to the main building (into what is now the girls' wing) and new quarters developed for the girls, one situation which is present and is a difficult one at all times, would be quickly solved: that is the segregation of the older boys and girls. The present girls' quarters are large enough to house all the primary grade children on two floors leaving one floor for classrooms. Complete use of all present vacant basement areas could be utilized. The present quarters for the Deaf-Blind could be incorporated into the Primary Department. A new girls' dormitory could be constructed on the campus in one of several sites. The girls would, of course, continue to use the present dining facilities in the main building.

It is important to keep in mind the high caliber of the School's Physical Plant and any scheme suggested should live up to this standard. With this in mind it is suggested that after initial consideration of this report, further detail studies of the possible solutions should be undertaken and more conclusive recommendations made, particularly as to layout and costs which will have immediate bearing on the scheme selected. This office will be glad to undertake such studies as the Board might direct.

The Building and Business Committee reported that it had accepted the report of George L. Horner, and that Superintendent Berg would study the report and recommend to the Board what can be done.

FARM LAND - LEASE. Secretary Dancer submitted a proposed lease whereby the State Board of Education for the use and benefit of the Iowa School for the Deaf would lease to Ben Sieck, Council Bluffs, Iowa, approximately 113 acres

November 29-30, 1951 - Iowa School for the Deaf

of farm land for the period from January 1, 1952, to December 31, 1952, for a rental of one-half of all corn and other crops raised, and \$10.00 an acre for the alfalfa land.

It was moved that the lease be approved and the secretary of the State Board of Education be authorized to sign it. The motion was seconded and on roll call the vote was as follows:

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

Nay: None.

Absent: Mr. Hamilton.

The chairman declared the motion passed.

COMMITTEE APPOINTMENTS. Superintendent Berg reported for the information of the Board about the appointment of the following committees of the Iowa School for the Deaf:

Employee Advisory Committee
Advisory Committee on Student Discipline
Faculty Committee for Educational Trips of the Students.

November 29-30, 1951

STATE UNIVERSITY OF IOWA

The following business pertaining to the State University was transacted on November 30, 1951:

RESIGNATIONS. Upon the recommendation of Provost Davis and with the approval of the Faculty Committee, the following resignations were accepted:

Dr. Bernice Brown, physician in the Student Health Department and instructor in the Department of Hygiene and Preventive Medicine, College of Medicine, effective with the close of business on September 19, 1951.

Marguerite McDonald, assistant professor of Occupational Therapy, Department of Internal Medicine, College of Medicine, effective at the end of January 31, 1952.

SALARY ADJUSTMENTS. Upon the recommendation of Provost Davis and with the approval of the Faculty Committee, the following salary adjustments were made:

Robert L. Morris, principal water analyst, State Bacteriological Laboratory, salary increased from \$5,360.00 to \$5,960.00 a year, twelve months' basis, effective October 1, 1951; the increase to be offset by additional income to be received from the State Department of Health for this purpose.

Dr. Bernard I. Lewis, associate in the Department of Internal Medicine and internist in the Department of Psychiatry, salary increased from \$5,240.00 a year to \$5,440.00 a year, twelve months' basis, effective as of July 1, 1951; the additional \$200.00 to be charged to Account 1528 vice Murray Franklin.

PROMOTION. Upon the recommendation of Provost Davis and with the approval of the Faculty Committee, Dr. James E. Moyer was promoted from instructor to assistant professor for three years, in the Department of Marketing, College of Commerce, with no change in salary at this time, effective as of October 15, 1951.

COLLEGE OF MEDICINE - MEDICAL PRECEPTORSHIPS. Mr. Plock reported that the Faculty Committee had approved the recommendations of President Hancher, which were submitted by Provost Davis, for the establishment on an experimental basis of medical preceptorships in the College of Medicine.

November 29-30, 1951 - State University

Upon the recommendation of the Faculty Committee, the following considerations concerning the establishment in the College of Medicine of medical preceptorships were approved on an experimental basis, subject to modification if experience may dictate:

1. The senior year of the medical curriculum should be extended a period of one month, without change in tuition. This extra month would offer a period during which each student shall be required to serve a preceptorship under a private general practitioner.
2. The exact time for each preceptorship would depend upon circumstances connected with the convenience of and number of preceptors, but preferably during the six months following the termination of the spring term ending the junior year.
3. The preceptors would be selected by the Dean of the College with the advice of the faculty and with the aid of the State Medical Society. They would be listed with the faculty as preceptors, would receive no compensation and would serve for such terms as the University administration may provide.
4. The preceptor would be expected to provide room and board for the student assigned to him, the student in return giving such aid to the preceptor as may be permitted by the Iowa Code. The student would be given every opportunity to observe the activities of a physician in conduct of practice, to study modern methods of medical care and the relationships of physician and patient.
5. Each student would be required to keep a log book or journal of each day's work during his preceptorship, this journal to be filed with the dean's office at the close of the preceptorship.
6. The conduct of the various preceptorships should be under continual scrutiny by the administration of the College of Medicine, and appointments as preceptor may be withdrawn when such action is considered to be in the best interests of the College.

COLLEGE OF DENTISTRY - RULES FOR ADMISSION. Upon the recommendation of President Hancher, as presented by Provost Davis, and with the approval of the Faculty Committee, all previous actions concerning admission to the College of Dentistry of the State University of Iowa were rescinded and, in lieu thereof, the following rules of admission were adopted, subject to approval by the Attorney General of Iowa:

Application for Admission. Address all inquiries regarding admission to the Director of Admissions and Registrar, State University of Iowa. The completed application with credentials must be in the office of the Registrar by April 1.

November 29-30, 1951 - State University

College Credits. For the present, the college work outlined below will suffice to meet the minimal academic requirements for admission to the State University of Iowa, College of Dentistry. Each applicant must have on file in the Office of the Registrar official transcripts which show the satisfactory completion of a high school curriculum or the equivalent and the completion in an accredited college of liberal arts of two full years of work comprising not less than sixty semester hours exclusive of credits in Military Science and Tactics and Physical Education, and including the required courses listed below. The quality of the complete scholastic record must be satisfactory as determined by the University Registrar.

1. English, one year.
2. Biology, one year, of which at least half shall consist of laboratory work. This requirement may be satisfied by a course in either general biology or zoology, or a course half in zoology and half in botany (not in botany alone). In all cases, one-half the credit must be for laboratory work. The biology work should emphasize the great generalizations of biology.
3. Physics, one year, of which at least one-fourth must be for laboratory work.
4. General Chemistry, one year, at least one-fourth of which must be for laboratory work.
5. Organic Chemistry, one-half year, at least one-fourth of which must be laboratory work.
6. Electives, enough additional liberal arts courses to make a total of 2 full years or 60 semester hours. These electives should give the student a well-rounded educational background.

Scholarship. To be considered by the Admissions Committee of the College of Dentistry an applicant must have attained a grade point average of not less than 2.2 on all academic work undertaken and an average of not less than 2.2 on the required sciences. The grade point average of 2.2 is based on the State University of Iowa marking system in which the grade of A is equivalent to 4 points. In computing averages all work attempted is included.

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

Since the available places in the freshman class of the College of Dentistry are limited, preference will be given applicants who are residents of Iowa under the University regulations on residence as determined by the University Registrar.

November 29-30, 1951 - State University

Required Dental Aptitude Tests. All applicants must complete the dental aptitude tests sponsored by the Council on Dental Education of the American Dental Association. All applicants for admission to the College of Dentistry will, if they meet the minimum requirements for admission, receive an application form from the University for the required tests. The fee for the examinations will be \$10.00 and this fee should not be paid until the application for the tests is completed. The single fee of \$10.00 will entitle the applicant to request that his scores be sent to not more than five dental schools. Applicants are encouraged to submit applications early so that the test may be completed in October, and in every instance not later than in March.

Deposit by Accepted Applicants. Accepted applicants are required to make a deposit of \$25 within two weeks after notification of favorable action on their applications. This deposit is not returnable but is credited toward the first fee payment. The applicant who fails to make the payment within the time specified forfeits his place in the entering class.

Physical Examination. Before registration each applicant must present evidence of having satisfactorily passed a physical examination by the University Health Service.

Advanced Standing. Applications for admission with advanced standing are handled as individual cases. No application will be considered in instances of scholastic failure in other institutions.

COLLEGE OF MEDICINE - DEANSHIP. Provost Davis reported about the progress relative to the selection of a dean for the College of Medicine.

DISPOSAL OF TEMPORARY BARRACKS. Upon the recommendation of the Building and Business Committee, the Business Manager of the State University was authorized to sell 21 surplus housing barracks located in the vicinity of Currier Hall and the Quadrangle, at a price of approximately \$500 each, providing there is no possibility of their being used by the State University.

HOSPITAL ALTERATIONS - REQUEST FOR FUNDS. Business Manager Ambrose reported about the program of alterations in the University Hospital that has been going on during the past few years and will be continued in the future as funds are available from appropriations made for repairs, replacements and alterations in the Hospital, in order to permit a better arrangement of the departments for

November 29-30, 1951 - State University

more efficient operation and more complete utilization of space. Mr. Ambrose stated that next fall space in addition to that planned for in the regular alteration program will be needed to accommodate the first expanded class of junior medical students as they enter their clinical teaching program, and that this space can be provided by making further alterations, mostly in the tower of the Hospital Building, but that current Repairs, Replacements and Alterations Funds will not be sufficient to meet the cost of the additional alteration program. A detailed outline of the program was submitted, indicating that \$101,900.00 will be needed to get the program under way so the junior class in the College of Medicine can be accommodated next fall.

Upon the recommendation of the Building and Business Committee, the Division of Planning and Construction of the Physical Plant Department of the State University was authorized, subject to approval by the Budget and Financial Control Committee, to prepare plans and specifications for the additional program of alterations in the Hospital, and Secretary Dancer was instructed to request the Budget and Financial Control Committee to allocate \$101,900.00 for these additional alterations from the General Contingent Fund appropriated by Chapter 37, 54th G. A.

THE DANFORTH CHAPEL - GIFT. On motion, a gift of \$10,000.00 was accepted from the Danforth Foundation, to be used for the construction of a chapel to be known as "The Danforth Chapel" on the campus of the State University of Iowa.

THE DANFORTH CHAPEL - PRELIMINARY PLANS. Upon the recommendation of the Building and Business Committee, the preliminary plans prepared by the Division of Planning and Construction for The Danforth Chapel were approved.

THE DANFORTH CHAPEL - ARCHITECT. Upon the recommendation of the Building and Business Committee, George L. Horner, of the Division of Planning and Construc-

November 29-30, 1951 - State University

tion of the Physical Plant Department, was appointed architect for The Danforth Chapel and was authorized to proceed with the preparation of final plans and specifications. The cost of the chapel is estimated at \$50,000.00, to be paid from funds given for that purpose.

THE DANFORTH CHAPEL - SITE. The Building and Business Committee reported that the officials of the State University were going to give further consideration to the selection of a site for The Danforth Chapel, and that alternate sites would be suggested at a future meeting.

HOSPITAL SCHOOL FOR SEVERELY HANDICAPPED - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee, the following change orders to contracts for the construction of the Hospital-School for Severely Handicapped were approved, subject to approval by the Budget and Financial Control Committee:

<u>Change Order</u>	<u>Contract</u>	<u>Additional Work</u>	<u>Amount</u>
No. 1	Plumbing and heating, Carstens Brothers	Install 3" floor drain in transformer room	add \$ 121.47
No. 1	General construction Morehead Construc- tion Company	Increased cost of brick, increased footing width, and change of retaining wall	add \$1,208.31
No. 1	Electrical, Cedar Rapids Electric Supply Company	Increase in size of wire from distribution panels	add \$ 891.00

COMMUNICATIONS BUILDING - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee the architect was authorized, subject to approval by the Budget and Financial Control Committee, to issue change orders to the contracts for the construction of the Communications Building, as follows:

November 29-30, 1951 - State University

Change Order #1, to the general construction contract, Morehead Construction Company, Cedar Rapids, Iowa, covering the following:
Substitute concrete floor for wood floor, ground floor level, deduct \$1,000
Install blackboards in rooms 209 and 210, add \$265
Build office in room 210, add 406
Cut opening in wall between rooms 323 and 325, add 5
Total of extras 676 676
Total credit Net deduction \$324

Change Order #1, to the heating and plumbing contract, Carstens Brothers, Ackley, Iowa, for roughing in for future sink in room 201 and making changes for through partition sink, rooms 323 and 325, add \$285

LIBRARY BUILDING - LIGHTING AND WIRING COMPLETION - ACCEPTANCE. Business Manager Ambrose reported that on November 8, 1951, Mr. Harry Hatcher for the State University and Mr. John Olds for the contractor, the Olds Electric Construction Company, had inspected the lighting and wiring of the stacks in the Library Building and 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 lighting and electrical wiring of the stacks in the Library Building was accepted from the contractor, the Olds Electric Construction Company, as of this date, November 30, 1951, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

REPORT OF BUILDING AND BUSINESS COMMITTEE - SUB-COMMITTEE MEETING 10/26/51.

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 Board Room, Old Capitol, Iowa City, Iowa, at 1:45 p. m. Friday, October 26, 1951.

Present: Mr. Stevens of the Building and Business Committee; Mr. Gernetzky and Mr. Dancer of the Finance Committee; and Business Manager Ambrose, Superintendent Horner and Assistant Superintendent Parizek, all of the State University.

Mr. Stevens presided, and Mr. Dancer acted as secretary of the meeting.

November 29-30, 1951 - State University

The following business pertaining to the State University of Iowa was transacted:

Services for Communications Building - Public Hearing. Mr. Horner reported that a public hearing was held in his office as advertised at 1 p.m., October 26, 1951, for the purpose of hearing objections to the plans, specifications and contract forms for Services for Communications Building. No objections were filed and no objectors appeared.

The report was approved and actions ratified.

Services for Communications Building - Bids. At 2:00 p. m. the following bids for the construction of Services for Communications Building were opened and read:

Room Construction

	<u>Cert. Check</u>	<u>Base Bid</u>
Morehead Construction Company Iowa City, Iowa	\$125.00	\$2,113.00
Larew Company Iowa City, Iowa	450.00	8,761.00

Heat, Gas, Water and Sewer Services

	<u>Cert. Check</u>	<u>Base Bid</u>	<u>Alt. 1</u>	<u>Alt. 2</u>	<u>Alt. 3</u>
Boyd & Rummelhart Company Iowa City, Iowa	\$1,000.00	\$18,750.12	-\$200.00	-\$120.00	-\$5,100.00
Carstens Brothers Ackley, Iowa	1,200.00	21,399.00	- 897.00	- 169.00	- 6,305.00
Larew Company Iowa City, Iowa	1,650.00	31,890.00	- 344.76	- 101.00	- 3,679.00

Electrical Services

	<u>Cert. Check</u>	<u>Base Bid</u>	<u>Alt. 1</u>
Robbins Electric Company Moline, Illinois	\$600.00	\$11,840.00	- \$2,800.00
Cedar Rapids Electric Supply Company Cedar Rapids, Iowa	580.00	11,600.00	- 2,000.00

Services for Communications Building - Analysis of Bids. The bids were turned over to the business manager and Mr. Horner of the University for analysis, with instructions to file a recommendation for awarding contracts as soon as possible. The immediate return of the following bid checks was authorized:

Room Construction, Larew Company - \$450.00
Heat, Gas, Water and Sewer Services, Larew Company - \$1,650.00

The remaining checks are to be returned after the contracts have been executed and satisfactory performance bonds filed.

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

November 29-30, 1951 - State University

SERVICES FOR COMMUNICATIONS BUILDING - AWARDING CONTRACTS. Secretary Dancer reported that on October 30, 1951, he polled the members of the Building and Business Committee on the question of awarding contracts for services to the Communications Building to the lowest bidders, as recommended by Business Manager Ambrose and Superintendent Horner, to whom the bids were referred for analysis, as follows:

Room construction contract to the McCrehead Construction Company of Cedar Rapids, Iowa, on the basis of that firm's bid of \$2,113.00.

Heat, gas, water and sewer services contract to Boyd & Rummelhart, of Iowa City, Iowa, on the basis of that firm's base bid of \$18,750.12.

Electrical contract to the Cedar Rapids Electric Supply Company of Cedar Rapids, Iowa, on the basis of that firm's base bid of \$11,600.00.

Mr. Dancer stated that the poll resulted in the contracts being awarded as recommended by Mr. Ambrose and Mr. Horner; and that the Budget and Financial Control Committee had approved the awards.

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

PURCHASE OF PROPERTY - TAX CERTIFICATE. The following resolution was submitted:

WHEREAS, the following described property is needed for the use and benefit of the State University of Iowa:

Beginning in the middle of the public highway on the north line of Lot 2 in Wilcox sub-division of Sec. 16, Twp. 79 N., R. 6 West of the 5th P.M.; thence East along the extension of said North line of said Lot 2 to the Iowa River; thence south along the west line of said river to the C.R.I. & P.R.R., thence west along said railroad to the center of the said public highway, thence north along the center of said public highway to the place of beginning, said land above described lying in the $W\frac{1}{2}$ of $NW\frac{1}{4}$, Sec. 15, Twp. 79 N R. 6 West of the 5th P.M.

Said afore-described premises being the same property as that conveyed to John F. Wingert by F. A. Stratton on February 16, 1909, and recorded March 4, 1909, in Book 101 on page 531 of the deed records of Johnson County, Iowa.

November 29-30, 1951 - State University

And the same property as that conveyed to J. G. Lindsey by John F. Wingert on November 22, 1909, and recorded on December 13, 1909, in Volume 104, page 70, of the deed records of Johnson County, Iowa.

WHEREAS, the property described in the foregoing paragraphs may be secured by the purchase of a tax certificate at a tax sale on December 3, 1951, at a cost of approximately \$12.00 to be paid from Tenant Property Income funds; now, therefore,

BE IT RESOLVED, that with the approval of the Executive Council of Iowa in accordance with Section 262.9, 1950 Code of Iowa, the State University was authorized to purchase the tax certificate to the property described in this resolution at a tax sale that will be held on December 3, 1951, at a total cost of approximately \$12.00 which will be paid from Tenant Property Income funds.

It was moved that the foregoing resolution be adopted. The motion was seconded and passed and on roll call the vote was as follows:

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

Nay: None.

Absent: Mr. Hamilton.

The chairman declared the resolution adopted.

JOHN F. MURRAY ENDOWMENT FUND - SCHOLARSHIPS. Provost Davis reported that on October 31, 1951, the Committee under the Will of Bessie Dutton Murray met in the office of Lane & Waterman, Davenport, Iowa, and transacted the following official business:

1. Approval was given to raise the stipend of the scholarships from \$300 to \$500 each per year.
2. Approval was given to include travel expenses and entertainment in addition to the honorarium as charges for the John F. Murray Lectures.
3. Approval was given for covering the cost of publication of the lectures.
4. The above approvals were with the understanding that they would in total be within the annual income of the fund.
5. In conformity with the provisions of the Will it was agreed to request an annual report as of June 30th from the State Board of Education showing the status of the fund, together with income and disbursements.

On motion, the report was accepted.

November 29-30, 1951 - State University

X-RAY COSTS - REQUEST OF DR. ARTHUR W. ERSKINE. Secretary Dancer stated that since May 14, 1951, there had been considerable correspondence with Dr. Arthur W. Erskine, secretary of the Iowa X-Ray Club, Cedar Rapids, Iowa, about his request for the schedule of x-ray fees charged by the University Hospitals for private patients, cost patients, and state patients, and the methods and costs used in determining those fees; and that on November 26, 1951, copies of the correspondence were mailed to the members of the Faculty Committee so it could be reviewed by them prior to this meeting.

All the correspondence with Dr. Erskine was submitted, and Provost Davis, Business Manager Ambrose, and Mr. Dancer explained the difficulties encountered in trying to give Dr. Erskine the information as he wants it; and stated that although two invitations had been extended to Dr. Erskine to meet with the Finance Committee and representatives of the State University to discuss the questions involved and arrive at a more definite understanding of the requests Dr. Erskine had not responded to either invitation.

A part of a letter Dr. Arthur W. Erskine wrote on November 23, 1951, to David A. Dancer, Secretary of the State Board of Education, is as follows:

"Thanks for your letter of the 21. I, too, think it was unfortunate that the information I asked for in my letter to Mr. Hancher was, according to Dean Dakin, 'not available'. Our inquiry into costs of x-ray procedures has developed rather serious aspects. I am, therefore, sending a copy of this letter to each member of the Board of Education and am making, on behalf of the Iowa X-Ray Club, the following formal requests:

1. That the correspondence listed below be read at the next meeting of the Iowa State Board of Education:

2. That the Iowa X-Ray Club be informed as to the actual costs of the x-ray procedures enumerated in the schedule 'State and other' and the method of their determination, and
3. That the schedule be revised to conform with such actual costs."

November 29-30, 1951 - State University

Section 255.19, 1950 Code of Iowa, entitled Treatment of Other Patients, is as follows:

"The university hospital authorities may at their discretion receive into the hospital for medical, obstetrical or surgical treatment or hospital care, patients not committed thereto under the provisions of this chapter; but the treatment or care of such patients shall not in any way interfere with the proper medical or surgical treatment or hospital care of committed patients.

"All of the provisions of this chapter except as to commitment of patients shall apply to such patients. The university hospital authorities shall collect from the person or persons liable for the support of such patients reasonable charges for hospital care and service and deposit the same with the treasurer of the university for the use and benefit of the university hospital. Earnings of the hospital whether from private patients, cost patients, or indigents shall be administered so as to increase as much as possible the service available for indigents."

A part of Section 255.24, 1950 Code of Iowa, entitled Record and Report of Expenses, is as follows:

"The superintendent of said hospital shall keep a correct account of all medicine, care, and maintenance furnished to said patients, and shall make and file with the state comptroller an itemized, sworn statement of all expenses thereof incurred in said hospital. But he shall render separate bills showing the actual cost of all appliances, instruments, X-ray and other special services used in connection with such treatment, commitments, and transportation to and from the said university hospital, including the expenses of attendants and escorts."

It was moved that Secretary Dancer request the Attorney General of Iowa for an opinion about the charges that may be made by the University Hospital to private and cost patients (clinical pay patients) for medical, obstetrical or surgical treatment or hospital care, and for appliances, instruments, x-ray, and other special services used in connection with such treatment (Sections 255.19, 255.24, and 255.25, 1950 Code of Iowa); and that President Rider extend to Dr. Erskine a third invitation to meet with representatives of the State Board of Education and the State University at a time convenient to him. The motion was seconded and passed.

November 29-30, 1951 - State University

CONTRACT - INSTITUTE OF HYDRAULIC RESEARCH - CITY OF HOUSTON, TEXAS. Upon the recommendation of the Building and Business Committee, President Hancher was authorized to enter into a contract with the City of Houston, Texas, for a study on dams to be undertaken by the Institute of Hydraulic Research at a contract price of \$45,000.00.

TRANSFER OF FUNDS - CAPITAL IMPROVEMENTS. Secretary Dancer reported that the State University had balances in accounts after completion of the projects for which the funds were allocated, as follows:

Audio Visual Aids and Educational Recordings (Film Laboratory), 17-1A-52	\$ 16.66
Physical Plant Shops, 17-1-1-2-52	28.86

and that those balances totaling \$45.52 had been refunded to the State Board of Education Control Account 17-1-52; and that \$45.52 should now be transferred to the Control Account of the State University.

Upon the recommendation of the Building and Business Committee \$45.52 was transferred from the Capital Improvements Control Account, State Board of Education, 17-1-52, to the Capital Improvements Control Account, State University, 17-1-52.

November 29-30, 1951

STATE SANATORIUM

The following business pertaining to the State Sanatorium was transacted on November 30, 1951:

WATER SUPPLY SYSTEM - FIRE PROTECTION. At the meeting of the State Board of Education held on September 13-14, 1951, consideration was given to the report and recommendations of the State Fire Marshal that an overhead supply tank of 200,000 gallons capacity be erected at the State Sanatorium, a new fire truck be purchased and other improvements made to give more fire protection, and estimated costs were presented by Business Manager Wynn as follows:

Overhead supply tank, pump, new water mains, relocation of sewers	\$96,000
New fire truck	\$ 4,000

and Secretary Dancer was instructed to advise the Budget and Financial Control Committee of the situation and to request an allocation of \$100,000.00 from the General Contingent Fund to cover the estimated cost of making the improvements. (See Board minutes of May 9-10, 1951, and September 13-14, 1951.)

Secretary Dancer reported that the request had been submitted to the Budget and Financial Control Committee on September 27, 1951; that additional information about the need was reported by letter on November 1, 1951; and that on November 7, 1951, the Committee requested that itemized costs be furnished.

Business Manager Wynn stated that itemized costs and more detailed information could not be supplied without entailing expenditures, and that the Budget and Financial Control Committee had not allocated funds for that purpose.

On motion, Secretary Dancer was instructed to again bring this need for improved facilities for fire protection at the State Sanatorium to the attention of the Budget and Financial Control Committee.

November 29-30, 1951 - State Sanatorium

INSTITUTE FOR TUBERCULOSIS WORKERS. Superintendent Spear reported that an Institute for Tuberculosis Workers was held in Cedar Rapids, Iowa, on November 5, 1951, and at the State Sanatorium on November 6, 1951; that this was the first time such an institute had been held; and that it proved very satisfactory.

SHORT COURSE - PUBLIC HEALTH NURSES. Superintendent Spear reported that for the first time the State Sanatorium gave a short course for Iowa Public Health Nurses the week of November 5-10, 1951, and that eight attended.

ADDITION TO BUILDING 52 - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee, change orders to contracts for the construction of the Addition to Building 52 were authorized, as follows:

Change Order #4 to the general contract with Kucharo and Associates, Inc., allowing a deduction of \$50.00 from the contract price for damage to driveway during the construction of the building.

Change Order #4 to the plumbing and heating contract with J. W. Darragh, allowing a deduction of \$200.00 from the contract price for deleting the painting of exposed pipes and radiators.

Change Order #3 to the electrical contract with the Cedar Rapids Electric Company, allowing an addition of \$257.37 to the contract price for wiring, fixtures, and installation of Nurses' Call System in Ward #202, second floor.

ADDITION TO BUILDING 52 - GENERAL CONTRACT - ACCEPTANCE. The Building and Business Committee reported that on October 31, 1951, G. Gelatt and L. R. Beals, representing Morgan and Gelatt, Architects, Albert Betz, Physical Plant Superintendent, representing the State Sanatorium, and William Filloon, representing Kucharo and Associates, Inc., contractor, inspected the Addition to Building 52 and found that Kucharo and Associates, Inc., had completed the general construction work in accordance with the plans and specifications and contract documents.

November 29-30, 1951 - State Sanatorium

Upon the recommendation of the Building and Business Committee, the work done under the general construction contract was accepted from the contractor, Kucharo and Associates, Inc., as of this date, November 30, 1951, and payment of the final estimate in accordance with the provisions of Chapter 573, 1950 Code of Iowa, was authorized.

November 29-30, 1951

IOWA STATE COLLEGE

The following business relating to the Iowa State College was transacted on November 30, 1951:

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

Arthur M. Gowan, from assistant registrar to registrar and examiner, at a salary of \$8,000 a year, twelve months' basis, plus annuity, effective December 1, 1951. (In place of Mr. Sage, who died.)

Wayne DeVaul, from examiner to assistant registrar, at a salary of \$6,000 a year, twelve months' basis, plus annuity, effective December 1, 1951.

James E. Smith, Captain, Artillery, U. S. Army, from assistant professor of Military Science to associate professor of Military Science, effective as of November 1, 1951, at a salary of \$270, nine months' basis.

Elliott S. Clifton, from research associate to assistant professor, Economics and Sociology, at a salary of \$5,500 a year, twelve months' basis, plus annuity, effective January 1, 1952.

LEAVE OF ABSENCE. Upon the recommendation of President Friley, W H. Pierre, professor and head of the Department of Agronomy, was granted a leave of absence with pay for the period from December 1 through December 14, 1951, to attend the FAO conference on Fertilizer Production, Distribution and Utilization at Rio de Janeiro, Brazil.

DEATHS. President Friley reported the following deaths:

J. R. Sage, registrar, died on November 13, 1951.

R. C. Brockmann, storekeeper in the Department of Botany, died on October 16, 1951.

Martin Eggland, janitor in the Physical Plant Department, died on November 10, 1951.

November 29-30, 1951 - Iowa State College

E. W. STANTON BEQUEST - CARILLON. President Friley reported that E. W. Stanton was one of the distinguished characters at the Iowa State College at the turn of the century and, for many years, was dean of the Junior College; that he gave the original ten bells for the carillon in 1896 and the Legislature provided the funds for the tower; and that a part of the Last Will and Testament of E. W. Stanton reads, as follows:

"Ith. I hereby give, devise and bequeath to my beloved wife, Julia W. Stanton, as trustee, for the purposes hereinafter mentioned, all the rest, residue and remainder of my estate of whatever kind or nature and wherever found, the same to be converted into cash by said trustee as rapidly as may be done and as in her judgment is consistent with the best interests of this trust fund, but all within five years from the date of my decease, and said trustee is to use the same in the following manner, to-wit:

"She is to create, or erect, or institute or establish with said fund a memorial in my name and to my memory, either on the campus of the Iowa State College of Agriculture and Mechanic Arts of Ames, Iowa, or in connection with said institution.

"My beloved wife is given the sole determination of the kind and character of such a memorial and she is to use her judgment in determining the same and is to have the sole direction as to the disposition and distribution of the fund herein provided therefor; it is my suggestion that my beloved wife consult and advise with my children as to such memorial.

"It is my desire that the character of said memorial shall be determined and this paragraph of my last will and testament shall be administered within five years from the date of my decease if it is possible to do so.

"In the event of the death of my beloved wife prior to the time of the carrying out of the provisions of this paragraph in this will, then it is my will that Margaret Stanton Kirshman (with the advice and assistance of my sons Edwin MacDonald Stanton and Edgar W. Stanton, Jr.,) shall complete and carry out the provisions of this paragraph with like authority as herein granted to my beloved wife; and that no bond shall be required of my beloved wife or of my daughter for the faithful performance of the duties enjoined under this provision of my will."

President Friley stated that about 1926, twenty-six additional bells were provided through the bequest left by Dean Stanton; and that now the trustees of the E. W. Stanton Memorial Fund are anxious to close the trusteeship and have made suggestions about adding other bells to the present carillon or installing a set of electronic bells.

The Department of Music has indicated that it would not like to see any change made which would involve altering the tower; that while there would be possibly a small advantage in having additional small bells added, they are not at all needed; that the electronic bells would be primarily a duplication of the present carillon and would not be filling any real need on the campus; and President Friley submitted for consideration by the Board the following recommendation of the Department of Music to be suggested to the Trustees of the Stanton Memorial Fund:

1. That the Stanton Memorial Fund, amounting to approximately \$25,000, be allocated to the building of a music rehearsal hall, annexed to the present Stanton home which houses the offices and studios of the Department of Music.

2. That the Head of the Department of Music be responsible for raising \$12,500 for said hall.

3. That the State Board of Education allocate \$12,500 from available funds for a music rehearsal hall.

It was the consensus that President Friley would submit the proposal of the Department of Music for the use of the Stanton Memorial Funds to the trustees of the fund.

FRILEY HALL ADDITION - CHANGE ORDERS. Upon the recommendation of the Building and Business Committee, the following change orders to contracts for the construction of Friley Hall Addition were authorized:

Change Order #6 to the contract with Lippert Brothers for the general construction work, covering the difference between the hardware allowance as provided in the contract and the actual cost of the hardware, deduction from contract price \$4,427.89

Change Order #3 to the contract with Natkin and Company for the heating and plumbing work, a revision of the change order approved May 9, 1951, reducing the amount from \$4,246.62 to \$3,527.01.

CHEMISTRY BUILDING - LABORATORY FURNITURE - ACCEPTANCE. The Building and Business Committee reported that on October 29, 1951, Ray W. Fisher, Administrative Aide to the Director of the Institute for Atomic Research, advised

November 29-30, 1951 - Iowa State College

B. H. Platt, Business Manager of the Iowa State College, that the laboratory furniture installed in the Chemistry Building by the Hamilton Manufacturing Company had been inspected and that the contractor, the Hamilton Manufacturing Company, had completed the work in accordance with the plans, specifications, and contract documents.

Upon the recommendation of the Building and Business Committee, the installation of laboratory furniture in the Chemistry Building was accepted from the Hamilton Manufacturing Company as of this date, November 30, 1951, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

RESEARCH BUILDING - LABORATORY FURNITURE - ACCEPTANCE. The Building and Business Committee reported that on November 8, 1951, May W. Fisher, Administrative Aide to the Director of the Institute for Atomic Research, advised B. H. Platt, Business Manager of the Iowa State College, that the laboratory furniture installed in the Research Building by the E. H. Sheldon Company had been inspected and that the contractor, the E. H. Sheldon Company, had completed the work in accordance with the plans, specifications and contract documents.

Upon the recommendation of the Building and Business Committee, the installation of laboratory furniture in the Research Building was accepted from the E. H. Sheldon Company as of this date, November 30, 1951, and payment of the final estimate in accordance with Chapter 573, 1950 Code of Iowa, was authorized.

HOME MANAGEMENT DUPLEXES - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, Gerald Griffith, Architect, was authorized to issue

November 29-30, 1951 - Iowa State College

Change Order #1 to the contract with James Thompson and Sons for the general construction of the Home Management Duplexes covering seven miscellaneous changes at an addition of \$550.23 to the contract price.

HOME MANAGEMENT DUPLEXES - FURNISHINGS- FINANCING. At the meeting held on April 13, 1951, the State Board of Education authorized the Finance Committee to arrange for borrowing under the loan agreement for dormitory funds \$230,000 for the construction of the Home Management Duplexes.

The Building and Business Committee reported that it had approved the recommendation of Business Manager Platt that new furnishings estimated to cost \$15,000 be purchased for the new Home Management Duplexes, provided additional funds are borrowed for that purpose.

Upon the recommendation of the Building and Business Committee, the purchase of furnishings for the Home Management Duplexes was authorized, and the Finance Committee was authorized to increase the borrowings for the Home Management Duplexes from \$230,000 to \$245,000.

VETERINARY ISOLATION BUILDING ADDITION. The Building and Business Committee reported that on November 29, 1951, it approved the final plans and specifications prepared by the Physical Plant Department for the Addition to the Veterinary Isolation Building, estimated to cost \$20,000, and financed as follows, and authorized the publication of an advertisement for bids:

From funds available from the contract with the Associated Serum Producers	\$5,000
From Veterinary Research Institute Equipment Fund (Budget page 222)	2,000
From overhead earned and to be earned, research contract with Chemical Corps	6,700
From Contingency Fund	6,300
	<hr/>
	\$20,000

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

November 29-30, 1951 - Iowa State College

VETERINARY RESEARCH INSTITUTE - FEED STORAGE BUILDING. The Building and Business Committee reported that by poll it had authorized the construction of a small building at the Veterinary Research Institute for the storage of feed required for animals used in the research being performed under the contract with the Associated Serum Producers; that the building is estimated to cost \$3,200.00 and that the entire cost will be paid from funds received under the contract with the Associated Serum Producers.

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

ELECTRIC DISTRIBUTION SYSTEM. At the meeting held on June 27-28, 1951, the State Board of Education approved a program for the use of funds appropriated by the 54th General Assembly for repairs, replacements and alterations, \$300,000 for each year of the biennium; and all matters relating thereto were referred to the Building and Business Committee with power to act and with the understanding that the allocation of funds to individual projects will be made by the Finance Committee as detailed estimates become available.

The Building and Business Committee reported that on November 29, 1951, it had authorized the Physical Plant Department at the Iowa State College to prepare plans and specifications for the construction of a new underground duct line and electric cables from the Power Plant to the Memorial Union, including branches and connections to Landscape Architecture Building, Dairy Industry Building, Agricultural Annex, Curtiss Hall, and minor buildings, to replace an existing cable line of insufficient capacity now located in the heating tunnels; and that the cost of the project, estimated at \$17,500, would be paid from funds appropriated by the 54th General Assembly for repairs, replacements and alterations. (A part of Item 2 in the program approved by the Board 6/27-28/51.)

November 29-30, 1951 - Iowa State College

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

POWER PLANT ADDITIONS AND ALTERATIONS - STEAM GENERATOR UNIT NO. 2 - ENGINEERING FEE. The Building and Business Committee reported that because of the situation regarding the allocation of materials it might not be possible to award a contract for Steam Generator Unit No. 2; and that after negotiations the Crown Engineering Company had agreed if a contract were not awarded because of the scarcity of materials its maximum fee for engineering services on this unit would be \$3,500.00. On motion, the report was accepted.

ATOMIC ENERGY COMMISSION - CONTRACT SUPPLEMENT. The Building and Business Committee recommended approval of Supplement No. 8-6 to Contract No. W-7405-eng-82 fixing the amount of overhead payment to the Iowa State College for the fiscal year 1949-1950 at \$227,000, that amount being approximately 31.56 per cent of the salaries and wages paid on the contract for the fiscal year 1949-1950. (Overhead advances for that year were made by the Atomic Energy Commission in the amount of \$275,000, necessitating a refund or credit in the amount of \$48,000 to be paid from Reserve for Future AEC Audits.)

On motion, the recommendation was adopted and the supplemental contract authorized, subject to approval of the legal details by Allen Whitfield, Attorney.

IAND - ANKENY FIELD STATION - QUIT CLAIM DEED. At the meeting of the State Board of Education held on June 27-28, 1951, it was moved, seconded and passed that the Executive Council of Iowa be requested to authorize the execution of a deed quit claiming unto the United States of America any right, title or interest the State may have acquired in a Quit Claim Deed dated June 24, 1947, from the United States of America to the State in any fissionable materials contained in deposits in the property located in Polk County, Iowa, formerly a

November 29-30, 1951 - Iowa State College

part of the Des Moines Ordnance Plant, and described in the Quit Claim Deed dated June 24, 1947.

Secretary Dancer reported that on November 19, 1951, the Executive Council of Iowa authorized the execution and delivery of a Quit Claim Deed to the Federal Government, bearing prior approval of the Attorney General's Office, the deed to provide that the State of Iowa, through the State Board of Education, quit claims unto the U. S. A. any right, title or interest the State may have acquired in a Quit Claim Deed dated June 24, 1951, from the U. S. A. to the State, in any fissionable materials contained in deposits in the property located in Polk County, Iowa, formerly part of the Des Moines Ordnance Plant.

The following proposed Quit Claim Deed was submitted:

KNOW ALL MEN BY THESE PRESENTS:

That the State of Iowa, acting by and through Iowa State Board of Education, Grantor, for and in consideration of the sum of One Dollar to it in hand paid by the UNITED STATES OF AMERICA, receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby bargain, sell and quit claim unto the UNITED STATES OF AMERICA, Grantee, and its successors and assigns forever, all its right, title and interest, if any was acquired by the Grantor in a certain quit claim deed dated June 24, 1947, from the Grantee to the Grantor, or otherwise, in and to all uranium, thorium and all other materials determined pursuant to Section 5 (b) (1) of the Atomic Energy Act of 1946 (60 Stat. 761) to be peculiarly essential to the production of fissionable material contained in whatever concentration in deposits in the following described property situated in Polk County, Iowa, to-wit:

DESCRIPTION OF ENTIRE TRACT CONVEYED BY DEED OF JUNE 24, 1947

Together with the right by the Grantee, through its authorized agents or representatives at any time to enter upon the land and prospect for, mine and remove such material making just compensation for any damage or injury occasioned thereby. However, such land may be used and any rights of the Grantor, its successors or assigns, may be exercised as if no conveyance of such materials had been made, except that when such use results in the extraction of any such material in quantities which may not be transferred or delivered without a license under the Atomic Energy Act of 1946, as it now exists or may hereafter be amended, such materials shall be the property of the United States Atomic Energy Commission, and the Commission may require delivery of such material to it by any possessor thereof after such material has been separated as such from

November 29-30, 1951 - Iowa State College

the areas in which it was contained. If the Commission requires the delivery of such material to it, it shall pay to the person mining or extracting the same, or to such other person as the Commission determines to be entitled thereto, such sums including profits, as the Commission deems fair and reasonable for the discovery, mining, development, production, extraction and other services performed with respect to such material prior to such delivery. But such payment shall not include any amount on account of the value of such material before removal from its place of deposit in nature. If the Commission does not require delivery of such material to it, this conveyance hereby made shall be of no further force and effect insofar as such material is concerned.

TO HAVE AND TO HOLD the foregoing material and the foregoing rights in the property described above to the grantee, its successors and assigns forever.

IN WITNESS WHEREOF, the State of Iowa has caused these presents to be executed this ____ day of _____, 1951.

THE STATE OF IOWA
Acting By and Through the Iowa State
Board of Education

By _____, President

By _____, Secretary

It was moved that the President and the Secretary of the State Board of Education be authorized to sign the foregoing Quit Claim Deed which was approved by the Executive Council on November 19, 1951. The motion was seconded and on roll call the vote was as follows:

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

Nay: None.

Absent: Mr. Hamilton.

The chairman declared the motion passed.

LEASE - CEDAR RAPIDS CHAMBER OF COMMERCE. Secretary Dancer reported that on October 22, 1951, the Executive Council of Iowa approved the action taken by the State Board of Education on June 28, 1951, authorizing the extension for one year of a lease with the Cedar Rapids Chamber of Commerce for a room to house the Iowa State College Soil Testing Laboratory, Eastern Iowa Branch.

November 29-30, 1951 - Iowa State College

CATALOG CHANGES. President Friley presented a copy of the catalog changes in curricula and courses recommended for the year 1952-1953, and stated they had been approved by the Curriculum Committees and Faculties of the several divisions and by the Graduate Committee and the Graduate Faculty in matters pertaining to graduate instruction. (Copies of the proposed changes were mailed to Board members November 24, 1951.)

Upon the recommendation of the Faculty Committee, the catalog changes for the year 1952-1953, were approved.

WOI-TV - POLICY - REQUEST OF CENTRAL NATIONAL BANK. President Friley presented the request of the Central National Bank, Des Moines, Iowa, for an allocation of time on Station WOI-TV, and stated that if the request were granted it would be necessary to change the policy of the Station whereby time is sold only to national advertisers. In this connection, a letter Carey Hill wrote, objecting to the present policy of the Station, was discussed.

It was the consensus that the policy governing advertising programs on WOI-TV should not be changed.

DIVISION OF VETERINARY MEDICINE - DEANSHIP. President Friley discussed the procedure being followed to secure a dean for the Division of Veterinary Medicine when that position will be vacated by retirement of the present dean.

LAND PROBLEMS RESEARCH CENTER. The Faculty Committee reported that President Friley had discussed a proposed plan to establish a Land Problems Research Center at the Iowa State College for study of worldwide land problems, and submitted a copy of a revised draft of an application to the Ford Foundation for a grant to establish this center, copies of the application having been mailed previously to all Board members; and that the Faculty Committee had taken no action.

November 29-30, 1951

IOWA STATE TEACHERS COLLEGE

The following business relating to the Iowa State Teachers College was transacted on November 30, 1951:

CATALOGUE CHANGES. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, the following changes in the 1952 catalogue of the Iowa State Teachers College were made:

Department of Art

Add note to 477: Advanced Technical Problems --2 to 5 hours, to indicate that it may be repeated for a maximum of 10 hours of credit.

Department of Education

Drop 475: School Administration--5 hours
Drop 446: Teaching Techniques--2 hours

Department of English and Speech

Drop Speech 477: Stagecraft I--2 hours; and change title of 578: Stagecraft II to Stagecraft.

Change credit for Speech 570: Directing from 3 to 5 hours.

Change titles of courses as follows:

Eng. 615: Literary Forms to Teaching of Literary Forms
Eng. 664: Philosophy of Language to Language Problems in the High School

Department of Mathematics

Change credit as follows:

11: Mathematics for Elementary Grades--2 or 3 hours, to 2 hours.
322: The Teaching of Kindergarten-Primary Grade Arithmetic--2 hours, to 3 hours. Change title to Teaching of Arithmetic I.
408: Teaching of Elementary School Arithmetic--5 hours, to 3 hours. Change title to Teaching of Arithmetic II.

Department of Physical Education for Men

Change credit for 463: Training and First Aid--2 hours, to 3 hours.

Change title to Training Techniques.

Change statement of major to read "The major in Physical Education (Men) consists of 47 hours, which must include Biology 111 and at least 42 hours in Physical Education courses recommended by the department."
Change requirements of the minor from 20 to 22 hours.

Add 411: Advanced First Aid--1 hour. (Also offered in Women's Department.) Required for Safety Education minor.

November 29-30, 1951 - Iowa State Teachers College

Department of Physical Education for Women

Omit: "one hour of applied music in piano" as a requirement of the major.

Drop 421: Testing in Physical Education--1 hour

Reduce 102: Water Safety--2 hours, to 1 hour.

Department of Science

Drop Earth Science 163: Introductory Geography--3 hours

Change title of Chemistry 328: Biochemistry, to Physiological Chemistry.

Department of Social Science

Drop Economics 152: Principles of Economics I--5 hours.

STUDENT FEES - INCREASE. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, the student fee at the Iowa State Teachers College was increased from \$36.00 a quarter to \$40.00 a quarter, effective with the opening of the fall quarter 1952, and the increase was allocated as follows:

Educational Income Fund	\$3.00
Student Activities Fund	1.00

FEE EXEMPTIONS. Upon the recommendation of President Maucker and with the approval of the Faculty Committee, the partial fee exemptions granted students were increased from \$26.00 a quarter to \$29.00 a quarter, effective with the opening of the fall quarter 1952.

RESIGNATION OF TREASURER. On motion, the resignation of Philip C. Jennings as treasurer of the Iowa State Teachers College, effective January 1, 1952, was accepted. (Mr. Jennings will continue as business manager and secretary of the Iowa State Teachers College.)

ELECTION OF TREASURER. On motion, James L. Bailey was elected treasurer and assistant business manager of the Iowa State Teachers College, effective January 1, 1952, at an annual salary of \$5,000.00 a year plus \$332 contribution to annuity, with the understanding that reports to the Board will be made through

November 29-30, 1951 - Iowa State Teachers College

the President of the Iowa State Teachers College. (See General section of the Board minutes of June 17, 1937, fixing the amount of the bond to be filed by the treasurer of the Iowa State Teachers College at \$75,000.00.)

NORTH CAMPUS - SEWER SERVICES. The Building and Business Committee reported that the City of Cedar Falls, Iowa, awarded to the Gjellefald Construction Company, Forest City, Iowa, the contract for the construction of the City's "1951 Sanitary Sewer Project", a portion of which covers construction of sewer extensions to serve buildings located on the North Campus of the Iowa State Teachers College, to be paid for from funds appropriated by the 54th General Assembly; and that the cost of the College's portion is as follows: (See Board minutes of 7/26-27/50 and 9/14/50.)

4,364 lin. ft. of 12" sewer pipe in place @ \$4.00 per lin. ft.	\$17,456.00
763 lin. ft. of 8" sewer pipe in place @ \$2.90 per lin. ft.	2,212.70
17 manholes in place @ \$195.00 each	3,315.00
Incidentals, engineering inspection and legal, 5%	1,150.00
	<u>\$24,133.70</u>
Less special assessment to benefiting property along the route not previously assessed	1,540.00
	<u>\$22,593.00</u>

On motion, the report was approved and the secretary was authorized to request the Budget and Financial Control Committee to allocate \$22,593.00 for North Campus Sewer from the appropriation made by the 54th General Assembly for Sewer and Bridge, Iowa State Teachers College (6-12-1-54).

NORTH HALL (DORMITORY FOR WOMEN) - PLUMBING AND HEATING - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, Change Order #2 to the contract with Sid Smith & Company, Waterloo, Iowa, for the installation of plumbing and heating in North Hall, covering additional labor and materials for installing kitchen equipment at an addition of \$2,188.54 to the contract price, was authorized.

November 29-30, 1951 - Iowa State Teachers College

CAMPUS TUNNEL EXTENSIONS, DIVISION 15 - CHANGE ORDER. Upon the recommendation of the Building and Business Committee, Change Order #1 to the contract with Jens Olesen & Sons Construction Company for the construction of Campus Heating Tunnels, Division 15, Power Plant Expansion, for installing, bracing and removing steel sheet piling in order to maintain the cut under 23rd Street paving and next to Lawther Hall at an addition of \$2,551.80 to the contract price, was authorized.

LEASE - CANCELLATION. At a meeting on May 10, 1949, the State Board of Education authorized the leasing of a $13\frac{1}{2}$ acre tract to Clyde L. Starbeck for the period from April 1, 1949, to and including March 31, 1952. (See Board minutes of May 9-10, 1949, for terms of lease.)

Upon the recommendation of President Maucker and the Building and Business Committee, it was moved that the lease dated April 1, 1949, by and between the State Board of Education, lessor, and Clyde L. Starbeck, lessee, for a $13\frac{1}{2}$ acre tract of land belonging to the Iowa State Teachers College be canceled, effective April 1, 1951. The motion was seconded and on roll call the vote was as follows:

Aye: Mrs. Archie, Mr. Hagemann, Mrs. Kyseth, Mr. Plock, and Mr. Rider.

Nay: None.

Absent: Mr. Hamilton, Mr. Munger, Mr. Rupe, and Mr. Stevens.

The chairman declared the motion passed.

GRADUATE ASSISTANTSHIPS. President Maucker presented the following recommendations regarding the establishment of graduate assistantships at the Iowa State Teachers College, and stated they had been approved by the Faculty Committee:

November 29-30, 1951 - Iowa State Teachers College

1. At the suggestion of the Graduate Council I wish to recommend the establishment of graduate assistantships at Iowa State Teachers College, beginning with the 1952-53 academic year. These assistantships would be awarded to fully qualified students pursuing graduate work at the college. Each such assistantship would require not less than one-fourth nor more than one-half of the student's time; recipients of these appointments would be permitted to carry a maximum of 12 hours per quarter. Graduate assistants would serve as assistants in such places as science laboratories, clinics, and the curriculum and audio-visual aids laboratories and as research assistants. They would not be used as regular teachers or as "readers".
2. I wish to recommend that each such scholarship carry a stipend of not more than \$750 for the academic year and entitle the holder to a remission of \$29 of the quarterly fees for each of four successive quarters.
3. I wish to recommend that eight such assistantships be definitely approved at this time for the 1952-53 academic year. This is the minimum number with which it seems feasible to launch the program.
4. If things work out as we expect, I plan to recommend that a sum in the neighborhood of \$10,000 be included for graduate assistantships in the 1952-53 budget. I thought it necessary to make this minimum recommendation at the present time in order that we might announce the graduate assistantships in the forthcoming bulletin describing our graduate program and be in position to award same by April 1, 1952.

On motion, the recommendations were approved and the program of graduate assistantships at the Iowa State Teachers College was established.

USE OF FACILITIES - P.E.O. President Maucker reported that arrangements had been made for the P.E.O. to hold a meeting on the campus of the Iowa State Teachers College during June, 1952.

November 29-30, 1951

IOWA BRAILLE AND SIGHT-SAVING SCHOOL

The following business relating to the Iowa Braille and Sight-Saving School was transacted on November 30, 1951:

FIELD WORKER FOR BLIND. Superintendent Overbeay submitted a report about the duties and responsibilities of the state agent for deaf and blind employed by the State Board of Education, and the need of the Iowa Braille and Sight-Saving School for a field worker who can devote full time to the problems of visually handicapped children in Iowa.

EYE CLINIC. Superintendent Overbeay reported the progress being made regarding the establishment of an eye clinic at the University Hospital.

HEATING AND POWER PLANT - TURBO GENERATOR - STEAM GENERATOR - INTERCHANGE POWER AGREEMENT - CITY OF VINTON. The Building and Business Committee reported that in connection with the preparation of plans and specifications for the turbo generator and the steam generator for the Heating and Power Plant, Mr. Gebuhr and Mr. Eccles of the Brown Engineering Company met with the Committee on November 29, 1951, and presented a letter dated November 28, 1951, and a suggested form of interchange power agreement to be made with the City of Vinton, Iowa, a part of the letter being as follows:

"As your engineers for the Iowa Braille and Sight-Saving School, we have been discussing with the City Council of Vinton, Iowa, the possibility of paralleling the generating plant at the School and that of the City.

"This would prove beneficial to the School in that it would eliminate loss of steam during relatively mild weather when the electric load is greater than that which can be generated by the amount of steam required for heating. On the other hand, such a plan would permit the School to sell power to the City during cold weather, thereby obtaining a higher efficiency in the operation of the plant and obtaining revenue from the sale of such power.

November 29-30, 1951 - Iowa Braille and Sight-Saving School

"The attached form of agreement between the Board of Education and the City of Vinton is a suggested form only and has not, as yet, received approval of the City Council of Vinton, Iowa.

"We are placing this tentative agreement in your hands for review and consideration. The general arrangement of the proposed plan will be discussed at your Building and Business Committee meeting in Cedar Falls on November 29. If tentative approval is given by your Committee, we will proceed to complete the agreement with the City of Vinton in such a manner that it will be of mutual benefit to the Board of Education and the City of Vinton.

"The members of the Light Committee of the Vinton City Council have indicated that they would favor such an arrangement as we propose since it would inure to their benefit in the increased sale of power and the ability to purchase some power at a cost lower than their generating cost."

Upon the recommendation of the Building and Business Committee, the proposed Interchange Power Agreement with the City of Vinton, Iowa, was approved in principle, and the Brown Engineering Company was authorized to negotiate on that basis with the City Council of the City of Vinton, Iowa.

Adjourned.


David A. Dancer, Secretary