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

DATE:       June 23, 1944.

PLACE:      Chateau Laurier.

PRESENT:    Dr. H. M. Tory, Mrs. Phyllis G. Turner, Dr. John
            E. Robbins, Mr. F. C. Jennings, Mr. W. M. Connor,
            Mr. E. J. Jenkins, Mr. H. S. Southam, Dr. Hugh
            Keenleyside, Mr. Charles Cowan, Mr. C. C. Gibson,
            Mr. T. R. Montgomery, Dr. W. C. Macartney, Mr. F. G.
            Patten, and also Mr. L. W. Shaw on invitation.

MINUTES:    The minutes of the last meeting were read and ap-
            proved.

COURSES OF
STUDY:     The President reported

1. That since the last meeting Dr. [Name] who had agreed to take Course 5 in Economics and Sociology for next year, had decided he was unable to do it and that he had secured Dr. Alcock of the Geological Survey, an eminently satisfactory solution.

2. That he had not yet been able to get a teacher for Course 1 in Political Science. He hoped, however, that [Name] of the Prices and Trade Board would give it. If not, the course would have to be held over for a year.

3. That he had succeeded in getting an instructor to take courses in Music, Mr. Myron McTavish, Bachelor of Music, of the Toronto University, and an
experienced musician. Course 1 would be given the first year and the second course would be given the year following. They were as follows:

**MUSIC 1**

Music 1 will be offered this year purely in its Historic and Appreciative aspects. This course is a prerequisite to Music 2, which will be offered to students successful in Music 1.

The course is designed to be of use to students electing Music as a credit in Pass B. A. courses.

**HISTORY OF MUSIC**

Attitudes toward the History of Music, the development of Music through its Monodic, Polyphonic and Homophonic stages as well as a survey of contemporary composition. The course will be illustrated by recordings and scores from the College Library.

**TEXT** 2 hours weekly.

**MUSIC 2**

This course will be offered to successful candidates in Music 1 and will be accepted as credit in Pass B. A. courses. (Candidates may proceed directly to Music 2 on presenting to the instructor, satisfactory evidence of the work covered in Music 1).

**PREREQUISITES TO MUSIC 2**

1. Music 1 or its equivalent.

2. Thorough knowledge of Musical Theory. The following certificates will be accepted as satisfactory evidence:
   Grade 2 Theory, Toronto Conservatory,
   Grade 4 Theory, Associated Board,
   Intermediate Theory McGill.
FIRST TERM

HARMONY

Triads, Inversions, Unessential Notes, Dominant Sevenths, elementary modulation, harmonization of simple melodies and basses and questions incidental to the manipulation of simple musical idioms.

TEXT Elementary Harmony, 1 hour weekly. Kitson.

COUNTERPOINT

Counterpoint in the five species of strict counterpoint, three parts, uncombined.

TEXT Counterpoint for Beginners, Kitson.

SECOND TERM

HARMONY

Same as First Term but for 30 minutes a week only.

COUNTERPOINT

Same as First Term but for 30 minutes a week only.

ELEMENTARY COMPOSITION

Study of the more simple forms of the Masters and some original composition modelled after the masterworks will be expected from each candidate.

1 hour weekly.

4. That the Calendar had been completed for the year and was being distributed.

ACCOMMODATION: With regard to the securing of accommodation for day classes, the President stated that an application had been made for the use of the Ottawa Ladies' College
and also as an alternative, the Lisgar Building. He stated that the Lisgar Building would have an advantage if it could be obtained, in that it would have sufficient accommodation to centre both day and evening classes. He read a communication from the Deputy Minister for Air with a reply from the War Assets Corporation Limited, stating that the matter would be on record. He suggested that the following be appointed a special committee on Accommodation, namely Mr. Charles Cowan, Mr. H. S. Southam, Mr. W. M. Connor, Colonel Edwards and Mr. Fred Bronson.

Dr. Robbins suggested the possibility of any surplus space that might be available if a building were obtained might be used for offices for certain associations like the Social Science Research Council at a rental that would be some relief to the Board. He stated that some of these new organizations were considering making their head offices in Ottawa.

The President reported that after some difficulty with fees.

With regard to a successor to Mr. Shaw, the President reported that he had had a number of interviews with possible candidates but had not yet succeeded in finding a suitable person. He had before him two other persons to interview and asked the Board to authorize him to continue getting information, and if he found what seemed to be a suitable person to decide in consultation with the committee on Accommodation mentioned above.

Attention was called to the notice of a proposed amendment to the By-Laws which accompanied the call to this meeting. After some discussion it was moved by Mr. Southam that the Board be increased to 24. This would make three groups of eight, the quorum to remain as at present. This was unanimously approved. The President pointed out that according to the By-Laws a meeting of the Association must be held during June, but unfortunately he was called away on matters of urgency and could not come next week. He had con-
sulted with Mr. Gibson who stated that the meeting might be called for a day next week, and then, by authority of the Board, might be postponed to a later date. It was agreed, therefore, to call a meeting on Thursday, June 29, accompanied by a postponement by authority of the Board, to Thursday, July 13, at 5 p. m.

FINANCIAL REPORT:

The financial report was presented by the Treasurer as follows:

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**

**July 1, 1943 to June 15, 1944.**

**Receipts**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>19,309.75</td>
</tr>
<tr>
<td>Less refunds</td>
<td>995.25</td>
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<tr>
<td>Subscriptions</td>
<td>4,225.00</td>
</tr>
<tr>
<td>Sale of books</td>
<td>1,575.05</td>
</tr>
<tr>
<td>Interest on bonds</td>
<td>150.00</td>
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<tr>
<td>Sundry</td>
<td>1.28</td>
</tr>
<tr>
<td><strong>Cash on hand, July 1, 1943</strong></td>
<td>16.48</td>
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<tr>
<td><strong>Cash on deposit, July 1,</strong></td>
<td>2,420.20</td>
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<tr>
<td><strong>&quot;</strong></td>
<td>2,436.68</td>
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<tr>
<td><strong>Total</strong></td>
<td>26,702.51</td>
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**Disbursements**

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<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Teachers' salaries</td>
<td>8,547.50</td>
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<tr>
<td>Office salaries</td>
<td>6,957.00</td>
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<tr>
<td>Teaching supplies</td>
<td>273.64</td>
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<tr>
<td>Books purchased</td>
<td>1,856.56</td>
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<tr>
<td>Printing, stationery and sundry office expenses</td>
<td>986.93</td>
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<tr>
<td>Purchase of equipment</td>
<td>601.31</td>
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<tr>
<td>Rent</td>
<td>728.00</td>
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<tr>
<td>Students' Council</td>
<td>452.50</td>
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<tr>
<td>General office expense</td>
<td>194.39</td>
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<td>Telephone and telegraph</td>
<td>106.43</td>
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<td>Advertising</td>
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<tr>
<td>Other expense</td>
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<tr>
<td><strong>Total</strong></td>
<td>21,586.36</td>
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<tr>
<td>Description</td>
<td>Amount 1</td>
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<td>------------------------------------------</td>
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<tr>
<td>Cash on hand</td>
<td>83.75</td>
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<td>Cash on deposit</td>
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<tr>
<td>Investment at cost</td>
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<tr>
<td>Accounts receivable</td>
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<tr>
<td>- fees</td>
<td></td>
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<td>- books</td>
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<tr>
<td>Books on hand for sale</td>
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<tr>
<td>Library and faculty books</td>
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<tr>
<td>Equipment at cost</td>
<td></td>
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<tr>
<td>Surplus</td>
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**June 15, 1944**

- **Receipts since June 15**
  - Fees: 97.50
  - Books: 31.05

- **Deposit since June 15**: 166.05

**Outstanding Obligations**

- Printing calendars: 261.36
- Registration forms: 32.40
- Envelopes for calendars: 17.55

Total: 311.31

There was some discussion on the report, the President pointing out that the difference between the surplus this year and last was practically the amount paid to Mr. Shaw as Assistant.
R. A.: With regard to the work in Dramatics suggested for the R. A. the matter was still under negotiation.

PUBLICITY: Some discussion took place regarding publicity. The President read a statement which he had prepared to give the press at the close of this meeting. It read as follows:

REPORT OF THE MEETING OF THE BOARD OF GOVERNORS
of
CARLETON COLLEGE

A meeting of the Board of Governors of Carleton College and the Institute of Public Administration was held in the Chateau Laurier to-day (Friday, June 23). There were present:

(names of members of Board present)

The question of establishing day classes especially to meet requirements of Service men from the Ottawa district returning to Canada was discussed, and it was decided to take measures in that direction. A committee, consisting of Dr. Tory, Mr. C. C. Cowan, Mr. Fred Bronson, Colonel Edwards, Mr. W. M. Connor, and Mr. H. S. Southam, was appointed to consider the whole matter. It is expected that arrangements will be completed in time to start day classes in the autumn of 1945.

After a discussion it was decided to recommend to the Ottawa Association for the Advancement of Learning that the Board of Governors be increased by three members, making the total twenty-four.

The financial statement of the year was submitted and approved. It showed that the work of the year had been closed without a deficit.

The President reported,

1. That the examinations for the year in both Carleton College and the Institute of Public Adminis-
tration had been completed and the results published in the press. The number of those taking the examinations was practically the same as in the previous year. With regard to the quality of the work done, he stated that, taking the reports of the instructors as a basis for his opinion, the work of the year had been eminently satisfactory, the student body showing themselves to be serious minded and in earnest about their studies.

2. That the Calendar for the 1944-45 Session has been published and is now being distributed. In Section I of the Calendar the courses offered in Carleton College (including the Extension Department) are outlined, and in Section II, those offered under the Institute of Public Administration.

3. In the Arts and Science work of the College five new courses appear, Chemistry 3, Russian 2, Portuguese, a more advanced course in Accounting and one in Fine Art. Some reorganization has taken place also in the offerings in Chinese and Japanese. The Department of Extension has been enlarged to include courses in Modern Trends in Education, The Evolution of Knowledge, Journalism, and The Far East. The course in Town and Regional Planning will be continued.

4. The Section dealing with the Institute of Public Administration has been greatly enlarged and reorganized. Students fulfilling the conditions set forth in the Calendar will be granted a Graduation Certificate in Public Administration (Bachelor of Public Administration). The main headings under which a total of sixteen courses are outlined are: Personnel Problems (2 courses); Public Finance (2 courses); Advanced Accounting, Political Science (3 courses); Economics and Sociology (5 courses); Statistics (2 courses); and Advanced Calculus and Differential Equations.

5. He further stated that certain appointments remained to be filled, including a successor to Mr Shaw and that negotiations were proceeding.
It was decided to call the annual meeting of the Association on Thursday, June 29.

He stated this would be given the press after the meeting to-day and he thought that further advertising was unnecessary until later in the summer. He also stated that a special edition on the part of the Calendar relating to the Institute of Public Administration would be issued for wider distribution in September when special folders regarding the Extension Department and the new courses would be issued. This was agreed to.

LIBRARY: The President called attention to the fact that it would probably be necessary during the coming year to spend a possible $1,000 on the library, as the call for books for reference was increasing. He also referred to the general attitude of Mr. Jennings, Librarian of the Carnegie Library, in making available the excellent reference library in the Public Library for evening study for students.

ADJOURNMENT: There being no further business the meeting was adjourned.

[Signature]