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

DATE: November 8, 1945.

PLACE: Board Room, Ottawa Electric Building.

PRESENT: Dr. H. M. Tory, Dr. M. M. MacDrunum, Colonel C. M. Edwards, Mr. H. S. Southam, Mr. T. R. Montgomery, Mr. Norman Wilson, Dr. M. Easson, Mr. W. M. Connor, Mr. W. S. Kidd, Mr. C. C. Gibson, Mr. Frank G. Patten and Mr. E. J. Jenkins.

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

NEW COURSES: The President informed the Board that pressure had been brought to bear upon the College administration to open up new courses in prematriculation for returned men who had been called up by the forces before completing their school year. He stated that we had received 120 applications for such courses and that these had now been arranged for. In addition, there was another 120 who had applied for courses to begin in November of the First Year Arts with a view to preparing to enter advanced professional courses next year. These classes were being arranged to start on November 15. Further, there was still a registration of 70 for one or the other of the above courses which were on the waiting list and the problem of taking care of these was now under consideration.
REPORT OF
FINANCE
COMMITTEE:
The following report of a meeting of the Finance Committee was read:

"A meeting of the Finance Committee of the Board of Governors of the Ottawa Association for the Advancement of Learning was held in the Board Room of the O.E.R. Building, 56 Sparks Street, Ottawa, on Thursday, November 8th, at 4:00 P.M.

Present: Mr. W. M. Connor, Chairman; Dr. H. M. Tory; Mr. W. S. Kidd.
Dr. Tory presented the following estimates of income and expenditures for the session 1945-46.

Income:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fees</td>
<td>$40,000.00</td>
</tr>
<tr>
<td>Gifts</td>
<td>3,000.00</td>
</tr>
<tr>
<td>Int. on bond</td>
<td>150.00</td>
</tr>
</tbody>
</table>

Expenses:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers' salaries</td>
<td>23,000.00</td>
</tr>
<tr>
<td>Office salaries</td>
<td>9,300.00</td>
</tr>
<tr>
<td>Rent</td>
<td>1,500.00</td>
</tr>
<tr>
<td>Library and equip-</td>
<td>4,000.00</td>
</tr>
<tr>
<td>ment</td>
<td></td>
</tr>
<tr>
<td>Incidentals</td>
<td>2,000.00</td>
</tr>
</tbody>
</table>

Possible Surplus $3,350.00

It was agreed that the estimates as submitted be accepted. It was proposed by Mr. Connor and agreed that out of cash on hand $5,000 should be invested in a 9th Victory Loan Bond of that denomination. Agreed.

The meeting adjourned at 4:25 P.M."

The President explained that this estimate had been made up about three weeks ago, the figures being based on the experience of the last two years, but since it had been prepared, the whole position had changed by the addition of over 250 additional students which would
greatly increase the income and considerably increase the expenditures. He stated that there was owing to the College by the Government for fees for returned men approximately $25,000. Some of this was included in the estimates given above but at least $15,000 would have to be added to the $40,000 for fees and a considerable addition to expenditures would have to be also provided for. It was impossible at the moment to make a close estimate but he was careful to keep the classes on a basis where the incoming fees would take care of the expenses and he hoped there would be a substantial surplus at the end of the year, although this was at the moment difficult to estimate.

PAYMENT TO INSTRUCTORS

Due to the fact that the classes were so large and required more time in preparation and reading of essays etc., the President recommended to the Board the following as a mode of procedure. While maintaining the standard of $5.00 for the two-hour period as heretofore, he recommended that the two-hour period in all the large classes be considered for payment as a three-hour period, i.e. allowing one extra hour for preparation and essay reading by the teachers. This would increase the payment to $7.50 a period instead of $5.00. This action was sanctioned by the Board.

NEW TEACHERS:

In view of the large growth of students it had been necessary to find a number of new teachers. He recommended, therefore, the following appointments: He suggested Mrs. Gilliland as an instructress for the English class at a salary of $200 per month for the short period necessary; Mr. P. Alexander, M.A. as a teacher in English and office assistant at the sum of $300 per month for a period of eight months; Messrs. D. P. O'Donnell, Mr. Annable and Mr. Strader for mathematics on the normal terms of appointment and Mr. A. H. Irwin in Chemistry and Mr. Mitchell for Physics on the normal hourly basis. It was moved by Mr. Connor and seconded by Mr. Kidd that the arrangements respecting staff be confirmed. This was unanimously approved.
NEW EQUIPMENT: The President also reported that in order to be able to carry on class work he had been compelled to order some special equipment. He had secured 50 special chairs with large arms to fit up the room in St. James United Church and thought it would be necessary to have 100 more of the same kind. He had ordered them from Moyer's School Supply Company Limited and had been assured that they would be ready as soon as possible. He hoped this would meet all the requirements for the rest of the year.

SPACE:

With regard to space, he stated that we were now occupying one room in Knox Church, one in St. James United Church and a number of rooms in Glebe Collegiate in addition to those in the High School of Commerce and a number of rooms in both Lisgar Collegiate Institute and the Technical School, in addition to the three rooms in Percy Street School reported previously. It would be necessary to get one additional room probably in Glebe United Church and this was now being negotiated for. The Board authorized completion of all these arrangements.

With regard to the meeting suggested in the Minutes of the last meeting between the two committees, namely, the Finance Committee and the Building Committee to consider future space problems, he had been instructed to communicate with Mr. Abbott, Minister of Defense and place the matter before him. Arrangements had been made for this interview between the joint committees and Mr. Abbott by Colonel Edwards. The action taken is shown by the following correspondence:

November 1, 1945

The Hon. D. C. Abbott,
Minister of National Defence,
Ottawa, Ontario.

Dear Mr. Abbott:

Following the conference with you of the deputation of Carleton College Board, I beg to submit, as suggested, the following:
Carleton College was founded in the autumn of 1942 for the express purpose of providing facilities for continuing their education to the many young men and women being called from our schools and colleges in connection with war activities. In addition the Institute of Public Administration was established to provide special courses for Civil Service personnel.

In the beginning only evening classes were established in rooms provided by the High School of Commerce. The College and Institute have developed so rapidly that after three years (1942-1945) over 900 students were enrolled, some departments of the Government alone having over 50 in attendance.

The question of establishing day classes became a vital one this year because of so many returned men seeking registration for full-time courses, the College being recognized by the Department of Veterans Affairs. There are this year over 1,500 registered, of whom approximately 350 are returned men - over 100 taking pre-matriculation subjects, 220 taking First Year Arts, and many in Preparation for Engineering Courses at McGill, Queen's and Toronto. These courses are now all on a full-time basis. In addition, a considerable number of returned men in the employ of the Government, in order to improve themselves, are taking evening classes in the College and Institute.

To make proper instruction possible, we have rented church basements and Public School rooms provided us temporarily by the Public School Board.

As stated to you we have been hoping that the Ottawa Ladies College might be available for permanent use, as the Board of that College has asked of the Government the right to redeem it when vacated (It was expropriated by the Government). It is our hope that before the opening of the 1946-47 session this may be possible. In the meantime, with classes for
200 veterans now being organized, and new classes to follow in January, we are desperately in need of room. As stated to you, we sincerely hope that as temporary buildings are vacated suitable space in some of them may be made available to us for next year unless the use, in the meantime, of the Ladies College can be arranged.

Sincerely yours,

H. M. Tory
President.

DEPARTMENT OF NATIONAL DEFENCE

Office of the Minister

November 6, 1945.

H. M. Tory Esq.,
President,
Carleton College,
Ottawa, Ontario.

Dear Mr. Tory:

I have your letter of 1st November, 1945, in which you were good enough to forward details in connection with your request that the former Ottawa Ladies College be vacated, in order that this accommodation may be utilized by Carleton College.

As you know, I am quite in sympathy with the program now being implemented by Carleton College and I am accordingly bringing your representations to the attention of the responsible officers of my Department with the request that they be given all possible consideration.

Yours very truly,

D. C. Abbott.
SMOKING IN BUILDINGS: The President reported that a problem in connection with smoking in the corridors of the buildings of the Collegiate Institutes had arisen and was giving him some concern, as under the School Board regulations smoking was not allowed in the buildings but it had been found difficult to prevent returned men from smoking when they were not under observation. Members of the Collegiate Board had become concerned about it also and he thought some organized supervision was necessary. It was suggested that someone be employed for that purpose. Mr. Patten was asked if he could secure a man of a suitable character to undertake the supervision, the Board being willing to pay the associated expense. The matter was left in the hands of the President and Mr. Patten.

GIFT OF BOOKS: The President also reported that he had received from the Misses MacGregor nearly 100 volumes of standard literary works including Guizet's History of France, Carlyle's Works, Gibbon's History of Rome, and an English Translation of Victor Hugo's Works, a set of the Makers of Canada, and an especially well-bound set of Washington Irving's Works, with a number of other similar groups. It was moved by Mr. Southam and seconded by Mr. Wilson that a letter of appreciation be sent to the Misses MacGregor.

REORGANIZATION OF COLLEGE: Dr. Tory raised the subject of the reorganization of the College machinery. He considered that we had reached such a stage of permanency that the College ought to be organized into faculties with the proper directing heads and that he would bring forward a proposal in this connection at a later meeting. He asked the Board to consider the question of our making the Institute of Public Administration into the Faculty of Public Administration and relating it more closely to the college activities.
N.B. These minutes are to be completed by a study of the resolutions of finance.

RESOLUTION OF BOARD OF GOVERNORS:

"Whereas the Board of Governors of the Ottawa Association for the Advancement of Learning has noted with satisfaction the remarkable progress made by Carleton College in its endeavours to meet the need of facilities for higher education in the City of Ottawa, and,

Whereas the Board is convinced of the need and practicability of assuring to Carleton College a permanent and ever more useful place in the life of the community, and

Whereas the Board is of the opinion that the experimental stage of the College's existence ended and its permanency assured and that the time has come when the administrators, supporters and well-wishers of the College must unite in a bold move forward,

There, Be It Resolved,
That a financial campaign be undertaken with the twofold object of meeting the immediate needs and of anticipating in vigorous fashion the possible costs of future development and expansion. And, further, that the money objective of the campaign be one million dollars.

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