

11-14-1921

Proceedings of the Normal School Board of the State of Illinois

Illinois Department of Registration and Education

Illinois Normal School Board

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STATE OF ILLINOIS
DEPARTMENT OF REGISTRATION AND EDUCATION

THE NORMAL SCHOOL BOARD.

EX-OFFICIO MEMBERS

W. H. H. MILLER, Director of Registration and Education, Springfield, *Chairman*

FRANCIS G. BLAIR, Superintendent of Public Instruction, Springfield, *Secretary*

APPOINTED MEMBERS

1917-1921

FRANK E. RICHEY, LaSalle

HENRY A. NEAL, Charleston

ELMER T. WALKER, Macomb

1917-1923

J. STANLEY BROWN, Joliet

LEROY A. GODDARD, Chicago

WILLIAM B. OWEN, Chicago

1919-1925

ROLAND BRIDGES, Carbondale

CHARLES L. CAPEN, Bloomington

JOHN C. ALLEN, Monmouth

PRESIDENTS OF NORMAL SCHOOLS

DAVID FELMLEY, A. B., LL. D., L. H. D.,
Illinois State Normal University, Normal

HENRY W. SHRYOCK, Ph. B.,
Southern Illinois State Normal University, Carbondale

JOHN A. COOK, A. M., LL. D.,
Northern Illinois State Normal School, DeKalb

LIVINGSTON C. LORD, A. M., LL. D.,
Eastern Illinois State Normal School, Charleston

WALTER P. MORGAN, A. B., A. M.,
Western Illinois State Normal School, Macomb

37085

NOTE

With the enactment of the Civil Administrative Code by the Fiftieth General Assembly, the five separate boards of trustees in charge of the State normal schools were succeeded by the State Normal School Board, consisting of nine members appointed by the Governor, and two ex-officio members—the Director of the Department of Registration and Education, who is designated as Chairman of the Board, and the Superintendent of Public Instruction, who is designated as Secretary of the Board.

This law became effective July 1st, 1917. Governor Frank O. Lowden appointed the following members who, together with the ex-officio members, constitute the first State Normal School Board.

For term expiring 2d Monday, January, 1923.

J. Stanley Brown.....	Joliet
Leroy A. Goddard.....	Chicago
Wm. B. Owen.....	Chicago

For term expiring 2d Monday, January, 1921.

Frank E. Richey.....	LaSalle
Henry A. Neal.....	Charleston
Elmer T. Walker.....	Macomb

For term expiring 2d Monday, January, 1919.

Roland Bridges.....	Carbondale
Charles L. Capen.....	Bloomington
John C. Allen.....	Monmouth

STANDING COMMITTEES.

Buildings and Grounds

Mr. Richey
Mr. Neal
Mr. Allen
The Chairman
The Secretary

Rules and Regulations

Mr. Goddard
Mr. Capen
Mr. Walker
The Chairman
The Secretary

Administration and Finance.

Mr. Brown
Mr. Owen
Mr. Bridges
The Chairman
The Secretary

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

Normal, Illinois,
November 14, 1921.

The Normal School Board met in the office of the President of the Illinois State Normal University at Normal, Illinois, on November 14, 1921, at 9:00 A. M.

Present: Messrs. Capen, Neal, Owen, Richey, Stitt, Walker, Miller, Blair.

Absent: Messrs. Allen, Bridges.

All of the Normal School Presidents were present.

The minutes of the previous meeting were read and approved.

President Shryock presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Carbondale, Illinois,
November 14, 1921.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Southern Illinois State Normal University.

I. ATTENDANCE:

Normal department.....	645
High School department.....	108
	<hr/>
Total.....	753

II. FACULTY:

Since the Board met in July, we have had two withdrawals from the faculty. Miss Fadra R. Holmes was married November 15. She gave us only ten days' notice, but we were able to secure Miss Pansy York of Superior, Wisconsin. Miss York is a graduate of the State Normal School of Superior, Wisconsin, and has had two years of advanced work at the University of Wisconsin. She will receive her degree when she has worked off by correspondence one unit in English, on which she was conditioned because of lack of complete secondary record. Miss York served one year as critic teacher in the State Normal School at Valley City, North Dakota; has had, altogether, seven years of teaching experience. Her work is entirely satisfactory. Her salary for the year has been fixed at \$2000.00.

Miss Edith Bell asked to be given leave of absence; the leave, however, being nominal because she does not expect to return. She is in the University of Chicago where she is working out her M. A. Miss Mary Beall Sheridan, who served with us as a substitute three years ago, has returned to us. Miss Sheridan is a graduate of the State Normal School at Terre Haute, Indiana; has her A. B. from the University of Illinois; served two years as substitute critic teacher in the State Normal School at Valley City, North Dakota. She is to receive \$2025.00, \$175.00 less than we had agreed to pay Miss Bell. The latter amount was promised to Miss Bell because she was giving a good deal of service as one of the deans of women.

III. GROUNDS AND BUILDINGS:

We are cutting the old assembly hall into four recitation rooms and one lecture room, the latter large enough to seat 350 people.

Respectfully submitted,

H. W. SHRYOCK, *President.*

President Shryock reported the resignation of Miss Fadra R. Holmes and Miss Edith Bell, and the appointment of Miss Pansy York and Miss Mary Beall Sheridan. Recommendations approved by the Board.

President Lord presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Charleston, Illinois,
November 14, 1921.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Eastern Illinois State Teachers' College.

I. STUDENTS

Attendance—Fall Term, 1921.	Men and Boys	Women and Girls	Total	Total One Year Ago
Normal DepartmentTotal	109	296	405	300
Students of college rank.....	53	174	227	184
*Students below college rank.....	56	122	178	116
Training Department.....Total	170	190	360	380
Students in high school (ninth year of Junior High School).....	48	41	89	115
Pupils in elementary sch. (grades 1-8).	122	149	271	265
Non-residentsTotal				
Students in extension classes.....
Students in correspondence classes....
Total all students and pupils.....	279	486	765	680

*Includes Senior High School X, XI, XII.

Attendance—Summer Term, 1921.

Normal Department—First six weeks..	144	820	964	823
Second six weeks	53	99	152	120

REPORT OF THE EASTERN ILLINOIS STATE TEACHERS COLLEGE— CHARLESTON, NOVEMBER 14, 1921

II. FACULTY.

I wish to report our total pay roll for the year 1921-1922, which covers vacancies filled since the last meeting of the Board and already approved by the Director of Registration and Education and the Director of Finance.

L. C. Lord.....	President,	Education	\$ 6,500	12 months
Ellen A. Ford.....	Professor	(Dean), Latin.....	3,825	36 weeks
E. H. Taylor.....	"	Mathematics	3,825	"
Fiske Allen	"	Director of Training Sch..	3,510	"
L. F. Ashley.....	"	Manual Arts	3,500	"
S. E. Thomas.....	"	History	3,380	"
Florence Skeffington..	"	English	3,380	"
Howard DeF. Widger..	Asst. Prof.,	English	3,120	"
Isabel McKinney	"	English	3,120	"
Raymond L. Modesitt..	"	Mathematics	3,120	"
Donald M. Marvin....	Professor,	Psychology and Education	3,060	"
A. B. Crowe.....	"	Physical Science	3,060	"
Annie L. Weller.....	"	Geography	2,736	"
Charles P. Lantz....	Asst. Prof.,	Physical Education.....	2,736	"
Earl H. Hall.....	Professor,	Biological Science	2,700	"
Charles S. Spooner...	"	Biological Science	2,700	"
Frederich Koch	"	Music	2,500	"

Lewis A. Moore.....	Asst. Prof. Agriculture.....	\$2,500	36 weeks
Earl R. K. Daniels....	English	2,400	"
Marguerite Rooke....	Home Economics	2,214	"
Ruth E. Major.....	Instructor, Music	2,214	"
Annabel Johnson	French	2,160	"
Lena B. Ellington....	History	2,160	"
Grace E. Messer.....	Art	2,070	"
Helen Fern Daringer..	English	2,000	"
Ruth Carman	Latin	2,000	"
Agnes Stewart	Physical Education	1,800	"
Edith E. Ragan.....	Training Teacher, Ninth Grade.....	2,400	"
Gilberta Coffman	" " Sixth Grade.....	2,400	"
Florence E. Gardiner..	" " Third Grade.....	2,400	"
Anna H. Morse.....	" " First Grade.....	2,400	"
Ruth Jessup	" " History	2,214	"
Margaret A. Gant....	" " Eighth Grade....	2,142	"
Gertrude Woodfill	" " Fourth Grade.....	2,000	"
Elizabeth Hilton.....	" " Second Grade	1,935	"
Leah I. Stevens.....	" " Seventh Grade....	1,800	"
Jessie L. Forde.....	" " Fifth Grade.....	1,800	"
Mary J. Booth.....	Librarian	2,070	"
Lois F. Shortess.....	Assistant Librarian.....	1,440	"
Marion Baird	Assistant Librarian.....	1,200	"
Gertrude Goldman....	Nurse and Instructor.....	1,000	42 weeks
Grace Ewalt	Secretary and Business Manager....	3,250	12 months
Gertrude J. Kolle....	Registrar	1,800	"
Josephine Bailey....	Stenographer	1,500	"
Eva Nelle Chamberlin..	"	1,200	"
Edson Clodfelter	Engineer	2,280	"
John Livingston.....	Fireman	1,248	"
Lewis M. Pattison....	"	1,116	"
Walter H. Nehrling..	Superintendent of Grounds.....	1,980	"
Granvil Shafer.....	Head Janitor	1,740	"
Frank Adams.....	Janitor	1,116	"
H. C. Kerr.....	"	1,116	"
J. Elmer Neal.....	"	1,116	"
Newton Walker.....	"	1,116	"
B. F. Waters.....	Watchman	1,116	"
John D. Freland.....	Laborer	1,116	"
Wm. H. McFadden....	"	1,116	"
Charles McKee.....	"	1,116	"
Harry L. White.....	"	1,116	"

III The first summer term showed an increase of 141 over the preceding year, but fell short of our highest attendance (1023 in the summer term of 1916) by 59. We expected in the second six weeks a somewhat larger increase over the preceding year, which was the first year in which we have held a second six weeks term, the attendance being 120 in 1920 and 152 in 1921.

IV. THE CURRICULUM. (No Report).

V. BUILDINGS AND GROUNDS.

Our buildings have been put in good condition. Every effort possible should be made to insure the completion of our new power plant before the beginning of another school year. The addition to our Training School should be completed before our next summer term.

VI. AUXILIARY ENTERPRISES.

I wish to submit for the consideration of the Board reports for PEMBERTON HALL, THE TEXTBOOK LIBRARY AND SCHOOL STORE, STUDENTS LOAN FUND, and THE ADELIA CAROTHERS FUND for the year ending September 30, 1921. These cover the last four quarterly reports which were sent to the Department of Registration and Education at the close of each quarter.

REPORT OF THE EASTERN ILLINOIS STATE TEACHERS COLLEGE— CHARLESTON, NOVEMBER 14, 1921

REPORT FOR PEMBERTON HALL FOR YEAR ENDING SEPTEMBER 30, 1921

Cash in fund September 30, 1920.....\$ 3,174.45

Cash received during year:

Room rent\$ 6,103.50

Board 27,288.75

Guest fees	522.90	
Banquets, parties, etc.....	761.30	
Miscellaneous sales, etc.....	255.66	34,932.11

\$ 38,106.56

Cash disbursed during year:

Salaries and wages.....	\$ 6,106.54	
Office expenses	317.65	
Travel	67.94	
Bedding	421.94	
Food supplies	14,342.25	
Coal (for kitchen range).....	249.49	
Gas	26.83	
Electric current	562.44	
Water	165.49	
Heat	3,907.16	
Laundry	982.30	
Miscellaneous household supplies.....	2,364.84	
Medical supplies	48.06	
Miscellaneous operating supplies	56.47	
Refund of board and room rent to students..	277.00	
Repairs to buildings and equipment.....	1,366.78	
Additional equipment	2,286.22	33,549.40

Cash on hand September 30, 1921.....\$ 4,557.16

Amount on deposit in the National Trust Bank of Charleston. 4,557.16

September 30, 1920:

Cash in fund	\$ 3,174.45	
Inventory of usable or current supplies.....	3,700.00	
Accounts receivable due	16.85	

\$ 6,891.30

Accounts payable due.....

September 30, 1921:

Cash in fund	\$ 4,557.16	
Inventory of current or usable supplies.....	2,211.56	
Accounts receivable due	76.55	

\$ 6,845.27

Accounts payable due.....

Board and room.....\$7.50 a week

Board only 5.50 a week

REPORT OF THE EASTERN ILLINOIS STATE TEACHERS COLLEGE— CHARLESTON, NOVEMBER 14, 1921

REPORT FOR TEXTBOOK LIBRARY AND SCHOOL STORE FOR YEAR ENDING SEPTEMBER 30, 1921

Cash in fund September 30, 1920.....\$ 1,052.35

Cash received during year:

Book rent	\$ 2,269.00	
Sale of textbooks	131.80	
Sale of miscellaneous school supplies.....	1,462.99	3,863.79

\$ 4,916.14

Cash disbursed during year:

Salaries and wages	\$ 228.11	
General office supplies.....	39.67	
Textbooks	2,477.33	
Textbook library supplies.....	58.82	
Refund of book rent	8.00	
School supplies for sale.....	1,312.37	4,124.30

Cash in fund September 30, 1921.....\$ 791.84

Amount on deposit in the First National Bank, Charleston...\$ 791.84

Textbooks are rented to students at \$1.00 a term.

REPORT FOR STUDENTS LOAN FUND FOR YEAR ENDING SEPTEMBER 30, 1921

Cash in fund September 30, 1920.....\$ 1,763.59

Cash received during year:

Notes paid—Principal	\$ 675.00	
Interest	91.94	766.94

\$ 2,530.53

Loans during year	1,675.00
Cash in fund September 30, 1921.....	855.53
Notes receivable outstanding September 30, 1921.....	2,350.00
U. S. Liberty Bond	500.00

Total amount of fund September 30, 1921.....\$ 3,705.53

Amount on deposit in the National Trust Bank of Charleston
(check and savings accounts) September 30, 1921.....\$ 855.53

Money is loaned to students on their personal notes at three per cent interest during the second half of their course here.

REPORT OF THE EASTERN ILLINOIS STATE TEACHERS COLLEGE— CHARLESTON, NOVEMBER 14, 1921

REPORT FOR THE ADELIA CAROTHERS FUND FOR THE YEAR ENDING SEPTEMBER 30, 1921

Cash in fund September 30, 1920.....	\$ 100.00
Cash received during year

Loans during year	100.00
	100.00

Cash in fund September 30, 1921.....
Notes receivable outstanding September 30, 1921.....	\$ 200.00

Total amount of fund September 30, 1921.....\$ 200.00

Money from this fund is loaned to young women on their personal notes at three per cent interest during the second half of their course here.

VII. STUDENT LIFE. (No Report).

VIII. MISCELLANEOUS. (No Report).

IX. SUMMARY.

Action of the board is requested to cover faculty and other employes for the year 1921-1922 as reported.

Respectfully submitted,

L. C. LORD, *President.*

His recommendations on the appointment of the faculty and other employees for the year 1921-1922 were approved by the Board.

President Brown presented his report which was received, placed on file, and is made a part of these minutes. The report follows:

DeKalb, Illinois,
November 14, 1921.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Northern Illinois State Teachers' College.

I. STUDENTS.

1. ATTENDANCE.

	Fall Term, 1921.			
	Men and Boys	Women and Girls	Total	Total One Year Ago
Normal Department402 total	82	320	402	335
Students, College Rank.....	57	287	344	286
Students, Below College Rank.....	6	9	15	49
Students, (High School).....	19	24	43
Training Department573 total	284	289	573	486
Total of all students and pupils.....	366	609	975	821

II. FACULTY.

At the last meeting of the Board the Presidents were authorized to fill vacancies in the faculty and report the same for approval at this meeting. We recommend S. R. Arseneau, assistant professor of Geography, at a salary of \$2500 for 42 weeks. He is a graduate of the State Normal University, has

studied at Illinois Wesleyan, has a Bachelor's Degree from the University of Chicago, has taught in public schools in Decatur and Chicago.

Miss Edith Bond as Director of Physical Education for Women, is recommended at a salary of \$2500 for 42 weeks. Miss Bond has a Bachelor's Degree from the University of Wisconsin and has been in charge of the physical education at the State College of Manhattan, Kansas, for the past four years.

Mr. Robert G. Buzzard, Head of the Department of Geography, is recommended at a salary of \$3100 for 36 weeks. He is a graduate of the State Normal University, has a Bachelor's Degree from the University of Chicago and also a Master's Degree from the University of Chicago; has had graduate study, taught in rural schools, taught in Normal School at Normal, and also to be Dean of men.

Miss Mary G. Draser, Assistant Professor of Fine Arts, is recommended at a salary of \$1885 for 36 weeks. Miss Draser is a graduate from Western State Normal, has a Bachelor's Degree from Columbia University, and has had experience in teaching art at Downers Grove and Rockford, Illinois.

Mr. Otto Gable, as Principal of the practice school, is recommended at a salary of \$2200. Mr. Gable is a graduate of the Normal School at DeKalb, has a Bachelor's Degree from the University of Chicago and also a Master's Degree, and has had eight years experience in the State Normal School at Peru, Nebraska.

Mr. Ira J. Jenks, Professor of Chemistry, is recommended at a salary of \$2500 for 42 weeks. Mr. Jenks has a Bachelor's Degree from Wheaton College and a Master's Degree from the University of Chicago. He has done special work in Chemistry and has had an extended experience in high-school teaching in Illinois.

Howard M. Payne, part-time instructor in violin, is recommended at a salary of \$500 for eight school months. Mr. Payne is a graduate of the Conservatory of Music, Troy, N. Y., a student in Berlin and Philadelphia.

Edna L. Storrs, Assistant Professor of Home Economics, is recommended at a salary of \$1800 for 36 weeks. Miss Storrs has a Bachelor's Degree from the University of Chicago, and has experience in rural school, high school, and college.

Mr. Allan T. Wright, Professor of English, is recommended at a salary of \$2500 for 42 weeks. Mr. Wright has two degrees from the University of Illinois, has done graduate work at Chicago, and has had ten years' experience in elementary schools, high school, and college.

Miss Clara E. Fogg, second grade critic, is recommended at a salary of \$1575 for 36 weeks. Miss Fogg has a degree from the State Teachers' College of Iowa, has studied at Columbia University, has had extended experience in the elementary grades and normal schools.

Miss Bena M. Peterson, sixth grade critic, is recommended at a salary of \$1575 for 36 weeks. Miss Peterson is a graduate of the Normal School at DeKalb, has had work in the University of Chicago, and has been a teacher for fifteen years in the elementary schools.

The number on the faculty is now the same as it was three years ago.

III. THE ORGANIZATION.

The fall quarter opened September 12 and shows a gain of twenty per cent in the student body over last year. We have a larger number of men than were ever in the institution before. It is evident to us that there are various influences at work bringing men back into the institution. We welcome the condition because it tends to produce a morale in the student body and faculty to have a wholesome number of men.

The boarding and living conditions for the student body are better than last year. There are at least four different places now where students may room *and* board. Last year there was scarcely a place. There are more public places to accomodate students who room in town and who must depend

upon public places. There is, however, great need of another dormitory for women.

IV. THE CURRICULUM.

Many changes are being made in the curriculum to comply with the new conditions attendant upon the creation of a Teachers' College. Four-year courses are being organized in Art, Music, and Home Economics. The course in Industrial Arts will remain two years in length for the present. The two-year course for high school graduates who expect to teach in the elementary schools will continue to be the course which will appeal to the largest percentage of our student body, but we have now an increasing number who will come to us for four years following high school graduation.

The curriculum for the high school is narrow and will probably remain narrow because we intend to keep that body of students only large enough to meet the requirements of the practice department of college students.

Changes in the curriculum and organization will appear in the new catalog.

V. BUILDINGS AND GROUNDS.

Since the last meeting of the Board, the campus has been injured by the cyclone which destroyed thirty or more of the trees. These have been cleared up and others are being planted to take their places. The campus, as a whole, has never been more attractive than it has this fall. Trees for the ex-service men among the alumni who died in service are given a prominent place on the campus.

The difficulties which we had last year in the coal supply are entirely removed. The contractors this year are furnishing screenings and lump coal according to the provisions of their contracts, and we have on hand now about seven hundred tons. The coal handling device breaks down quite often and necessitates an unusually large amount of repair work.

VI. AUXILIARY ENTERPRISES.

The dormitory for women is filled all the time and we see daily the necessity of having another one to accommodate the women of the institution. Our failure to get this dormitory is a distinct handicap to the institution and its growth because of the large number of mothers who wish their daughters to live in the dormitory and the large number of young women who wish to live there but who cannot get accommodations.

VII. STUDENT LIFE.

The student organization has secured during this quarter the following people for public programs: Ruth Mary Weeks, Mme. Schumann-Heink, Lew Sarett, The Jess Coffey-Martha Miller Players, and Dr. Alva W. Taylor. All of these entertainments are arranged for by the student body and have added very greatly to the educational advantages of the institution.

The hockey team for young women, the swimming classes, the football team for men, the Domestic Arts' Club, the Womans' Athletic Association, and kindred organizations, give avenues of outlet for out-of-classroom activities among the students.

We recommend for graduation at the close of this quarter the following people: Lucile Cannon, Marie Cannon, Mollie Duffy, Lucille Eddy, Irene Fauth, Leonard Johnson, Hanna Murray, Anna Peters, Alice Pobstman, Sidney Rasmusen, Marie Van, and Belle Barrett.

VIII. MISCELLANEOUS. (No Report).

IX. SUMMARY.

Subjects for action by this Board: Approval of the completed faculty list and the list for graduation at the close of this quarter.

Respectfully submitted,

J. STANLEY BROWN, *President.*

The Board approved of the completed faculty list and the list for graduation as recommended.

President Morgan presented his report, which was received, placed on file, and is made a part of these minutes. The report follows.

Macomb, Illinois,
November 14, 1921.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Western Illinois State Teachers' College.

I. STUDENTS.

1. a. ATTENDANCE—FIRST SUMMER TERM, 1921.

	Men and Boys	Women and Girls	Total	Total One Year Ago
College DepartmentTotal	69	640	709	610
Students of college rank.....	64	622	686	554
Students with academic work to make up	5	18	23	56
Training DepartmentTotal	111	198	309	309
Students in high school.....	21	92	113	119
Students in elementary school.....	90	106	196	190
Total, all students and pupils.....	180	838	1018	919
Per cent of increase over one year ago—10.7.				

b. ATTENDANCE—SECOND SUMMER TERM.

College Department	24	69	93	None
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c. ATTENDANCE—FALL TERM, 1921.

College DepartmentTotal.	82	253	335	324
Students of college rank.....	34	176	210	163
Students with high school work in- complete	48	77	125	161
Training DepartmentTotal	124	175	299	297
Students in High School.....	44	83	127	124
Students in elementary school.....	80	92	172	173
Non-Residents—				
Students in extension.....	628	592
Per cent of increase over last year for College Department and extension—5.1.				

2. a. ATTENDANCE—SUMMER TERM, 1920.

College DepartmentTotal	46	564	610
Students of college rank.....	32	522	554
Students with high school work in- complete	14	42	56
Training DepartmentTotal	97	212	309
Students in high school.....	7	112	119
Students in elementary school	90	100	190

b. ATTENDANCE—FALL TERM, 1920.

College DepartmentTotal	86	238	324
Students of college rank.....	29	134	163
Students with high school work in- complete	57	104	161
Training DepartmentTotal	142	176	318
Students in high school.....	45	84	129
Students in elementary school.....	97	92	189
Non-Residents—				
Students in extension.....	69	523	592	552

3. The percents of increase in the various departments of the college do not tell the whole story. In addition to these it may be observed that the entire gain in students at the first summer term last year over the previous summer was in students of college rank, while there was a loss in the number below college rank.

The second summer term which was held last year for the first time

was very satisfactory not only in numbers but in the fact that the students were all of college rank and most of them were well advanced in the course.

The attendance of the present term when compared with that of the Fall term of 1920 shows 47 more students of college rank in attendance at this time and 36 fewer with high school work incomplete.

In general the student body is more mature this year than last and more students are enrolled for senior college work.

The enrollment in the extension classes this year is much heavier than last and is really limited only by the teaching force which the school has available for such work. Besides the two extension directors five members of the regular faculty have volunteered to take one extension class each.

4. These persons received recognition at commencement exercises held July 22, 1921, as follows:

COLLEGE DEGREE

Balthorp, Elizabeth
Moody, Martha Ryan

Tabunar, Gabino

SPECIAL DIPLOMA

Arnett, Helen—Mathematics and Physics
Braucht, Edna Eleanor—History and English
Crawford, Agnes—Drawing and Design
Fuhr, Katherine H.—Physical Education
Gash, Olive—Drawing and Design
Hannah, Cecelia—Library Economy
Jones, Ruth Lillian—English
Moody, Martha Ryan—Chemistry and Physics

NORMAL DIPLOMA

Bates, Myrle M.
Bliss, Ethel May
Braucht, Edna Eleanor
Brown, Ivan C.
Collins, May L.
Dutton, Elizabeth
Erickson, Helen
Evans, Gladys
Farnum, Herbert L.
Ferson, Esther
Fuhr, Katherine H.
Grubb, Donald J.
Hannah, Cecelia

Jones, Ruth Lillian
Long, Dorothy
May, Edna
Mills, Cecile
Parks, Helen Reba
Post, Bertha
Rennick, Mary Lena
Sargent, Elvira
Senn, Isabel
Torrens, John
Wilson, Opal
Wise, Ruth I.
Woods, Paul E.

These four students finished the two year curriculum at the end of the second summer term, August 26, 1921

Crow, Beulah
Gallagher, Helen V.

Roll, Reva
Teach, Nina

II. THE FACULTY.

1. Since the last meeting of the board Miss Edith Dallam, who had been teaching piano, has tendered her resignation to accompany her parents to Texas.

2. The following appointments to faculty positions have been made since the last meeting.

	Salary
Theresa Wild, head of music department.....	\$ 2,100.00
Nelle Orwig, instructor in music.....	1,275.00
Karl Crilly, instrumental music.....	1,350.00
R. E. Habermann, head of physical training (men) ..	2,160.00
D. C. Beighey, head of commercial department.....	2,575.00
Sophia Reed, instructor in home economics.....	1,275.00
Grace Bowen, instructor in physical training.....	1,275.00
Mary Bennett, instructor in biology.....	1,275.00
Gerald Pugh, instructor in manual training.....	1,275.00
Lois Browne, training school teacher.....	1,890.00
Mildred Roberts, training school teacher.....	1,350.00
Cecile Hannah, asst. librarian (student), 3-4 time.....	720.00
Isabelle Grant, asst. librarian (student) 3-8 time.....	360.00

3. _____

4. The school needs more members on its faculty. Some classes have as many as 65 students in them. Quite a number have more than 30.

5. _____

III. THE ORGANIZATION.

1. See II, 4.
2. See I, a, b, and II, a.
3. See I, a and II, b.
- 4 and 5, _____

IV. THE CURRICULUM.

1. No Report.

V. BUILDINGS AND GROUNDS.

1. The repairs which were planned for this summer have not been made but the architect is arranging for them now. New flues have been ordered for two boilers. The cornice on the main building will need fixing again very soon.

2. The fire escapes for the dormitory for which appropriations were made by the 51st General Assembly have just been completed.

VI. AUXILIARY ENTERPRISES.

- 1.

MONROE HALL

The following is a report of the receipts and expenditures of all moneys for Monroe Hall from July 1, 1921, to October 1, 1921.

RECEIPTS

From Whom	For What	Amount
Balance		\$5733.41
Students, Room Rent	21 wks. at \$1.00 \$ 21.00	
"	156 wks. at 1.25 195.00	
"	212 wks. at 1.50 318.00	
"	6 wks. at 1.75 10.50	\$ 544.50
Board	391 wks. at 5.00.....	1955.00
Meals for guests		57.75
Laundry		40.80
Cafeteria Food Supplies.....		3.10
Citizens State Bank, interest on time deposit.....		45.00
		<hr/> \$8379.56

EXPENDITURES

To Whom	For What	
Chandler Bros., Amos James and others..	Groceries	\$ 495.42
Employees	Services	1308.71
Creamery Company	Dairy Supplies	176.50
Rath Packing Co., Wilson Co.....	Meats	323.00
Central Ill. Public Service Co.....	Gas	\$31.68
Central Ill. Public Service Co.....	Electricity	88.20
Central Ill. Public Service Co.....	Ice	43.14
Marshall Field Company and others.....	Linens, Mdse	196.75
Helen Clemmons	Board refunded.....	10.00
Weems Laundry	Cleaning curtains	36.05
Schnarr and Federal Bakeries.....	Bread and Cake	91.79
Cudahy Packing Company.....	Laundry soaps	86.24
Am. Ry. Exp. Co. and Ira Post.....	Express and Freight.....	11.74
L. Stocker Sons.....	Knives and Forks.....	24.00
Postmaster	Stamped Envelopes.....	11.23
Balance		5445.11
		<hr/> \$8379.56

SUMMARY AND EXPLANATION

Cash balance at beginning of quarter.....	\$5733.41	
Inventory goods beginning of quarter.....	1965.53	\$7698.94
Bills and orders outstanding.....		699.20
Unencumbered balance		\$6999.74
Cash balance at close of quarter.....	*5445.11	
Inventory goods at close of quarter.....	1704.90	7150.01
Bills and orders outstanding.....		574.25
Unencumbered balance		6575.76
Loss		<hr/> \$ 423.98

*\$4,000.00 of the cash balance is in the form of a time deposit in the Citizens State Bank of Macomb and bears 3% interest.

CAFETERIA REPORT.

Total Receipts from July 1, 1921, to October 1, 1921.....	\$ 2,176.66
Balance on hand July 1, 1921.....	59.56
Total.....	\$ 2,236.22

DISBURSEMENTS

Groceries	\$ 680.06
Meats	199.84
Bread and Cake	100.70
Butter, milk, poultry	254.84
Ice Cream	170.15
Dishes	45.55
Vegetables and fruit	73.63
Utensils	5.65
Pop	6.00
Service	368.49
Miscellaneous	27.78
	\$ 1,932.69
Inventory of goods on hand October 1, 1921.....	\$ 327.66
Cash balance	303.53
Total assets	\$ 631.99
Bills outstanding	35.86
Free available balance	\$ 595.33

SUMMARY

Cash balance at beginning of quarter.....	\$ 59.56
Inventory of goods.....	557.00
	\$ 616.56
Bills outstanding (Butterfield).....	129.19
Unencumbered balance	\$ 487.37
Cash balance at end of quarter.....	\$ 303.53
Inventory of goods	327.66
	\$ 631.19
Bills outstanding	35.86
Unencumbered balance	\$ 595.33

VII. STUDENT LIFE.

1. The usual parties and entertainments have been held. Social conferences have been arranged for the women by the Dean. The usual activities outside the classroom work are being carried on.

VIII. MISCELLANEOUS.

1. No report.

IX. SUMMARY.

1. You are requested to accept Miss Dallam's resignation.
2. Your approval of the appointments of faculty members is requested.

Respectfully submitted,

W. P. MORGAN, *President.*

The resignation of Miss Dallam was received by the Board and the recommendation of members of the faculty was approved.

President Felmley presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Normal, Illinois,
November 14, 1921.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Illinois State Normal University.

STUDENTS

Attendance Fall Term, 1921:

	Men and Boys	Women and Girls	Total	Total One Year Ago
Normal Dept. and Teachers College, Total	131	452	583	431
Students of college rank.....	118	414	532	390
Students below college rank.....	13	38	51	41
Training Department Total	521	438	959	913
University High School.....	95	122	217	215
Thomas Metcalf School.....	199	201	400	392
S. O. Home	227	115	342	306
Correspondence Students	41	160	201	94
Total all Students and Pupils.....	693	1050	1743	1438

Attendance Summer School, 1921:

Normal Department Only—

Mid Spring Term, May 2-June 9....	40	211	251	202
1st Summer Term, June 13-June 22..	295	1933	2228	1989
2nd Summer Term, July 25-Aug. 31.	192	495	687	528
Students counted twice.....	303	214
Total different summer students.....	2612	2303

Ninety-two Illinois counties were represented in the summer school, twenty-one of them with fewer than five students. Notably large enrollments are:

McLean	349	Macon	65	Peoria	50
Macoupin	130	Champaign	63	DeWitt	48
Vermilion	109	Pike	60	Christian	48
Iroquois	92	Madison	56	Kankakee	47
Livingston	89	St. Clair	54	Woodford	46
LaSalle	74	Greene	53	Marshall	44
Sangamon	70	Ford	52	Mason	41
Tazewell	70	Piatt	51	Shelby	38
Logan	65	Bureau	51	Morgan	35

ATTENDANCE.

The attendance in the Normal Department is 35 per cent larger than last year. We have twice as many men; there are 99 students over 25 years of age; the senior college shows a notable growth, yet the senior class is no larger than last year when we graduated 161. Our present attendance is hardly 70 per cent of the maximum in 1916.

THE FACULTY.

Since June 1, 1921, Miss Erma Imboden, Mr. Lewis H. Bowyer, Miss Caroline Porter, Miss Hughina McKay, and Miss Katherine Callahan resigned their positions to continue their studies. Miss Greta Benedict, Miss Jessie LeRoux, Miss Mae Klipple, and Miss Grace Moberly have secured more desirable positions elsewhere. Miss Eleanor Flanagan and Miss Caroline Fairchild have left our employment. Eight of these teachers have been with us one year only.

Mr. D. C. Ridgley, our eminently successful teacher of Geography, for the past eighteen years, has asked for a year's leave of absence to be spent in study in the University of Chicago.

Mr. C. E. Cooper, A. M., University of Michigan, for the past three years teacher of geography in the state normal school at Cheney, Washington, has been engaged as teacher of Geography for one year. Salary \$3000.

Mr. Fred D. Barber, granted a year's leave of absence in 1920, has returned to his post as Professor of Physics. Salary \$3105.

Miss Eleanor Sheldon, Assistant Professor of Literature and Head of Fell Hall, who asked for a year's leave in 1920, has resigned to continue her work in the University of Michigan.

Miss Flora E. Cooper, A. B., University of Iowa, has been employed in this position. Salary \$1710, plus living.

Miss Katherine Scott of the Art Institute, Chicago, has been appointed instructor in Art. Salary \$2070.

Miss Ruth Cleary, A. M., of Ypsilanti, Michigan, has been appointed

teacher of Shorthand, Typing, and Office Practice. Miss Cleary is a graduate of the Ypsilanti State Teachers College and of the University of Michigan. Salary \$1800.

Miss Marion Marsh Johnson, B. S., of Normal has been appointed Instructor in Physical Education for Women. She is a graduate of the State Normal University and of the University of Wisconsin. Salary \$1800.

Miss Eleanor Graham, B. S., of Milwaukee, a graduate of the University of Wisconsin, was appointed second instructor of Physical Education for women. On November 7 she resigned to be married. Miss Elizabeth Waterman of Chicago, a graduate of the same university has just been appointed in her stead. Salary \$100 per month for three days per week.

Mrs. Laura Hayes Pricer, A. M., has been re-appointed instructor in English Grammar, in the same position she held prior to her marriage to Mr. Pricer. She is a graduate of the Vanderbilt University and of the University of Chicago. Salary \$1890.

Miss Ethel Mary Dole, A. M., of Manteno, has been elected instructor in Household Science. She is a graduate of the University of Illinois and has had extended experience as teacher and as county home advisor. Salary \$1800.

Miss Roberta Lee Davis of Carrollton has been appointed director of correspondence work. Miss Davis is a graduate of this institution and has taught in our summer terms. Salary \$1620.

Miss Elsie Wendling, a graduate of the DeKalb Normal School, for seven years a critic teacher in that institution, has been appointed training teacher in the seventh grade. Salary \$1800.

Miss Lura Mary Eyestone, B. S., for many years training teacher in the second grade, has, after a year's leave of absence, been appointed training teacher in the third grade. Salary \$1800.

Miss Hazel Behrens, a graduate of the Milwaukee Normal School, has been appointed instructor in the Kindergarten. Salary \$1800.

Mr. Hugo Varela, a graduate of the University of Chile, has been appointed a part-time teacher of Spanish while pursuing advanced studies in English and Education. Salary \$800 for twelve months.

All of these appointments have been made subject to the approval of the Normal School Board, all salaries named are for 36 weeks of service.

Miss Nellie C. Thompson, for fourteen years training teacher in the first grade, left for Rochester, Minn., on October 7. She received no encouragement from the physicians, and, we fear, will never return to her work.

ORGANIZATION.

The attendance in our high school is still somewhat below its capacity, 217 rather than 230. Five years ago the school was always full with a waiting list of applicants.

Students for the high school have come from three sources: From Normal, from Bloomington, from the rural districts. Students living in Normal or Bloomington must pay tuition unless they obtain township scholarships in McLean County. Only 29 of these are issued annually—some are not used.

Since Bloomington has built her beautiful new high school, far superior to our buildings in equipment, our Bloomington attendance has fallen off one-half.

Normal has established a community high school and spares no expense in providing salaries and equipment. In this financial depression few parents feel able to pay \$60 per year to the Normal University when so good a school is free.

Students who come to us from out in the state must pay tuition themselves if they live in high-school districts. Such districts include nearly all

the population of Central Illinois. If students live in non-high-school districts, their tuition is paid, but most parents prefer to send students of this age to the nearest high school, rather than to the distant normal school.

We must keep the high school well filled to afford adequate practice facilities for our student-teachers. It is desirable that these students shall have had what we consider good elementary school training. We wish to keep in our high school the boys and girls who have gone through our own elementary training school. For that reason we have decided to permit such students to continue through the high school without the payment of tuition.

In 1916 we undertook to conduct the school at the Soldiers' Orphans' Home as a branch of our elementary training school. The instruction at that time was largely by student teachers under expert supervision. For three years we have not needed this annex, but have continued to conduct the school with full-paid teachers, in the belief that we should soon regain our former attendance. The Fifty-second General Assembly enacted a law providing that the institution shall admit only soldiers' orphans, and that they shall be sent to the Normal University high-school after completing the eight grades at the Home. A new school building will be ready in the spring. Two additional teachers now give instruction in Sewing, Art, Manual Training and Athletics.

The Elementary School on the campus is so well attended that we were obliged in September to turn away many applicants for admission.

SPECIAL CURRICULUMS.

The increase in attendance has reached all departments of the institution that are devoted to the training of special teachers. The gain has been most notable in Commercial Education, Agriculture, and the newly organized department of Physical Education. There is a moderate gain in Art, Music, Manual Training, and the Kindergarten. The gain is least in Home Economics. Commercial teachers are in high demand; the commercial classes in high schools everywhere are large and there are few schools in the country frankly devoting themselves to the adequate preparation of these teachers. Inexperienced teachers of fair ability after two years with us find ready employment at \$150 per month or better.

Several cities within our state have established public Kindergartens within the past two years. Last year we could not meet the demand for Kindergarteners.

In Home Economics we find ourselves in a bad situation. We are an approved institution for the training of teachers under the Smith-Hughes Act, and have organized a four-year curriculum to meet the requirements of the Vocational Board. Yet so great is the demand from the Village and Community high schools, that most of our students are employed at good salaries after they have completed two years of this curriculum. Last year we were able to graduate only four from the full four-year curriculum. Prospects are now that even fewer will obtain the degree in 1922 or 1923.

In all of these departments except the Commercial the classes are too small to be economical.

In Wisconsin, and to some extent in Massachusetts and New York, states in which there are several Normal schools under the control of a single board, the training of special teachers has been distributed among the various Normal schools; thus in Wisconsin, River Falls and Platteville specialize in Agriculture, Whitewater and Superior in Commercial branches, LaCrosse in Physical Education, Oshkosh in Industrial work, Stevens Point in Home Economics, Milwaukee in Art, Music and the Kindergarten. Through this distribution strong departments are secured and wasteful duplication avoided.

The Carnegie Foundation, after surveying the state Normal schools of Missouri, recommended that they be organized into a real system with a proper distribution of function.

I wish to suggest to the State Normal School Board that a survey be made of the teaching positions in the state in these special subjects and also in high-school subjects, to find how many new teachers are needed each year, and how many of these the Normal schools may expect to supply. With these data before it the Board may act intelligently in providing for the training of these teachers.

EXTENSION TEACHING.

We had planned to add to our service this year by putting in the field two extension teachers, as at Macomb, and by providing correspondence courses for such isolated teachers as have time available for home study. No new funds were provided; yet we have employed for the correspondence work a competent young woman of extended and accurate scholarship. With some aid from other teachers she is conducting classes in twenty-two courses with an aggregate enrollment of 201.

FELL HALL.

In Fell Hall we charge on the average of \$7.50 for board and room. Last year, beside the expenses directly chargeable to the Hall, we paid \$2,289.36 for steam heat and \$3,737.38 for general expenses of the Normal University. There is now a net cash balance of about \$9,000. Our contract provides that this shall be expended under the direction of the Board. It is recommended that this surplus fund be used in paying such miscellaneous bills as are not covered by the budget, in decorating the walls of the Hall, and in the purchase of pictures and additional furniture as needed.

THE SMITH-HUGHES FUND.

The reimbursement received from the Federal Government, for the training of teachers of vocational agriculture and home economics, was \$7,725. We expect to use this fund for extra teachers in the summer school.

OUR FINANCES.

As is well known to you, all our efforts to secure a larger appropriation than was provided in the budget proved futile. Five thousand dollars were appropriated for fire escapes. The Contingent Fund of \$1,000 per annum was eliminated. The Revolving Fund provided in the bill, which would have enabled us to expend our tuition fees and other receipts, was vetoed. We have not enough funds for needed repairs and equipment, nor for certain kinds of expenses not covered by the budget. We failed to secure an appropriation for extension teaching, or for the better care of the health of our students, or for new buildings. The lowered cost of coal will enable us to get through on our appropriation for supplies.

The regular appropriation for salaries and wages was distributed among the existing list of teachers and employes, the increase averaging thirty per cent.

The appropriation for the summer school was enlarged by 30 per cent over two years ago—hardly enough to provide the salary increase needed to secure strong teachers. But in two years the attendance in the first term has grown from 1,743 to 2,228, in the second summer term from 523 to 687. The unexpectedly large attendance compelled us at the beginning of the first term each year to employ several additional teachers.

This summer school appropriation for each fiscal year is divided into three parts:

1. SALARIES FOR THE LAST HALF OF THE FIRST SUMMER TERM—AFTER JUNE 30.
2. SALARIES FOR THE SECOND SUMMER TERM.
3. SALARIES FOR THE FIRST HALF OF THE FIRST SUMMER TERM IN THE FOLLOWING YEAR.

The additional classes that had to be formed swelled the first part of

the expense of the third. Consequently we have today only \$10,250 to pay the salaries of additional teachers needed for the mid-spring term and the salaries of all teachers for the first half of the summer term, whereas \$15,000 will be needed for this purpose. As stated before, we shall use for this purpose the greater part of our Smith-Hughes reimbursement fund. We shall use our Fell Hall surplus in part as a Contingent Fund to meet expenses not covered by the appropriation.

BUILDINGS.

Two years ago we were requested by the Director of Finance to submit a ten-year building program.

Our program includes at least seven projects.

1. A NEW GYMNASIUM.

The school law requires us to train teachers of physical education. Yet we have only one small gymnasium, built twenty-five years ago, to accommodate both men and women, as well as the pupils of our high school and elementary school. There are high schools in Illinois with enrollments no larger than our high school whose gymnasiums are larger and better equipped.

2. A NEW SCIENCE BUILDING.

At present our science classes meet in three different buildings. We are obliged to carry apparatus from one building to another or go to the expense of duplicates. The total space available is not adequate even with our present attendance. Before this building is completed our attendance will be much larger.

3. A SOUTH WING UPON OUR WOMAN'S DORMITORY.

This will provide additional space for fifty-one girls, or for forty-six plus isolated quarters on the first floor for students who are ill. The original plan of the dormitory, patterned after the plan at DeKalb, included this second wing.

4. A PRACTICE-COTTAGE FOR HOME ECONOMICS, where the young women may live for several months with one of the instructors and receive practical instruction and experience in every feature of housework and household management. Such practice cottages are found at most state schools in the Middle West training Smith-Hughes teachers of Home Economics.

5. A TOOL-HOUSE AND REBUILT GREENHOUSE IN THE SCHOOL GARDEN CONVENIENT TO THE HEATING PLANT.

6. A BUILDING DEVOTED TO THE FINE ARTS AND THE HOUSEHOLD ARTS.

7. A PRESIDENT'S HOUSE.

The University of Illinois provided a house for its president twenty-five years ago. Many states provide these houses at the State Universities and at the Normal schools.

I trust that the Board may take such positive action as will lead to an early accomplishment of this building program.

REPAIRS.

The appropriation made for repairs is not sufficient to put our buildings in good condition. The walls and blackboards of two floors of the Main building need refinishing. Several changes in our heating plant have for four years been recommended by the State Engineer. Our drives through the grounds need resurfacing. Our telephone system needs renewing. We need new rugs and much new furniture. We need several additional lamps upon our grounds. We need pipe-covering upon the pipes in our tunnel, new floor in the basement of the Thomas Metcalf Building, and many other minor repairs.

The appropriation for Repairs this biennium has been reduced from \$31,506 to \$25,300.

PUBLICITY.

One of the most pressing immediate problems in the administration of the State Normal schools of the United States is to attract to these institutions a sufficient number of capable high school graduates. In the larger high schools the teachers are college bred. They usually regard the Normal schools as inferior institutions, without fraternities and other features that contribute to a rich college life, and attended chiefly by students of limited means. These teachers, often unintentionally, yet none the less effectively, create an atmosphere very unfavorable to normal schools. Local pastors urge their young people to attend the denominational colleges, many of whom offer courses in education. The great universities impress all who visit them by their size, by their imposing buildings, by the varied attractive features of the student life.

For all these reasons the Normal schools find difficulty in reaching the students that they ought to secure—viz., the young people who are to become teachers.

Special forms of publicity are needed, but for these outside of printing no funds are provided. The University of Illinois has for years conducted a high school conference, and a homecoming for its alumni in the fall, and an athletic meet for secondary schools in the spring. These have been large factors in swelling the attendance.

The Normal University this year arranged for a Home Coming on November 4 and 5. It met with an enthusiastic response. We had fine weather, a successful program, and a registration of nearly seven hundred former students. The necessary expenses we are paying from the Fell Hall Fund.

Each Normal school should arrange for a spring athletic contest and for a musical and literary contest among the high schools of its region.

Large pictures of our buildings and grounds and exhibiting features of the school life—all suitably framed—should be hung in the high schools of the state.

Representatives of the Normal schools should visit the high schools, should address the students on teaching as a profession, and on the value of professional training. He should hold conferences with the members of the senior class who feel some interest in the subject, and in the evening address a community meeting at which school board, parents, teachers and others may be present.

The University of Illinois has used all these forms of publicity.

The Normal schools should use these and others. But all these things cost money and no provision is made for them in either budget or appropriation except for traveling expenses.

CONCLUSION.

In conclusion it should be noted that the growing attendance and the evidence of renewed confidence of the people of this state have gone far to revive the spirit of the school. Teachers and students attack their work with the old time vigor and enthusiasm. What we call school spirit may seem to some of us a rather empty and trivial affair, yet when we consider that while ideas direct the will it is the emotions that energize it, we cannot dismiss it as an insignificant factor in school life.

Respectfully submitted.

DAVID FELMLEY, *President.*

The Board approved of the appointments of members of the faculty.

A committee, consisting of Chairman Miller, Mr. Capen and President Felmley, was appointed with power to act on the expenditure of the surplus in the Fell Hall fund.

The Board approved of the recommended high school tuition rates. Action on the building program was postponed.

Chairman Miller and President Felmley were appointed a committee with power to apply the balance of the vocational educational funds to the summer school emergency.

Chairman Miller and President Shyroek were appointed a committee with power to act on the disposal of the surplus vocational educational funds at the Southern Illinois Normal University.

The Normal School Council was requested to report to the Board such recommendations for improvement in the organization and administration of the five State Teachers' Colleges as should be presented to the Illinois Educational Commission for its consideration.

A committee, consisting of Messrs. Neal, Richey and Capen, was appointed to study the question of deeding a strip of land belonging to the Southern Illinois Normal University to the Road Commissioners.

The Board made a record of their appreciation of the dinner served in Fell Hall.

It was decided that the next meeting of the Board shall be at DeKalb on December 12, 1921, at nine o'clock A. M.

W. H. H. MILLER, *Chairman*.

F. G. BLAIR, *Secretary*.

Approved December 12, 1921.

MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

DeKalb, Illinois,
December 12, 1921.

The Normal School Board met December 12, 1921 in the Normal School building, at DeKalb.

Present: Messrs. Capen, Neal, Owen, Richey, Stitt,
Walker, Blair.

Absent: Messrs. Miller, Allen.

All of the Presidents of the Normal schools were present.

On motion Mr. Capen was made chairman. The minutes of the previous meeting were read and approved.

REPORTS OF COMMITTEES.

President Felmley reported for the committee which was appointed to act on the expenditure of the surplus in the Fell Hall fund. He also asked the Board for advice and direction concerning the program of graduation. The matter was referred back to the faculty as not coming within the powers of the Board.

Mr. Neal reported for the committee to investigate the method of transferring a piece of land to the highway commissioners. His report is made a part of the minutes. The Board ordered that a deed to the strip of land described be made to the State Department of Public

Works and Buildings, and that Mr. H. A. Neal be requested to prepare the deed for the signature of the President and Secretary of the Board who were authorized to execute the deed.

Mr. Neal's report follows:

To the Normal School Board.

Gentlemen: At the last meeting of this board, the question of conveying a strip of land off the grounds of the Southern Illinois Normal University was referred to the undersigned committee, and we herewith submit the following report:

By act of Legislature found in Laws of Illinois, 1896, Page 34.

The Southern Illinois Normal University was made a body politic and corporate with power to contract and be contracted with, to receive by any legal mode of transfer or conveyance, property of any description, and to sell and convey the same. And in said act is the following provision:

"The powers of said corporation shall be vested in, and its duties performed by a board of trustees."

Sec. 32 of Civil Administrative Code is as follows:

"Whenever rights, powers and duties, which have heretofore been vested in or exercised by any officer, board, commission, institution or department, are, by this act, transferred, either in whole or in part to or vested in a department created by this act, such rights, powers and duties shall be vested in, and shall be exercised by, the department to which the same are hereby transferred, and not otherwise, and every act done in the exercise of such rights, powers and duties shall have the same legal effect as if done by the former officer, board, commission, institution or department."

Par. 4 of Civil Administrative Code is as follows:

"Each department shall have an officer at its head, who shall be known as a director, and who shall, *subject to the provisions of this act*, execute the powers and discharge the duties vested by law in his respective department. The following officers are hereby created: Director of registration and education, for the department of registration and education."

Sec. 58 of Civil Administrative Code is as follows:

"The department of registration and education shall have power:

1. "To exercise the rights, powers and duties vested by law in the board of trustees of the Southern Normal University."

Sec. 59 of said code is as follows:

"The Normal School Board shall have power and it shall be its duty, independently of the supervision, direction or control of the director, or any other officer of the department of registration and education:

7. "To succeed to and administer all trusts and trust property now or hereafter belonging or pertaining to any of the State Normal universities or schools."

The property in question was deeded to the Southern Illinois Normal University; therefore if deed is made it must be made by said University, but the question arises, who is to execute such deed? It is doubtless either the Director of the Department of Registration and Education, or the Normal School Board. In our judgment, by virtue of Section 59 this power is vested in the Normal School Board, and if deed is executed it should be by the Southern Illinois Normal University by the Chairman and Secretary of said Board, but if satisfactory to the Department of Public Works and Buildings we would recommend that the fence of said University be moved back, giving the required amount of land.

Respectfully submitted,

H. A. NEAL.

CHARLES CAPEN.

FRANK E. RICHEY.

President Lord presented his report, which was received, placed on file, and is made a part of these minutes. The report follows:

Charleston, Illinois,
December 12, 1921.

To the Chairman and Members of the Normal School Board.

Gentlemen: I submit the following report for the Eastern Illinois State Teachers' College:

At the meeting of the Normal School Board held at Normal on November 14, President Felmley mentioned certain desirable activities which, with other merits, would give publicity to the institution. The board may be interested in some brief remarks and financial reports of these activities as carried on in this school.

In 1908 conditions in the Eastern Illinois High School Athletic Association became so bad that the public school men most interested thought they should drop all connection with the association. Certain members of our faculty thought that in the interest of clean sport and sound athletics we had better establish at this school an annual meeting to which the high schools of this part of the state should be invited. We also added an oratorical contest to take place on the evening of the day on which the athletic contests were held. These meetings have continued with an average attendance of upwards of 2,000 and the following is a statistical report of the last six years:

Year	Receipts	Expenses	Schools Represented	No. of Contestants
1916.....	\$ 728.70	\$ 518.54	30	213
1917.....	493.70	451.14	26	149
*1918.....
1919.....	713.15	437.26	23	144
1920.....	887.05	618.35	26	237
1921.....	1047.95	588.45	29	266

It may be added that, in addition to prizes offered and paid for by the Association, the president of the school offered an annual cash prize of \$25.00 for a number of years; but when it was found that on one occasion at least the money was spent to give some of the contestants a trip to Chicago, the plan was changed and he offered a cup. One of the leading merchants of the town also offered a cup costing about \$25.00.

Our sixth annual HOME-COMING was held October 29 last. The affair was managed by a faculty committee and the student council, funds being raised by faculty donation, by students through class organizations, and sandwiches sold at football games by student council committee. The program follows.

Chapel exercises	9:00—10:00
Class shows	10:15—11:00
Hockey game	11:00—12:00
Parade	1:00— 2:00
Football game	2:00— 4:00
Shows Between Halves	
Tea at Pemberton Hall.....	4:00— 5:00
Banquet at Pemberton Hall.....	6:30— 8:00
Dance	8:00—11:30

Return postal cards were sent to alumni and former students, announcing the date and asking guests to reserve places for the banquet. The student council had charge of the class shows and other committees were appointed to take charge of the programme for morning exercises, after dinner speeches, parade, dance, decoration, and sale of flowers. Flowers tied with the school colors were sold in the morning before chapel exercises, posters made by students in the art department were displayed about the building, and homecoming stickers were printed and used by students on all letters sent out for several weeks before the day.

*No meet on account of the war.

FINANCIAL REPORT

Receipts:		
Sandwich sales	\$	85.10
Flower sale		26.14
Donation from faculty		26.50
Donation from classes		53.86
Banquet tickets	87.75	\$ 279.35
Expenditures:		
Printing and postal cards.....	9.00	
Flowers	25.00	
Sandwiches	22.25	
Orchestra for dance	35.00	
Banquet and punch for dance.....	95.15	
Class shows and decoration.....	12.20	198.60
		<hr/>
		\$ 80.75

The balance of \$80.75 was turned over for the use of the student council.

Our second annual MUSIC FESTIVAL was held in April last. Invitations were sent out to the high schools in this district and as plans developed the schools which responded were notified.

The first year we started on a small scale with a chorus contest for high school glee clubs, a mass chorus from the Teachers College, an operetta given by pupils of the Training School, and one artist to assist the members of the music department.

1920 PROGRAMME

Reception concert.
Contest of high school choruses.
Operetta.

The second year we felt more certain of the financial success of the festival and added a solo contest for high schools, had better, more expensive outside talent, and invited the city high school to join in our mass chorus. Next year we hope to add a mass chorus made up of pupils from the city public schools and our training school.

1921 PROGRAMME

Operetta.
Contest of high school choruses.
Contest of high school soloists.
Concert—Mass chorus, two soloists, music faculty.

For the first two years contestants paid their own expenses, but next year we hope to pay a part of them. Prizes suitable for the contest and for display in the school are given for the chorus contests and scholarships amounting to \$50.00 each for the solo contests. Other expenses are for artists, costumes for operetta, printing of tickets and programmes, advertising, music.

The income is from tickets sold for the course (three days) and for individual concerts, and from registration fees paid by schools entering the contests. We have some chance next year of having help from the Charleston Chamber of Commerce. A secretary has charge of the correspondence during the year; a treasurer, of the money; and committees take charge of programmes, printing, room and board, and other necessary arrangements.

FINANCIAL REPORT FOR THE MUSIC FESTIVAL IN
APRIL, 1921.

Receipts:		
Registration fees—11 schools.....	\$	55.00
Sale of tickets	825.62	\$ 880.62
Expenses:		
Artists	250.00	
Rent of theater	181.30	
Costumes for operetta	14.04	
Expenses of judges for contests.....	10.50	
*Prizes	14.84	
Printing and advertising	79.00	
Postage	6.50	

*In addition to this, two \$50.00 scholarships in this school were awarded to the winners of the solo contests.

*Miss Major's traveling expenses.....	12.23	
Lumber	13.59	
Miscellaneous	18.38	600.38
Balance		\$ 280.24

Respectfully submitted,

L. C. LORD, *President.*

President Lord made a report for the Normal School Council respecting diplomas. There was considerable discussion about the exact phraseology and the matter was referred back to the Council with power to act.

President Morgan presented no formal report. His recommendation that Lois Browne, now in the hospital, should be continued on the payroll for one month longer, or until January 15, 1922, was approved by the Board.

President Brown presented his report, which was received, placed on file, and is made a part of these minutes. The report follows.

DeKalb, Illinois,
December, 12, 1921.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Northern Illinois State Teachers' College:

The total enrollment in the Normal School and College is 423. The total enrollment in the Training Department is 573. The total enrollment of all students, 996. This shows an increase in the normal school and college department of about 26 per cent over last year, and there is every indication that the body of students will continue to grow. The number of men enrolled has increased to a very large extent and the interest of the men in college activities is distinctly encouraging. The fact that none of those who graduate have any difficulty in securing desirable positions at reasonable salaries is perhaps as large a factor as any in maintaining attendance.

There are 242 students enrolled in the English department alone. There are but three teachers in this department. This is the largest number of teachers ever employed here in this department, but it is pretty clear that one teacher will not be able to do as satisfactory work with 90 or 100 students as with 60 students, especially if this work in English is in Composition or kindred work requiring a large amount of paper work outside the institution itself. The number of students enrolled in mathematics is almost 200. Here there are but two teachers with another teacher part time. No teacher has fewer than four or five periods of work each day. If the enrollment continues to increase, the faculty will have to be increased.

We are planning to offer a very rich program of work for the summer session. Our appropriations for the summer session have been sufficient to justify the employment of a larger number of instructors than heretofore, and hence to take care of the summer enrollment in a satisfactory way.

We continue to have the same embarrassments in taking care of women as have been reported before because of our great need of another dormitory. It is clear to us that if we had available another dormitory now it would be filled almost immediately by our women who much prefer to live in the dormitories where conditions for their care, their social life, and their expenses may be more appealing than are like conditions in the city of DeKalb.

A number of faculty committees are at work on the different curriculums for the high-school department, the normal school department, and the college

*Miss Major visited the schools whose glee clubs were to take part in the mass chorus to drill them for singing with our chorus.

department. The changes being made are far-reaching and therefore the decisions made must be careful.

Our campus is in very good condition except for two things. The lighting system needs to be completed and the roadways changed as previously recommended. The elements of danger in the roadways in various places are great and we are extremely anxious that these two conditions may be remedied at the earliest possible time. Attention of the Department of Public Works, the Department of Highways has been called to these matters and some investigation made, but no definite action has been taken looking to the meeting of the necessities.

We need a dormitory for women more than anything else. We need a manual arts' building where the manual training, the printing, the book binding, the metal work, the mechanical drawing, and the fine arts may be taken care of. The housing space and the equipment of these departments at present are very inadequate, ill-fitted, and unsatisfactory to take care of the rapidly increasing number of students.

The library has in sufficient stack and shelving space to accommodate our present library. We have had the Art Metal Construction Co., of Jamestown, N. Y. figure on putting in three new stacks with cases, and an effort will be made to have these installed before the close of the year. With this done, the library would be sufficient in its present capacity to care for our needs for probably ten years.

We lack space for our museum material now and you will note that occasionally we have been compelled to use the corridors to accommodate this material. This museum material is made a very interesting part of our instruction, both in the college proper and in the training schools, and the man at the head of the museum is very enthusiastic in its extension of service.

We have today a dozen rooms in this building most of which are used for recitations with no artificial light of any kind. There are at least four months of the year when the days are short and sometimes cloudy, during which time it is very inconvenient and sometimes impossible to conduct a recitation after 3:30 or 4 p. m. Every room in this building used for school purposes ought to have electric light. At different times we have put in one light in a room, but at best, such procedure looks like a piece of patchwork and not an organized plan which an institution of State character ought to possess.

The steam mains and most of the connections were laid either in gravel or dirt or some kind of cement without protection. They have been in use now more than twenty-two or three years. They are almost gone and you will note around the building to-day that we have been compelled to dig up these concrete and tiled floors, four or five or six inches deep, take out the dirt and gravel, and try to renew these pipes. When we have one of these jobs completed we are warned in another section of the building that another job is about ready to be done. We are informed that the only satisfactory solution to this constantly recurring situation is the making of a tunnel deep enough for a man to work in and extending the whole length of the building into which the main might be placed and the connections made. This would entail the expenditure of perhaps \$15,000 or more. It would also seriously interfere with the conduct of the school at this season of the year, to say nothing of the inconvenience of trying to get on without direct steam or indirect heat at such a time. We hope the Board will take enough time to-day to see the condition of these steam pipes, to see the condition of the lighting in the building and on the campus, to see the condition of the roadways, and note the hazards where the road is only eight feet wide and going around a dangerous corner.

We urge the Board to note that there are no toilet accommodations for women except on the ground floor at the east end of the building; that there are no toilet accommodations for men except on the ground floor at the west end of the building; that for such accommodations men and women working

in the opposite end of the building on the second or the third floor are compelled to walk two or three blocks. We urge the construction of at least one toilet near the center of the building on the second floor where the connections are easily made for the accommodation of women. This would reduce the space necessary to walk by at least two-thirds. We urge the construction of a toilet for the accommodation of men in a similar place and for like reasons. It is almost inconceivable that a building should have been constructed without such foresight.

We are anxious to-day that you may have opportunity to meet the members of the faculty, to meet the student body as largely as possible, and that you shall spend time enough to become acquainted with the institution itself, with its operation, and its management. We especially urge the Business Manager of the Department of Registration and Education to familiarize himself with the conditions that have been described above so that when requisitions are made he may feel that he has some firsthand information and may justify the action of the Director of this department.

Respectfully submitted,

J. STANLEY BROWN, *President*.

President Shryock presented his report, which was received, placed on file, and is made a part of these minutes. The report follows.

Carbondale, Illinois,
December 12, 1921.

To the Chairman and Members of the Normal School Board:

Gentlemen: I submit the following report for the Southern Illinois State Normal University.

I. ATTENDANCE.

Normal department.....	645
High School department.....	108
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Total.....	753

II. FACULTY.

The members of the faculty have enjoyed good health throughout the term, and except for absence on account of teachers' meetings, or other gatherings, have rarely missed a recitation. Since the first of September, they have, however, done a good deal of outside work. At least one member of the faculty has spoken at each of the following points, and in some cases as many as three of our people:

Chicago
Galesburg
Moline
Burlington, Iowa
Marion
Cairo
Jacksonville
Altamont
Ullin
Grand Chain
Prairie du Rocher
Centralia
Anna
Neoga
Toledo
Springfield
St. Louis
Nashville
Dorrisville
Tamaroa
Cutler

Greenup
Murphysboro
Du Quoin
Hurst
Decatur
Harrisburg
East St. Louis
Edwardsville
Metropolis
Benton
Mound City
Olney
Equality
Baldwin
Carlinville
Winchester
Pinckneyville
Mt. Vernon
Golconda
Cypress
Olive Branch

SOUTHERN ILLINOIS STATE NORMAL UNIVERSITY

REPORT OF SMITH-HUGHES FUND

December 6, 1921.

RECEIPTS AND EXPENDITURES .

Receipts:	
September 14, 1921.....	\$1,300.00
Expenditures:	
None	
Balance on hand	\$1,300.00
September 14, 1921—	
Deposited in First National Bank, Carbondale, Ill...	\$1,300.00
Interest 3%.	

Respectfully submitted,

H. W. SHRYOCK, *President.*

President Shryock also reported for the committee on Vocational funds for the Southern Illinois Normal University. He stated that the balance had been deposited in the bank and was drawing interest at the rate of three per cent.

President Felmley made a report for the Normal School Council, placing before the Board such recommendations as he felt should be made to the Illinois Educational Commission respecting the needs and development of the State Teachers' Colleges. The Board ordered that President Felmley's report be mimeographed and sent to all members of the Board and Presidents of the Normal Schools for further study and discussion.

The Board made record of its appreciation of the meal served by the Domestic Science Department of the Normal School.

The Board adjourned to meet at the call of the Chairman.

W. H. H. MILLER, *Chairman.*F. G. BLAIR, *Secretary.*

Approved Februray 12, 1922.

