MINUTES OF MEETING  
OF  
BOARD OF GOVERNORS  
OF THE OTTAWA  
ASSOCIATION FOR THE ADVANCEMENT OF LEARNING.  

DATE: August 7, 1942 at 12:45 P.M.  
PLACE: Chateau Laurier  
PRESENT: Dr. McGregor Easson, Mr. David Lewis, Mr. C. C. Gibson, Dr. Keenleyside, Mr. Jenkins, Mrs. Turner, Dr. Tory, Dr. J. Robbins, Mr. H. S. Southam, Mr. W. M. Connor, Mrs. Bryce M. Stewart, Dr. Barton as visitor, M. Spurr, Ass't Sec'y.  
AGENDA: The following agenda was submitted:  
1. Minutes of last meeting.  
2. Place and time of meeting.  
3. Signatures to the Charter.  
6. Purchase of office equipment from Ladies' College - What additional.  
7. The Calendar.  
8. Staff appointments to date:  
   (a) Position of staff in relation to student body.  
   (b) English Department.  
   (c) Physics Department.  
9. Advertising and Publicity - Associated article by Dr. H. M. Tory.  
10. Library Reference Room and Texts.  
11. Position of Mr. Shaw.  
12. Sending out of Minutes.  
13. Other business.  

1. MINUTES: The minutes of the last meeting were accepted as read.  
2. PLACE AND TIME OF MEETING: It was decided for the present that all meetings of the Board would be held in the Chateau Laurier at the lunch hour.  
3. SIGNATURES TO THE CHARTER: The President called the attention of the Board to the fact that certain members present had not signed the Charter. This was submitted, and signed by those present.
4. ADDITION OF MEMBERS TO ASSOCIATION: Discussion took place with regard to additional members of the Association. It was decided to further canvass in an effort to secure 100 foundation members. It was further decided that all such members had to be approved by the Board of Governors that a Committee consisting of Dr. Tory and Mr. Connor, with power to add to their numbers, should constitute a committee having the authority of the Board in the matter. Six additional names were submitted by Dr. Robbins who expressed the opinion that there would be no difficulty in getting a large number of members subscribing moderate amounts. He submitted the names of six persons. These names were approved, and were referred to the committee above mentioned for action.

5. REPORT OF CLASS ROOM AND OFFICE ACCOMMODATION: The President reported that he had visited the High School of Commerce and had found that adequate office accommodation would be provided in addition to the necessary classrooms. He expressed himself as greatly satisfied over the accommodation which had been provided. The President was asked to write a letter of appreciation to the Collegiate Board.

6. PURCHASE OF OFFICE EQUIPMENT FROM LADIES' COLLEGE: The President reported that certain office equipment had been bought from the Ottawa Ladies' College. Included were:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Typewriter Desk (secretarial)</td>
<td>$25.00</td>
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<tr>
<td>Chair</td>
<td></td>
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<tr>
<td>Typewriter</td>
<td>25.00</td>
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<tr>
<td>Filing Cabinets (4 sect.s 12 drs)</td>
<td>75.00</td>
</tr>
<tr>
<td>Desk (Executive)</td>
<td>25.00</td>
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This amount was probably less than half of what new equipment would cost. The President was instructed to get such additional equipment as he thought necessary.

7. THE CALENDAR: A draft of the College Calendar was submitted. This contained an outline of the courses of study and the staff appointments. Full details of which will be found in the College Calendar.

8. THE STAFF: (a) With regard to the staff, the President pointed out that we had now with one exception, found suitable teachers for all the subjects offered, but he was not in a position to state that these would completely cover the teaching requirements. Until Registration was completed it was impossible to tell whether each subject should be handled in individual classes or whether it would be necessary to subdivide classes on account of the numbers. He said that somewhere between 275 - 300 persons had applied for information and if this indicated the
(a) continued. Attendance, it would probably be necessary to greatly increase the teaching staff. He also submitted a list of fourteen extra people who had been conferred with who would be available to join the staff at a moments' notice if necessary, and expressed the opinion that the matter was now so well in hand that all contingencies could be met.

(b) With regard to the English Department, Professor whose name had been suggested at the last meeting of the Board, had been interviewed, but Professor had decided to return to his ordinary tastes after August, so that he was not available. The matter of the English Department would be studied with a view to further necessary additions.

(c) As only the first year course would be offered in the Physics Department, the teachers available would be ample to meet the present need. If, however, there were a registration for the Second year course, in sufficient numbers to warrant putting on the course, an Instructor would be secured from the National Research Council.

The question of the suitability of for Spanish was raised by Dr. Keenleyside and the President agreed to check on the matter once again. In the meantime his name would be omitted from the Calendar.

For the course in Psychology Professor of the Normal School had been highly recommended and had agreed to give the course.

The President said that the appointment of Dr. in German required a little explanation. All the other teachers were taken from Senior Staff of the Collegiate or from persons of University teaching rank in the Civil Service. With regard to Dr. , he was a refugee who had been sent out from England and been placed in the camp at Sherbrooke. The British Government after checking over the persons sent out, released Dr. as having been arrested in error. Dr. is a brilliant student, had been professor in the University of Hambourg, but had left Germany at the time of the purge as he had one forebear who had been of Jewish origin. He was highly recommended by Dr. Flexner of the Princeton School of Advanced Studies where he had spent some time. He was impressed with him as being not only a fine scholar but a very high type of gentleman. Should there be a large registration for German, of course additional help would have to be secured.
8. (continued) With regard to Philosophy, Dr. Tory stated that he had under consideration an English philosopher residing now in Ottawa, but he was not yet ready to make a recommendation.

9. ADVERTISING AND PUBLICITY: Dr. Keenleyside raised the question as to what had been done with regard to advertising and publicity. Dr. Robbins stated that posters had been prepared (samples of which he submitted) for distribution wherever necessary in the Civil Service and elsewhere. He further stated that a short article had been written by Dr. Tory for the special Educational editions of the Citizen and the Journal which appeared about the middle of August. In addition, advertisements of the college would appear in both of these editions. It was further suggested that items of interest might be made available to the Press from time to time with reference to certain special courses such as Political Science and special instructors such as Dr. H. F. Angus. It was agreed that this would be a most useful thing to do. Mr. Southam stated that he was sure the Press would welcome any such items of news.

Considerable discussion took place with reference to the special subjects to be offered, such as those mentioned in the last meeting of the Board, namely Child Psychology and the Russian language. It was suggested that some reference in the Press to such matters would be useful in advertising the college. The President stated that he had been concentrating his attention up to the minute on the courses of study and teaching staff for the regular work, but intended to take action as soon as possible with regard to these special courses. It was agreed that attention should be given to this as soon as possible. The question of a course in Russian was also discussed. It was agreed that while a course in the Russian language would be the equivalent from the point of view of study to any of the other language courses, there was the difficulty that it was not a course offered in the upper years of the Universities, and hence would create a lack of continuity. It was agreed therefore by the Board that the course in Russian might be offered if there was sufficient registration, and as a good Russian teacher was available it was decided to call public attention to the possibility a little later.

Mr. Lewis raised the question of fees and asked whether students taking a few special courses should pay the same fees as regular course students. The President said that he thought if students took the courses along with the regular students it would seem that no discrimination in the matter of fees could be made. However, this was a matter that would receive further consideration before the next
Mr. Connor called attention to the fact that there was a place in the City for instruction in Music, Art, etc., for many students who would not be taking regular university courses, and that he thought at some time in the future consideration should be given to these possibilities.

The President said that one reason for organizing our Association with the Board of Governors as a subsidiary body was that we are freeing ourselves from old traditions in such matters where we consider it wise, and that at a later date consideration should be given to these items.

The President stated that a new problem had arisen with regard to full time students. The scheme of courses had been worked out to meet the needs of those who were working during the day time. The scheme involved two years to complete one full years' work. Applications however have been received from a number of students who do not wish to work in the day time and are prepared to give all their time to study. The President said that there seemed to be no reason why such students should not be allowed to do a full years' work, provided they could fit into the classes offered. Our plan was to try to group the students into a certain number of subjects the first year and then another group for the second year, so as to limit the amount of teaching. This might not be possible, and in such case there seems to be no reason why full time students might not be registered to attend classes at night and study in the day time, reversing the ordinary University procedure.

With reference to the minute of last meeting re The Institute of Public Administration, the President suggested that action be deferred until after the opening of College. This was agreed.

10. LIBRARY REFERENCE ROOM AND TEXTS:

With regard to the library, Dr. Tory called attention to the fact that the Reference Room in the Carnegie Library was being made available for the use of students by Mr. Jennings, and that he had agreed to purchase and put in the library three sets of the textbooks prescribed, so that they would be available for students who wish to use them.

11. POSITION OF MR. SHAW:

The President called attention to the fact that the arrangements which we had made with the Y.M.C.A. for the services of Mr. Shaw would terminate on the first of September, but that as he expected to be back on the first of September and would give personal attention to the administration of the office, the question of Mr. Shaw's future relationship might be left for the present.
12. SENDING OUT OF MINUTES: The question was asked whether it was necessary to make copies of the minutes for every member of the Board of Governors, as it involves a good deal of work. It was decided that it would meet the requirements if a synopsis was prepared, saying what action had been taken.