

2. REPORT OF COMMITTEE ON FINANCE - Mr. McPherson, Mr. Berkey, Mrs. Stockman.

a. Kellogg Farm Financing Matters

The Committee, together with Mr. Cox and Mr. Wilkins, after having visited the W.K. Kellogg Farm, recommends that an amount of \$16,973.84 be transferred from the reserve fund to balance the account of the Kellogg Farm, and that, in the future all requisitions for purchases for the College Farm be put through our Central Accounting Division.

3. COMMITTEE ON MUSIC DEPARTMENT ORGANIZATION AND FINANCE.

a. Report of Committee on consideration of getting upon a paid basis so far as tuition for the training of individual students in Music is concerned.

No report.

b. Additional Practice Rooms for Music Students.

No report.

c. Consideration of plan for construction of Music Building and auditorium submitted through Institute of Music and Allied Arts.

Mr. Bruce Anderson and Professor Richards appeared before the Board with an architect's drawing and proposed plans for the construction of the Music and Allied Arts building.

On motion of Mr. Berkey, it was voted to authorize the Advisory Committee of the Board to confer with Mr. Anderson, who is to prepare financial statements relative to the auditorium project.

4. COMMITTEE ON R.O.T.C. UNIFORMS

Letter from Colonel Davis

Placed on file.

5. Committee appointed to consider status of Sergeant Foley.

No report.

6. COMMITTEE APPOINTED TO CONSIDER RELATIONS BETWEEN THE MICHIGAN STATE COLLEGE AND MEDICAL AND DENTAL COLLEGES IN CONNECTION WITH GRANTING OF B.S. DEGREE.

No report.

It was voted to hold a special meeting of the State Board of Agriculture at 10 o'clock, Friday morning, April 4th.

The meeting adjourned at 4:30.

R. S. Shaw

President

H. S. Halladay

Secretary

MINUTES OF THE SPECIAL
MEETING OF THE STATE BOARD OF AGRICULTURE
April 4, 1930

Present: Messrs. Brody, McColl, McPherson, Berkey, Watkins, Mrs. Stockman, Superintendent Pearce, President Shaw and Secretary Halladay

Absent: No one

The meeting was called to order at 10 o'clock.

1. Course Revision

Approval of revision of all courses offered by the Institution removing them from a four credit basis to a 5, 3, and 2 to effect a 20% saving in administrative and operative overhead, and to distribute the week's work for both students and instructors over a 5½ day period per week rather than 3½ days as at present, - to be effective at beginning of Fall Term.

\$16,973.84 to be trans. from reserve fund to bal. acct. of Kellogg Farm.

no rept. regarding paid basis for tuition in Music.

Plan for construction of Music Bldg. & auditorium.

Adv. Com. to confer with Mr. Anderson re: plans

Letter from Colonel re: uniforms.

No report from Com. to consider status of Serg. Foley.

Course Revision

2. Transfer of Physiology from Veterinary to Science Division

The purpose of this transfer is to give the Department a setting to best administer the needs of students, nine-tenths of whom are enrolled in divisions other than Veterinary and to leave them in a position with possibilities of future expansion,- the department to remain under the direction of Mr. B.B. Roseboom, Associate Professor of Physiology and Pharmacology. Transfer to be effective at the beginning of the next school year.

Dept. of Physiology to be transferred from Division of Veterinary Science to Applied Sci.

3. Transfer of Four-Year Courses in Physical Education for both Men and Women from Arts to Science Division

These courses have just been revised on a strongly scientific basis on which to build the technical superstructure of Physical Education thereby transforming them into science courses which naturally would belong in the Science Division,- effective at beginning of Fall Term 1930.

4-yr. courses in Phys. Ed. for men and women transferred to Sci. Division.

4. Establish Departments of Geology and Geography

Geology is now under the Department of Zoology with which there is no direct technical relationship.

Courses in Geography are requested especially to serve the needs of economics, history, political science, sociology, etc.

Mr. S.G. Bergquist is designated as Head of the Department with the title of Associate Professor of Geology. Effective at beginning of Fall Term 1930.

Depts. of Geology and Geography established.

5. Creation of Separate Department of Modern Languages

The prestige of the Institution demands recognition in the form of a Department of Modern Languages, as they now have a staff of eleven instructors with about 1000 students taking work annually.

Associate Professor L.C. Hughes was designated as Head of the Department and advanced to a full professorship with a salary advance to \$4000 to take effect at the beginning of the coming school year.

Separate Department of Modern Languages created.

6. Advancement of Dr. Dye

Recommendation that Dr. Marie Dye be advanced from Acting Dean of Home Economics to the full Deanship effective April 1st. Action on salary has been deferred.

This recommendation was presented for the reason that Dr. Dye has rendered unusually acceptable service as organizer and administrator and to place her in a position of full authority so far as matters pertaining to adjustment of budgets and divisional personnel are concerned for the coming year.

Dr. Dye advanced to full Deanship.

7. Selection of Dean of Applied Science Division

Recommendation of the appointment of Dr. Ralph Huston as Acting Dean of the Applied Science Division at a salary of \$5500 to take effect immediately. Dr. Huston is well and broadly trained in science, has a doctorate degree, has been familiar with many details of the Institution through having acted for several years as Secretary of the Graduate Committee. His experience along the line of Athletics, especially fits him to administer the courses in Physical Education for men and women which are being transferred to the Science Division.

Dr. Huston made Acting Dean of Applied Sci.

8. Organization of Student Advisor System

The Clearing House Committee on Course Revision has strongly recommended the establishment of a student advisory system, especially for Freshmen and Sophomore students. Failure on the part of the Institution to make more personal contacts with freshman students has been one cause of failure or withdrawal of these students from the Institution. A sufficiently large advisory staff should be established so that advice and guidance and direction could be placed at the disposal of individuals in the under classes. This would probably involve additional remuneration for those rendering the service which should be awarded in the form of increases in salaries rather than special stipends.

Organization of Student Advisor Sys.

9. Creation of Position of Research Professorship in Institutional Administration

The administrative office is constantly confronted with administrative problems which cannot be decided or solved without careful and detailed investigation into each one. The position would be under the personal direction of the President's Office and would involve such problems as continuance of the study of the revised courses in order to discover errors or weaknesses, together with possibilities of strengthening the same. The professor would study and interpret the teaching load, the disposition and efficiency of teaching methods as well as a set up of term schedules. There are problems confronting the office now relating to degrees, entrance requirements, excusing of students, organization of student advisory system, loan funds, etc., which require thorough investigation together with recommendations which will place in the hands of the President's Office accurate information upon which judgments may be based.

Creation of Research Professorship in Institutional Administration

Recommendation of the appointment of Mr. L. C. Emmons as Professor of Mathematical Statistics and Research professor of Institutional Administration at a salary of \$4700 to take immediate effect.

Professor Emmons named to position

10. Creation of Deanship of Graduate School

There are now about 160 students enrolled in the Graduate School, which has heretofore been directed by a special committee. This graduate school does not compete with other institutions as 50% of the majors are in technical work not given in other colleges in the State. 35% consists of science having either a direct or indirect bearing upon the technical work of the Institution.

Dr. Bessey named Dean of Graduate School.

It is not the policy to endeavor to establish a large graduate school, but rather to take

advantage of the splendid facilities in special and scientific work offered for this further study.

Dr. E.A. Bessey is being recommended as Dean of the Graduate School because of the versatility of his training and experience as a linguist, as a scientist, and in connection with graduate work. Salary \$5500 effective immediately.

The following recommendations of the Committee on Advanced Degrees, relative to the reorganization of the control of the Graduate School at Michigan State College were adopted by the Committee at a meeting April 2, 1929:

1. The graduate work at Michigan State College shall be under the supervision of the Dean of the Graduate School. There shall be also a Graduate Council and a Graduate Faculty.
2. The Graduate Council shall consist of six (6) members selected by the President of the College and the Dean of the Graduate School. It shall be the duty of the Graduate Council to assist the Dean in the Administration of the affairs of the Graduate School under rules adopted by the Graduate Faculty.
3. The Graduate Faculty shall consist of:
 - (a) Heads of those departments in which major ^{graduate} work is being conducted.
 - (b) Those members of the College staff who are actually guiding thesis work of graduate students and who have been recommended by the head of the department and approved by the committee on advanced degrees.
4. Additions to the Graduate Faculty shall be made under regulations adopted by the Graduate Faculty itself.
5. It is recommended that rules now in force continue in operation until changed by the Graduate Faculty.

11. Provision of Expert Accountant, Auditor and Business Manager as Financial Advisor to Student Organizations

The sum total of all budgets for fraternities, sororities, classes and other student organizations undoubtedly exceeds \$175,000 per annum. There is abundant evidence of lack of use of proper methods of accounting, auditing, etc., on the part of the student organizations, resulting in the unwise use of funds, over-drafts and deficits which frequently involves the integrity of individuals or groups of students. It is anticipated that eventually a fraction of 1% of the total budgets or organizations might be paid in recompense for the service rendered. This service should be under the direction of the Controller who is responsible to the Business Manager of the College.

12. Designation of All College Division

To include Departments of Military, Competitive Athletics, Publications & Journalism, Institutional Administration, Library, Registrar and Health Service. The six Divisions of the College now in existence should not properly include the above listed departments which render services to the Institution as a whole. It is desirable that this All College Division should be given such designation that it may appear in publications so that it may be clear to all where the responsibilities rest.

On motion of Mr. McColl, it was voted to adopt the above twelve items and that the time of putting the matters into operation be left with the President.

13. Advancement in Titles

On motion of Mr. McPherson, it was voted to approve the following advancements in titles:

Agricultural Division

Farm & Horse Dept.

Present Title

Requested Change

R.S. Hudson

Hudson, Ralph

Supt. of Farm

Supt. of Farm & Assoc.
Prof. of Animal Husbandry

Forestry Department

Karl Dressel

Dressel, Karl

Instructor

Asst. Prof. of Forestry

Applied Science Division

Chemistry Department

D.T. Ewing

Ewing, D.T.

Assoc. Prof.

Prof. of Physical Chemistry

Organization of Graduate School.

Financial Advisor to Student Organizations to be authorized.

All College Division Designated

Advancement in Titles

<u>Geology Department</u>	<u>Present Title</u>	<u>Requested Change</u>	<u>Advancement in Titles</u>
Kelly, W. A.	Instructor	Asst. Prof. of Geology	W.A. Kelly
<u>Engineering Division</u>			
<u>Dept. of Drawing & Design</u>			
Scheele, A. G.	Prof. of D. & D.	Professor of Art	A.G. Scheele
Field, L.N.	Assoc. Prof. of D.& D.	Prof. of Machine Design	L.N. Field
<u>Dept. of Mechanical Engineering</u>			
Hobbs, G.S.	Asst. Prof.	Assoc. Prof. of M.E.	G.S. Hobbs
<u>Liberal Arts Division</u>			
<u>Dept. of Economics</u>			
Haber, Wm.	Asst. Prof.	Assoc. Prof. of Econ.	Wm.Haber
Dunford, C.S.	Assoc. Prof.	Prof. of Bus. Adm.	C.S. Dunford
Gee, E.A.	Asst. Prof.	Assoc. Prof. of Econ.	E.A. Gee
<u>English Department</u>			
Roseboom, Norma	Asst. Prof.	Assoc. Prof. of English	Norma Roseboom
Hughes, L. C.	Assoc. Prof. of Mod. Language	Professor of Modern Language	L.C. Hughes
<u>Home Economics Division</u>			
Whittaker, E.	Instructor	Asst. Prof. of Nutrition	E.Whittaker

14. Construction of Houses at Chatham

On motion of Mrs. Stockman, it was voted to refer the matter in regard to the construction of houses at Chatham to the President and Secretary with power to act.

Const. of houses at Chatham left to Pres. & Sec.

15. Construction of Apiary Building

On motion of Mr. McColl, it was voted to refer the above item to the President and Secretary with power to act.

Const. of Apiary Bldg. left to Pres. & Sec.

16. Animal Disease Research and Anatomy Building

On motion of Mr. McColl, it was voted that the architects be instructed to proceed with the finished plans and specifications for the Animal Disease Research and Anatomy Building.

Architects to proceed with plans of An. Dis. & Anat. Bldg.

17. Deposits on Bids for New R.O.T.C. Uniforms to be returned

On motion of Mr. McPherson, it was voted to return, except to the low bidder, the checks to the firms who placed deposits with their bids for Military uniforms.

Bids on R.O.T.C. Uniforms to be returned

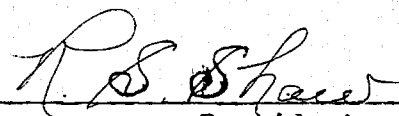
18. Plans for Barns

On motion of Mr. McPherson, it was voted that the Building Committee be authorized to have the finished plans of the barns completed and bids received before April 21.

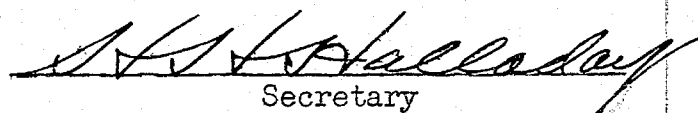
Finished plans of barns completed by April 21.

It was voted to hold the next meeting of the State Board of Agriculture Monday, April 21st, at 10 o'clock in the President's Office.

The meeting adjourned at 2:30.



President



Secretary