

MINUTES
of the
SEVENTH MEETING
of the
BOARD OF GOVERNORS
of the
OTTAWA ASSOCIATION FOR THE ADVANCEMENT OF LEARNING (Inc.)

DATE: May 18, 1944.

PLACE: Chateau Laurier.

PRESENT: Dr. H. M. Tory, Mr. C. C. Gibson, Mr. W. M. Connor, Mr. E. J. Jenkins, Mr. H. S. Southam, Mr. F. E. Bronson, Mr. Norman F. Wilson, Mr. F. C. Jennings, Dr. John E. Robbins, Mr. T. R. Montgomery, Dr. McGregor Easson, Mrs. Phyllis G. Turner, and also Mr. L. W. Shaw, on invitation.

MINUTES: The minutes of the last meeting were read and approved.

EXTRA
ACCOMMODATION: With regard to building accommodations, in the possible extension of work to day classes, Dr. Tory reported that he had made formal application to the Department of Defence to see under what conditions the Board would be able to secure the use of what had once been the Ottawa Ladies' College on First Avenue. Up to the present he had not received any reply. He suggested that a small committee be appointed to follow the matter up. It was agreed that the President himself should appoint a committee.

NEW
APPOINTMENTS: The President reported that certain instructors were retiring, but that he had secured successors as follows:

1. To replace Mr. Halpern, instructor in Mathematics, Thomas P. Pepper, M. A.

2. To replace Dr. Thomas Irving, the President had secured Stanislas Aquarone, M. A.
3. The President had arranged with J. H. Parker, Ph.D., to give instruction in Portuguese next year if a sufficient number of students desired it. Further, that Dr. Parker would assist with the Spanish should the demand warrant it.
4. The course in Fine Art which was last year given by Mr. Walter Abell would be given next year if a successor to Mr. Abell could be found, as Mr. Abell is leaving for a position in the United States. The President was consulting with Mr. McCurry at the Art Gallery.

INSTITUTE
COURSES:

The President reported that the courses that are to be given in the Institute of Public Administration next year have all been carefully re-studied, as a result of last year's experience, and arrangements had been made for instructors in all but two, the course on the Principles of Public Finance and one on Canada's Constitutional Position. The course on Principles of Civil Service Organization is to be given by L. K. Moffit, Ph.D., of the Civil Service Commission. A new course in Accounting and Auditing is being offered, with the lecturer J. D. Campbell, M. Comm., C. A. The new course on Problems of International relations will be given by R. A. MacKay, Ph.D. The course on Social Legislation will be given by Alon Peebles, Ph.D. The course on Agricultural Organization and Policy will be given by J. F. Booth, Ph.D., of the Agricultural Department. The course on Natural Resources will be given by J. W. Ambrose, Ph.D., of the Department of Geology. A second course on statistics, called Statistical Services, will be given by Mr. Keyfitz who gave the first course last year. The course on Population Trends and Social Policy will not be given during 1944-45, as also the special course on Labour Policy. The President stated that the attitude of the departments of government in connection with the work in the Institute was indeed very gratifying.

In consideration of the amount of work demanded for a Certificate, the President recommended that the degree of Bachelor of Public Administration, (B. P. A.), be established, the requirements being two years

of Junior College work and ten courses of the work under the Institute, making the whole equivalent to the ordinary four years' course. On motion of Mr. Montgomery and Mr. Jennings this was unanimously agreed to.

NEW COURSES IN
CARLETON
COLLEGE:

The new courses to be offered in Carleton College are:

1. An advanced course in Accounting.
2. An advanced course in Chemistry.
3. An advanced course in Russian.
4. An advanced course in Fine Art.
5. A Beginners' Course in Portuguese.

All of these are subject to there being sufficient registration to warrant courses being given, and in the case of Fine Art subject to it being possible to replace Mr. Abell.

EXTENSION
COURSES:

The President recommended that the following Extension courses be given, namely:

1. Present Trends in Education, by Dr. Dunlop.
2. The Evolution ~~of~~ Knowledge, by Dr. Tory.
3. Journalism, (Creative Writing), by Dr. Leechman.
4. Town Planning, by Mr. Kingston.
5. Far Eastern Problems by Dr. Menzies or Dr. Norman of the External Affairs Department.

These subject, of course, to there being sufficient registration to warrant the courses being given. This was agreed to.

CIVIL SERVICE
R.A.:

The President said he had been approached by the Director of the Recreational Association to know whether we would be prepared to put on courses suitable to

them, especially in Dramatics. The Director, Mr. Parker, has stated that if such were done he thought large classes could be guaranteed. It was agreed that the President should study the matter further and in the light of such study decide what was to be done.

CAPTAIN

The President reported that Captain [redacted] of the National Defence Department had registered, made one payment on his fees, and had received certain books on promise of immediate payment; that he had been attending classes regularly up to date; that he had been written to on three occasions and had not replied; that he had been asked by the professor in charge of the class to report to the office and had not done so. The question was what would the Board suggest should be done. The President suggested that he write a letter to his Commanding Officer explaining the situation, as it was an exceedingly unpleasant one. The Board agreed that the President should take any action he thought wise under the circumstances.

SUCCESSOR TO
MR. SHAW:

The President reported that he was not yet able to make a recommendation regarding a successor to Mr. Shaw; that he had been considering a number of names and would hope to be able to make a recommendation at the next meeting. At this point Mr. Shaw, who was present, requested the privilege of expressing his appreciation of his reception in Ottawa and the treatment he had received at the hands of the President and the Board. He expressed the belief that there was a splendid future for Carleton College.

FINANCIAL
STATEMENT:

The financial Statement was presented by Mr. Connor, as follows:

CARLETON COLLEGE

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

July 1, 1943 to March 31, 1944.

Receipts

Fees	19,044.75	
Subscriptions	2,160.00	
Books sold	1,449.95	
Sundry	1.28	<u>22,655.98</u>

Cash on hand-July 1/43	16.48	
Cash on deposit-July 1/43	<u>2,420.20</u>	<u>2,436.68</u>
		<u>25,092.66</u>

Disbursements

Teachers' salaries	6,197.50	
Office salaries	5,295.50	
Teaching supplies	264.35	
Books purchased	1,725.81	
Office supplies	205.03	
Refunds (fees)	995.25	
Petty cash disbursements	350.00	
Purchase of equipment	581.66	
Collegiate Institute Board	436.00	
Students' Council	321.50	
General Expense	144.89	
Printing and stationery	272.16	
Telephone	80.48	
Advertising	102.10	
Various Expenses	<u>600.00</u>	17,572.23
Cash on hand-March 31/44	88.25	
Cash on deposit-March 31/44	<u>7,432.18</u>	<u>7,520.43</u>
		<u>25,092.66</u>

Balance in bank, April 30, 1944. - \$8,332.01

**EXTENSION OF
THE BOARD:**

The President raised the question of the wisdom of increasing the membership of the Board, say to 24, as there were a number of persons who were supporting the College quite handsomely whose interest could be more easily maintained if they were members of the Board. He suggested that in that case an executive committee could be appointed that could meet oftener and thus keep in more intimate touch with the work of the College and Institute. The matter was left over for further consideration.

ADJOURNMENT:

The meeting was adjourned.

