MINUTES

of the

THIRD MEETING

of the

BOARD OF GOVERNORS

of the

OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING (Inc.)

DATE:
October 28th, 1943.

PLACE:
Chateau Laurier.

PRESENT:
Dr. H. M. Tory, Mrs. Norman Robertson,
Mr. H. S. Southam, Mr. F. C. Jennings,
Mr. T. R. Montgomery, Mrs. Phyllis
Turner, Colonel C. M. Edwards, Mr. Frank
G. Patten, Mr. F. E. Bronson, Dr. McGregor
Easson, Dr. J. E. Robbins, Mr. C. C. Gibson.

Mr. L. W. Shaw, Executive Assistant to
the President, was present on invitation.

MINUTES:
The Minutes of the second meeting of
the Board of Governors were read and
approved.

COMMENCEMENT EXERCISES:Dr. Tory reported that the arrangements
for Commencement Exercises were now
completed, for the evening of Wednesday,
November 3rd. He stated that on account
of the absence of the Governor General
from Ottawa, the arrangements could not be
made for an earlier date as had been hoped.
He stated that His Excellency had consented
to be present and to give a short address.
He had arranged for Dr. Malcolm Wallace,
Principal of University College, Toronto,
to be present to give the main address.
Invitations had been sent to the students and staff of the College and to the members of the Association and Board of Governors.

It was decided that the Board of Governors and the staff should have seats on the platform and reserved seats should be kept in the centre of the hall for members of the Association. The President further suggested that Dr. P. D. Ross, be asked to be Chairman upon the occasion. This was agreed to. The suggested programme is as follows:

The National Anthem, To be played after His Excellency, the Governor General takes his place on the platform.

The Lord's Prayer in unison, audience to remain standing.

O, Canada, audience to remain standing.

Address: His Excellency, The Earl of Athlone, Governor General of Canada.

President's Report: H. M. Tory, D.Sc., L.L.D.

Address: Malcolm Wallace, L.L.D., Principal, University College, Toronto.

GOD SAVE THE KING!

This was agreed to, and the President was authorized to complete arrangements.

NEW APPOINTMENTS: (a) The President stated that the Staff for the year had been completed as follows:
COLLEGE:

Mathematics
Intermediate Japanese
Fine Art

Dr. I. Halperin
Dr. Bott
Walter Abell, M.A.

INSTITUTE:

Course Number 1
2
3
4
5
6
7

Dr. F. E. Whitworth
N. Keyfitz, M.A.
Dr. Enid Charles
Dr. G. deB. Robinson
Dr. R. A. MacKay
Dr. J. D. Campbell
Dr. C. B. McPherson

This brings the teaching staff to 42.

REGISTRATION: The President submitted a statement of the Registration to date for the term 1943-1944 as follows:

Active in Carleton College (regular) 533
Cancelled in Carleton College (regular) 27 560

Active in Carleton College (Extension) 18
Registered, but no class offered (Extension) 1 19

Active, Institute of Public Administration 193
Cancelled, Institute of Public Administration 2 195

Total Registered 774
Cancelled, or otherwise inactive 28

Total active to date 746

The President stated that while there were only 12
taking the regular course in Fine Art, arrangements with the National Gallery had resulted in a registration of over 80. Only 12 of these have been counted in the above figures.

A discussion took place with regard to the registration as compared with last year. The analysis presented showed that there had been a falling off in certain beginners classes in languages. Last year the registration was exceptional. In most of the upper classes, however, registration is greater, the result being so far as numbers are concerned, about the same.

With regard to the Institute of Public Administration, the President stated that the registration was far beyond expectation. The details were as follows:

Personnel Management 56
Statistical Methods 10
Population Trends and Social Policy 8
Advanced Calculus 14
World Organization 29
Advanced Accounting 80
Social Work 9

This seemed to justify the original idea that Courses should be offered that would be immediately helpful to the public service.

The question was raised as to whether enough emphasis had been put on the Extension Department. Dr. Robbins inquired whether a further study of new Courses would not be worth while.

The President replied that this matter was already in hand, and that he had asked Mr. Shaw to make a careful study of the Courses being offered in Canadian Universities with a view to extending these Courses next year.

The President then submitted an estimate for 1943-44 as follows:
RECEIPTS:

Fees collected to date $12,186.00
Fees to be collected (estimated) 8,000.00
Donations (estimated) 3,500.00
Receipts from sale of books (estimated) 1,200.00 $24,886.00

EXPENDITURES:

Salaries of Teachers (estimated) 8,000.00
Salaries of office staff 6,526.00
Rent 825.00
Furnishings 700.00
Advertising 75.00
Stationery and office supplies (estimated) 500.00
Books 1,200.00
Payable to Student Council 560.00 $18,386.00

Surplus (Estimated) $ 6,500.00

He further stated that this was not final, but was an improvement on the estimate that was submitted last year, as we had now a year's experience to guide us. He expressed the hope that the year would end with a substantial balance, as it had last year. This was in the right direction as soon with Extended Courses, a considerable expenditure on equipment would be necessary.

OFFICE ACCOMMODATION: With regard to the authority in the last Minutes to spend up to $300. on equipment for the office, Dr. Tory said that after consultation with Mr. Shaw, they had decided that it would be wiser to spend the money in getting a few small rugs to put under the desks, and a silent typewriter. This had been done at an expense much less than the estimated $300. and all the material was of permanent value and would be useful if at sometime in the future the offices were moved.
The President pointed out that there were 47 classes organized and going on full time basis, which meant that the average number of rooms in use would be greater than last year and the rental charges correspondingly higher.

There being no other business, the meeting was adjourned at 2.30 o'clock.

H. M. Tory,
President.