

1-19-1925

# 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

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THE NORMAL SCHOOL BOARD.

EX-OFFICIO MEMBERS

A. M. Shelton, Director of Registration and Education,  
Springfield, *Chairman*

Francis G. Blair, Superintendent of Public Instruction,  
Springfield, *Secretary*

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APPOINTED MEMBERS

Term Expires:  
1925

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

1927

Sterling P. Curtis, *Oakland*  
Edgar B. Still, *DeKalb*  
Mrs. Martin K. Northam, *Evanston*

1929

Ernest T. Cole, *Chicago*  
Elmer T. Walker, *Macomb*  
Mrs. Grace S. Wykes, *Benton*

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PRESIDENTS OF NORMAL SCHOOLS

David Felmley, A.B., LL.D., L.H.D.,  
Illinois State Normal University, Normal

Henry W. Shyrock, Ph.B.  
Southern Illinois State Normal University, Carbondale

J. Stanley Brown, A.B., LL.D.  
Northern Illinois State Teachers College, DeKalb

Livingston C. Lord, A.M., LL.D.  
Eastern Illinois State Teachers College, Charleston

Walter P. Morgan, A.B., A.M.  
Western Illinois State Teachers College, Macomb

## STANDING COMMITTEES

### *Finance :*

Mr. Walker  
Mr. Curtis  
Mr. Allen  
Mr. Capen  
Mrs. Northam  
The Chairman  
The Secretary

### *Supplies and Equipment :*

Mr. Allen  
Mr. Capen  
Mr. Cole  
Mr. Bridges  
Mrs. Northam  
The Chairman  
The Secretary

### *Buildings and Grounds :*

Mr. Still  
Mr. Cole  
Mr. Curtis  
Mr. Bridges  
Mrs. Wykes  
The Chairman  
The Secretary

### *Faculty and Curricula :*

Mr. Cole  
Mr. Allen  
Mr. Walker  
Mr. Still  
Mrs. Wykes  
The Chairman  
The Secretary

### *Dormitory :*

Mrs. Wykes  
Mr. Capen  
Mrs. Northam  
The Chairman  
The Secretary



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1925

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## MINUTES OF THE MEETING OF THE NORMAL SCHOOL BOARD

January 19, 1925.

Upon the call of the Chairman of the Normal School Board, the meeting convened in Carbondale, Illinois, at 9 o'clock, Monday morning, January 19, 1925.

Present: Mesdames Northam and Wykes; Messrs. Bridges, Capen, Cole, Shelton, Still, Walker and Blair.

Absent: Messrs. Allen and Curtis.

All of the Presidents of the Teachers Colleges were present.

The minutes of the previous meeting were presented by the Secretary and approved by the Board.

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

MACOMB, ILLINOIS,  
January 19, 1925.

*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. Attendance, Fall Term, 1924:

	Men and Boys	Women and Girls	Total	Total 1 Year Ago
a. College—				
Post Graduates .....	.....	1	1	4
Seniors .....	2	5	7	15
Juniors .....	22	23	45	22
Sophomores .....	42	112	154	122
Freshmen .....	99	272	371	277
Total .....	165	413	578	440
b. High School—				
Total in residence above Eighth Grade.....	70	115	185	197
Grand Total.....	235	528	763	637

2. There are 53 students enrolled in the Senior College, as against 41 last year. This shows a gain of 29.2 per cent. This classification is on basis of student standing during the fall term. There are really 15 or 20 of the juniors who will now be transferred to the senior class and graduate and receive their degrees at the end of this year. A greater number than that will be transferred from the sophomore class to the junior class.

There are 525 in the Junior College this year, while there were only 399 in it during the Fall quarter of last school year. This is a gain of more than 31.6 per cent.

Both of these groups show satisfactory growth in quality as well as in numbers. School officials are recognizing the value of training and are seeking teachers who have it. This in turn stimulates attendance in both of these groups.

## II. Faculty:

1. There are no resignations.

2. Mr. Ross Holt, who has finished his work for his college degree with the exception of two credits, has been appointed on three-quarter time for the Winter term at \$120 per month. He is to have classes in English and History.

One or two other students have been assigned some clerical work and some gymnasium classes to help out overloaded faculty members. These are given thirty to fifty cents an hour.

3. No salary changes are recommended.

4. Twenty-three classes are still above 40 students per class, and of course additional help is needed, but it seems unwise to employ more teachers until there is some assurance as to what may be expected from the next General Assembly.

## III. Other School Employes:

There is nothing to report.

## IV. The Organization:

Several requests for extension work have been rejected because there is no faculty member available to do this work. The two directors and three or four regular faculty members who have volunteered for an extension class have already enrolled 966 in extension classes. This is by far the largest number ever enrolled during one year.

## V. The Curriculum:

1. The four year curriculums are securing more interest among the students than during any previous year. The students are beginning to see the advantage of extensive training for both the elementary and secondary fields. Former graduates from the college course are demonstrating their ability to fill some of the best positions available in the State. The four year curriculums offered have done much to win general respect for the work of the College.

## VI. Buildings and Grounds:

1. The new heating plant progressed rapidly until December 1, but nothing much has been done since. When the coldest weather has passed the work will be pushed again.

2. The old heating plant is causing considerable trouble, and would have made it necessary for us to close had school been in session during this extremely cold weather. The brick walls around one boiler fell in and had to be rebuilt. During that time some pipes froze in the chemistry room and some

radiators burst in the passageway to the Arts Building. The plumbing has been repaired and provisions to replace the radiators are under way. Everything will be running full capacity soon.

#### VII. Auxiliary Enterprises:

1. Quarterly reports on Monroe Hall and the Cafeteria will be filed with the Board at its next meeting.

#### VIII. Student Life:

1. The students have shown unusual interest in the progress of the work in the College this year. They were especially active in making the Home Coming a success. It occurred on November 14-15. About 400 former students and alumni returned, and a very pleasant time and program were enjoyed.

2. Application to organize a chapter of Kappa Delta Pi has been accepted, and the initial meeting is now being arranged. This is an honorary fraternity, and is planned to promote high ideals of education and service among those preparing to teach.

#### IX. Miscellaneous:

1. The most important thing which confronts the Teachers Colleges now seems to be the action of the General Assembly. Three things are of vital importance:

a. Sufficient appropriations to enable them to proceed with their usual work without interruption and care for the largely increased enrollment. The present budget will not permit this.

b. A continuation of their four year curriculums for both elementary and high school teachers so that they may actually give such teachers as are willing advanced preparation to do the work of the more responsible positions in the public schools of the State.

c. Some sort of organization provided with proper legislative machinery to protect the interests of the Teachers Colleges in this General Assembly and stimulate it to look with favor upon the work they are doing and provide ample funds for their expansion to do the work more fully which lies ahead of them.

2. We need larger faculties, more room and a larger operating fund to meet our increasing attendance.

#### X. Summary:

1. Your approval of the appointment of Mr. Ross Holt on three-quarter time for the present quarter at \$120 per month is asked.

2. Your approval of the employment of students for clerical and gymnasium work, to assist our overloaded faculty members, at 30 cents and 50 cents per hour is requested.

3. A plan providing sufficient committees to co-operate with the General Assembly in promoting the interests of the teacher-training institutions of the state is requested.

4. A full report setting forth the budget as fixed by the Budget Committee is requested, so that we may discuss it and lay plans to secure its passage by the General Assembly, or its revision at the hands of the General Assembly, if needs be.

Respectfully submitted.

W. P. MORGAN, *President.*

**WESTERN ILLINOIS STATE TEACHERS COLLEGE**  
**Report for the Cafeteria for the Quarter Ending December 31,**  
**1924**

Total receipts from October 1, 1924, to January 1, 1925.....	\$1,753.04
Balance on hand October 1, 1924.....	232.39
	<hr/> \$1,985.43

**Disbursements**

Groceries, meats, fruits and vegetables.....	\$1,146.88
Milk, butter and cream .....	194.15
Bread and rolls .....	50.44
Ice cream .....	79.65
Ice .....	63.00
Service .....	407.13
Repairs and household supplies.....	54.70
	<hr/> 1,995.95

Deficit January 1, 1925.....	\$ 10.52
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**Summary and Explanation**

Cash balance at beginning of quarter.....	\$ 232.39
Inventory of goods at beginning of quarter.....	1,364.01
	<hr/> \$1,596.40
Bills outstanding .....	705.33
	<hr/> \$ 891.07
Unencumbered balance .....	\$ 891.07
Cash deficit at end of quarter.....	\$ 10.52
Inventory at end of quarter.....	1,391.96
	<hr/> \$1,381.44
Bills outstanding .....	319.81
	<hr/> \$1,061.63
Unencumbered balance.....	\$1,061.63

Gain for Quarter, \$1,061.63, minus \$891.07, equals \$170.56.

**Report of Monroe Hall for the Quarter Ending December 31, 1924**

Total receipts from October 1, 1924, to January 1, 1925.....	\$ 6,932.75
Balance on hand October 1, 1924.....	12,638.47
	<hr/> \$19,571.22

**Disbursements**

Groceries, meats, fruits and vegetables.....	\$2,216.56
Bread, rolls, pies and bakery goods.....	235.10
Ice cream .....	39.73
Gas, electricity and ice .....	372.13
Milk, butter and cream .....	528.81
Salaries and wages .....	1,343.40
Telephone and rental .....	56.25
Repairs and equipment and redecorating.....	1,250.18
Postage .....	10.96
Laundry and household supplies.....	282.64
Refund of Board .....	12.50
	<hr/> 6,348.31

Balance on hand January 1, 1925.....	\$13,222.91
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### Summary and Explanation

Cash balance at beginning of quarter.....	\$12,638.47
Inventory of goods at beginning of quarter.....	1,275.57
	<hr/>
Bills outstanding .....	\$13,914.04
	1,350.54
	<hr/>
Unencumbered balance .....	\$12,563.50
Cash balance at close of quarter .....	\$13,222.91
Inventory of goods at close of quarter .....	1,389.84
	<hr/>
Bills outstanding .....	\$14,612.75
	1,180.23
	<hr/>
Unencumbered balance .....	\$13,432.52
Gain for Quarter, \$13,432.52, minus \$12,563.50, equals \$869.02.	

The Board approved the following recommendations in this report:

1. The appointment of Mr. Ross Holt on three-fourths time for the present quarter at \$120 a month.

2. The employment of students for clerical and gymnasium work, to assist the overloaded faculty members, at 30 to 50 cents per hour.

Both of these items to be taken from the revolving fund.

President Morgan's statement concerning the position of the Director of Finance in cutting out the funds necessary to maintain the third and fourth years of the four-year course brought forth a discussion which extended in some form or other throughout the meeting. This discussion ended in the formal action of the Board requesting Mr. Shelton to communicate with the Governor, urging him to allow the budget to remain as it was agreed upon by the Director of Finance and the Budget Committee. If he should find it necessary, to arrange another conference between the Governor and the members of the Board.

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

NORMAL, ILLINOIS,  
January 19, 1925.

*To the Chairman and Members of the Normal School Board:*

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

#### I. Students:

1. Attendance for Fall term, 1924. No person counted unless in attendance at least two weeks:

	Men and Boys	Women and Girls	Total	Total 1 Year Ago
a. College				
Seniors .....	15	35	50	46
Juniors .....	21	53	74	31
Sophomores .....	83	277	360	330
Freshmen .....	169	634	803	592
Special .....	3	3	6	3
	<hr/>	<hr/>	<hr/>	<hr/>
Total .....	291	1,002	1,293	1,002

b. High School .....	119	124	243	240
Total above Eighth Grade .....	411	1,126	1,537	1,242
c. Elementary Grades—				
Thomas Metcalf School	203	188	391	399
Soldiers Orphans Home	254	167	421	408
d. Extension classes.....	.....	.....	47	.....
Grand Total.....	868	1,481	2,396	2,049

The increase, though most noticeable in the Freshman class, has affected all departments. It is probable that the graduating class will reach 400. Last year it was 369.

Our winter term opened December 8 with a registration of 1,279.

## II. The Faculty:

Miss Mildred McConnell, for the past four years our instructor in reading and dramatics, has resigned, her resignation to take effect March 13. I recommend that Miss Grace Arlington Owen, a former teacher in the position, be employed for the Spring term at a salary of \$660 for the three months.

Joan Fleming, employed as part-time teacher of biology, asks for leave of absence during the winter term.

C. E. Smith, a Senior College student, who has taught physics in the Wyand High School, has been employed to teach a class in preparatory physics at \$150 for the term.

## III. Organization:

The 1293 students registered in the Fall term were enrolled in 208 classes. Of these 6 classes in physical education for women averaged 96 students each. The class enrollments were as follows:

Student Enrollment	Number of Classes	Student Enrollment	Number of Classes
Over 50.....	10	21-25.....	27
46-50.....	9	16-20.....	15
41-45.....	15	11-15.....	28
36-40.....	19	6-10.....	18
31-35.....	28	2- 5.....	6
26-30.....	33		

Because of an inquiry from the Director of Finance, every teacher was requested to make a careful report of his Fall term service and the percentage distribution of his time and energy. These reports have enabled us to analyze the cost of our instruction, service and maintenance during the Fall term. In this study the entire expense of the school is charged against 1293 college students, and the work done with Band, Orchestra, Glee Clubs and other student organizations are charged against administration.

These results have been obtained:

....	Number of Classes	Average Number Per Class	Average Cost for Each Class	Average Cost for Each Student
First year .....	128	33	\$159.85	\$ 4.83
Second year .....	57	22.5	180.56	8.01
Third year .....	17	15	192.65	12.79
Fourth year .....	8	13	218.00	16.93
Cost for 239 student teachers on campus, each.....				59.65
Cost for 44 student teachers at S. O. Home, each.....				5.38
Cost for 4 student teachers in Bloomington, each.....				7.88
Cost for Rhetorical classes.....				1.40
Cost for special service, administration, etc., each.....				5.19
Cost for service of clerks, librarians, janitors, etc., each.....				5.31
Cost for supplies and operation of plant, repairs, equipment and maintenance, each.....				11.67
Average cost for the term—First year students.....				49.12
Second year students.....				93.08
Third year students.....				76.13
Fourth year students.....				106.93

### The Summer School

I am now arranging the program for our Summer school. It is proposed to employ in the Summer terms the same number of teachers and to offer substantially the same number of courses as last year, when the registration reached 2,726 in the first half term and 1,091 in the second. We propose to admit in the first half term none but high school graduates and active teachers and to enroll after the opening Monday no new students, and no former students, unless they have been delayed by the late closing of their schools.

It is our intention to hold all classes within the limit—forty—and to organize no class with fewer than ten students.

### Buildings and Grounds

On Wednesday and Thursday, December 17 and 18, we had throughout Central Illinois a warm, humid, upper air, while thermometers were reading 26 degrees. For two days the drizzling rain froze upon every surface that it touched. Branches laden with ice fell from the trees, obstructing travel, and the prostration of the pole lines put an end to all electric light and power, street car, telephone and telegraph service. The failure of current for our ventilating fans made it impossible to heat our three main buildings. School was dismissed Thursday and Friday. It will take many years to restore the beauty of our campus. All trees have suffered somewhat. Many of the noblest specimens, planted in 1867, after surviving the great storm of June 10, 1902, are now completely wrecked. Some of the handsomest trees of our later plantings are mutilated beyond repair. We have already spent several hundred dollars in clearing up the debris, and must spend some hundreds more before the hanging branches will all be removed and burned.

The general contract for the new gymnasium at Normal has been let for \$113,500 to the Lind Construction Company of Chicago; the plumbing for \$12,575 to Shields Brothers of Bloomington; the heating and ventilating for \$12,300 to the Industrial Heating & Engineering Company of Milwaukee, Wisconsin; the electric work for \$3,224 to the Krigbaum Electric Company of Decatur.

Allowing \$3,000 to the State Architect's office for the expense of plans and supervision, the total becomes \$144,599, which is well within the \$150,000 of the appropriation, and leaves a margin of \$6,401 for the extension of our telephone and clock service, for concrete walks, for grading, and other necessary expenses connected with the building.

In making this contract, the woman's gymnasium, 60 feet by 90 feet, and the natatorium have been omitted, but the first floor is complete. We hope that the General Assembly will grant the additional \$16,000 needed to erect the woman's gymnasium along with the rest of the building.

#### Auxiliary Enterprises

At the end of this report will be found a statement of the receipts and expenditures of Fell Hall, the Farm, and the Book Store. The first two show a good profit; the Book Store runs behind. Books and stationery are sold at so narrow a margin that the Book Store cannot expand at the same pace as the school. Books are constantly becoming more expensive. Even the old texts are replaced by new editions listed at a higher price. Our annual inventory shows that the \$5,000 stock of 1910 has reached almost \$20,000 in 1925, but the stock is on our shelves, not in the treasury.

#### Miscellaneous

Two months ago, at the DeKalb meeting, the question was raised, Why students come to Normal. As shown on the following page, we have asked our students to state their reasons for coming. Where several causes were listed, we gave a weight of 1 to the first reason,  $\frac{1}{2}$  to the second, 1-3 to the third, and so on, and in this way have approximated the relative force of various considerations. The total weight found for each of the reasons listed has then been expressed as a per cent of the sum for all the reasons.

It is interesting to note that a majority of the students gave as their chief reason the fact that they had decided to prepare for teaching, and at Normal was the nearest available training school. Next to this geographical consideration came—

Because of the general reputation of the school.

Because I could get the work I wanted.

Because the catalog clearly revealed the character of the school.

Because my teacher advised me to come.

Because parents or other relatives had attended.

It is notable that 30 per cent of our students had parents or other relatives here at some time as students.

### Summary

Action desired by the Board:

The resignation of Mrs. Mildred McConnell Varela and the temporary appointment of Grace Arlington Owen and of C. E. Smith.

Respectfully submitted,

DAVID FELMLEY, *President.*

### WHY I CAME TO THE NORMAL UNIVERSITY

(Read this Paper Carefully Before You Write Anything)

Some reasons are suggested below.

At the foot of the sheet write any others that may have had weight with you.

Then number in order of importance, 1, 2, 3, 4, the reasons that influenced you.

Write "No" before the reasons that had no weight.

Aggre-  
gate  
Per Cent

- |       |   |
|-------|---|
| 28.1. | Because I had decided to be a teacher and to attend a normal school, and Normal was most easily reached from my home. |
| 11.8. | Because expenses are low at Normal.   |
| 16.5. | Because of the general reputation of the school.  |
| 1.1.  | Because of the age of the school.   |
| 5.2.  | Because the catalog set forth most clearly the organization and work of the school.                                   |
| 9.8.  | Because I could get at Normal the work I wanted better than at the other Illinois State Normal schools.               |
| .5.   | Because I was attracted by the excellence of an educational address made by a speaker from Normal.                    |
| .0.   | Because of a special appeal to come to I. S. N. U. made in a public address by a speaker from Normal.                 |
| .9.   | Because of a private conversation with a member of the I. S. N. U. faculty.   |
| 2.0.  | Because my county superintendent advised me to come here.   |
| 5.7.  | Because friends of mine who had been students at Normal urged me to come.   |
| 4.2.  | Because friends from home were coming here.   |
| 4.6.  | Because my teacher, a former student at Normal, urged me to come.   |
| 1.3.  | Because a teacher of mine, who had not been a student at Normal, advised me to come.                                  |
| 1.3.  | Because one of my parents had attended at Normal and advised me to come.  |

- 3.6. Because relatives of mine had attended I. S. N. U.  
 .0. Because I had heard that the work at Normal was easier than at the other schools  
 2.9. Because the examinations for teachers' certificates have grown so difficult I came to the Normal School to earn a teacher's certificate.

If you were advised by anyone not to come to Normal, will you state on the other side of this sheet some of the arguments used against your coming.

## ILLINOIS STATE NORMAL UNIVERSITY

### Fell Hall

#### REPORT FOR QUARTER ENDING DECEMBER 31, 1924

##### Receipts

1924, October 1, Balance.....	\$26,416.99	
Room rent .....	2,037.50	
Board .....	7,781.30	
Guest fees .....	140.50	
Laundry fees .....	48.79	
Miscellaneous sales account.....	87.02	
		\$36,512.10

##### Disbursements

Salaries and wages .....	\$ 2,427.50	
Food supplies .....	5,061.02	
Gas .....	208.93	
Repairs to equipment .....	500.19	
Telephone rent and tolls .....	47.20	
General office supplies .....	8.63	
New furniture and equipment .....	487.60	
Freight and drayage .....	49.39	
Miscellaneous household supplies .....	167.09	
Refund of Board .....	27.75	
		8,985.30
Credit balance .....		\$27,526.80

### Farm

#### REPORT FOR QUARTER ENDING DECEMBER 31, 1924

##### Receipts

1924, October 1, balance.....	\$5,481.70	
Sales of milk.....	1,476.93	
Sales of cattle .....	119.00	
Sales of hogs .....	725.25	
Coal hauling, \$187.52, and rent of team, \$1.25.....	188.77	
Barbed wire, one and one-half rolls, to I. S. N. U....	7.12	
		\$7,998.77

##### Expenditures

Labor .....	\$2,009.21	
Feeds .....	3,335.21	
Veterinary .....	30.00	
Water \$35.00, ice \$79.50, electricity \$92.26.....	206.76	
P. K. Solution \$25.00, Wyandotte \$33.22, miscellaneous \$14.37 .....	72.59	
Washing dairy suits \$10.80, gasoline \$26.69.....	37.49	
Office expense (telephone and postage).....	8.10	
Horseshoeing \$4.70, freight and express \$2.24.....	6.94	
Bottle caps and rings .....	14.25	

Small tools \$8.60, seeds \$4.67.....	13.27	
Labor connecting milking machine.....	45.00	
DeLaval Separator .....	345.88	
Repairs to machinery and equipment.....	114.80	
		<u>6,239.50</u>
Credit balance .....		\$1,759.27

### Book Store

#### REPORT FOR QUARTER ENDING DECEMBER 31, 1924

##### Receipts

1924. October 1, balance.....	\$2,294.84	
Sales of text books and supplies .....	7,921.91	
Books transferred to Library .....	18.30	
		<u>\$10,235.05</u>

##### Expenditures

Service .....	\$ 418.73	
Text books .....	8,001.18	
Supplies .....	1,778.90	
Express, freight and drayage.....	115.12	
		<u>10,313.93</u>

Overdrawn .....	\$ 78.88
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*To the Chairman and Members of the Normal School Board:*

At the request of the Department of Home Economics, I wish to bring before the Board the question of certain equipment needed in this department.

On November 15, 1924, we submitted to the Director of Registration and Education our requisition No. 456, quarterly No. 31, for certain dress forms needed in our classes in clothing. The requisition was returned to us within a few days with these items stricken out. On December 20 we made a new requisition, No. 487, containing only the items of dress forms and iron stands that accompany them. This, too, has been rejected by the head of the Department of Registration and Education. Accordingly, I am bringing the matter to your attention.

1. The Department of Home Economics was established in this institution in 1907. It has grown until at the present time there are four full-time teachers employed in this subject. Ninety-six young women in the Normal University are special students of home economics. The curriculum includes courses in clothing. Thirty-four young women are in our classes in dress-making this term. Thirty-six will be in this subject next term, besides a class of about twenty girls in the High School.

2. Most good dressmakers use dress forms of this type. They are used in all good high schools where dressmaking is taught. A dress form, padded out to adapt itself to the exact figure of the subject, is just as important in dressmaking as a last is in shoemaking.

3. We now have twenty-six dress forms. Most of these were bought in 1908. They are of the old "Princesse" style used when women wore high collars and tight corsets to give them a

wasp-like waist, and when dresses were made to fit tightly. Now, as you know, women's dress falls in straight lines, and the old forms will not answer.

4. Our teacher of this subject studied first at Bradley Polytechnic Institute, later at the University of Illinois, and obtained her Master's degree at the University of Wisconsin, where she was subsequently employed as a full-time teacher. She states that at the University of Illinois and at the University of Wisconsin, where she was four years ago and two years ago, the old forms had been discarded, and new forms adapted to present-day dress had been purchased.

5. Even if the forms that we now have were usable, we should still need more forms because of the increased size of our classes. We wish to purchase forty bust forms at \$3.50 each, less 10 per cent, costing \$126, and seventeen adjustable iron stands at \$2.50 each, less 10 per cent, \$38.25.

I, therefore, respectfully request that under Section 59, Clause 4, of the Civil Administrative Code, which declares it to be your power and duty to prescribe the course of study to be followed, and the text books and apparatus to be used in each State Normal School, that you authorize the purchase of this apparatus.

DAVID FELMLEY, *President.*

The Board approved the following recommendations in this report:

1. The appointment of Miss Grace Arlington Owen for the Spring term at a salary of \$660 for the three months.

2. The appointment of Mr. C. E. Smith, a Senior College student, to teach a class in preparatory physics at \$150 for the term.

President Felmley's analysis of the per capita cost of educating students in each of the four years of the four-year course was reviewed with interest by the Board. It revealed that the cost of educating a student in the second year of the course is \$50.85 greater than the cost of educating a student in the third year, and only \$41.55 less than the cost of educating a student in the fourth year.

President Felmley presented a communication from the Superintendent of Montgomery county asking if the Normal School Board would sponsor the organization of a county normal school. President Felmley was instructed by the Board to state that it had neither the power nor the desire to become officially responsible for such a school.

The financial statement presented brought out the point that every such financial statement should contain an inventory of the goods or supplies on hand.

President Felmley called the attention of the Board to the law requiring that the authorities in charge of the Soldiers Orphans Home should send all the children in that home who had

completed the work in the eight elementary grades to the high school in the Normal University. He pointed out the fact that the acceptance of these children with the increased number would drive out of the high school people who were paying tuition. He recommended that the Board should take action requiring the children from the home who attended the high school to pay the tuition rate. The following motion was moved and voted unanimously by the Board:

"In case children are transferred from the Soldiers Orphans Home to the University High School, the Board will require the same tuition from them that is required of other children attending said high school."

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

DEKALB, ILLINOIS,  
January 19, 1925.

*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 quarter, 1924:

	Men and Boys	Women and Girls	Total	Total 1 Year Ago
a. College—				
Seniors .....	3	6	9	9
Juniors .....	8	5	13	21
Sophomores .....	45	170	215	199
Freshmen .....	50	308	358	247
Special .....	1	3	4	0
Total .....	107	492	599	476
b. High School .....	26	23	49	49
Total in residence above Eighth Grade .....	133	515	648	525
c. Elementary Grades .....	249	253	502	494
Grand total of all stu- dents and pupils.....	382	768	1,150	960

2. The attendance shows an increase over the registration a year ago of approximately 20 per cent. Unless there is serious interference with the plans and purposes, there is every reason to believe that the growth at approximately the same ratio will continue from year to year.

3. We recommend for graduation at the close of this quarter, February 27, 1925 the following students:

J. Elizabeth Anderson	Mary Kelly
Helen O'Donnell	Pauline Koehler
Gail Boyle	Cora Mincemoyer
Leo Conahan	Agnes O'Malley
Florence Henning	Harold Patterson
Edna Humbracht	Congetta Romano

The following students graduated at the close of the Fall quarter, November 26, 1924:

Lillian Augenstein	Arlene A. Schrock
Genevieve Claude	Myrtle Talcott
Kathryn T. Deegan	Stata E. Warner
Marian Jackson	Frank Ellis
Doris M. Knight	

## II. Faculty:

1. Mr. Frank K. Balthis, the Ground Superintendent, flower and shrub specialist, who came to us some years ago from Shaw's Gardens, and who is responsible for the arrangement and appearance of our campus, has resigned, to enter business in a flower store. His resignation will take effect the first of February. We have as yet no one to recommend to take his place.

2. We recommend as library assistant Miss Valene Badgley, who for two years has been an assistant in the Library during the Summer sessions, and who has had her training at the University of Illinois. We recommend that her salary be at the rate of \$100 per month.

III. Other School Employes: No report.

IV. Organization: No report.

V. Curriculum: No report.

VI. Buildings and Grounds:

1. The City of DeKalb has definitely decided against the pavement of the Lincoln Highway during this year, and notification has been given to us by the Mayor and the City Attorney to that effect. When this pavement is finally made, it should include the laying of a sidewalk on the south side of the College grounds the entire length of the pavement. The sidewalk extends at present only about half that distance.

The short block immediately west of the Main Building, connecting the driveways with Normal Road, and the long block immediately north of the heating plant, connecting the driveways with Lucinda Avenue, ought to be paved at the same time as Lincoln Highway.

VII. Auxiliary Enterprises:

1. The Revolving Fund shows the following report up to January 1, 1925:

## REVOLVING FUND, OCTOBER 1 TO DECEMBER 31, 1924

Receipts	
Board and room, Williston Hall.....	\$14,206.00
Registration fees .....	2,993.00
Total receipts .....	\$17,199.00
Amount previously reported .....	69,674.56
Total amount remitted to Revolving Fund.....	\$86,873.56
Expenditures	
Salaries and wages .....	\$ 7,782.63
Office and telephone .....	220.42
Travel .....	107.06
Garden supplies and expense .....	70.05
Food .....	4,443.18
Fuel .....	134.19
Supplies .....	1,311.36
Repairs .....	761.21
Total expenditures for period.....	\$14,830.10
Expenditures previously reported .....	60,883.01
Total expenditures .....	\$75,713.11
Balance on hand in Revolving Fund.....	11,160.45
	\$86,873.56

VIII. Student Life: No report.

IX. Miscellaneous:

1. The Faculty and student body are exceedingly interested to know what steps have been taken by the Committee appointed by this Board to draft a bill to remove these five institutions from the operation of the Administrative Code. They are also very much concerned in the appropriation for additional members of the Faculty and new buildings, especially the Woman's Dormitory, so far as these actions may be interpreted in terms of the institutions' needs.

X. Summary:

1. The approval of the employment of Miss Valene Badgley as Library Assistant.

Respectfully submitted,

J. STANLEY BROWN, *President.*

The Board approved the recommendation that Miss Valene Badgley be made Assistant in the Library at a salary of \$100 per month.

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

CHARLESTON, ILLINOIS,  
January, 19, 1925.

*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:

1. Attendance Fall term, 1924-1925:

	Men and Boys	Women and Girls	Total	Total 1 Year Ago
a. College—				
Senior class .....	5	7	12	11
Junior class .....	11	12	23	16
Sophomore class .....	33	91	124	103
Freshman class .....	91	200	291	193
Entering on teachers certifi- cates .....	2	5	7	5
Total .....	142	315	457	328
b. High School .....	110	133	243	246
Total in residence above Eighth Grade .....	252	448	700	574
c. Non-residents—				
Extension .....	.....	.....	.....	.....
Correspondence .....	.....	.....	.....	.....
d. Elementary Grades .....	125	148	273	264
Grand total of all students and pupils .....	377	596	973	838

2. Please observe that the increase in the Senior College is practically 30 per cent (29.6). This is a new venture in this school, and but three classes have been graduated from the four-year curriculum, numbering, respectively, 3, 6 and 7, with 12 in the present class and a prospect in 1926 of perhaps double the number in the present class. This is a good growth, and especially so when this administration has so far made little or no effort to increase growth in the Senior College. However, in the future such effort will be made. Not a little of this college work has been taken on by the Faculty as extra work.

Observe, too, that the Sophomore Class has increased 20.3 per cent and the Freshman Class 50.7 per cent, which means a large increase in the Sophomore Class next year. This will necessitate either increased room and teaching force in the Elementary School or a reduction in the time given to practice teaching. If present standards are to be maintained, time given now to practice teaching must not be reduced. If the addition to our Elementary School building, for which we have \$18,000 appropriated, is made, that will help. It should be said, though, that this money is for the completion of the building rather than for an addition.

During the Fall term we had 54 classes enrolling more than 30 students, which ought to be a maximum number—better a maximum number of 25 students. Of these, 23 classes enrolled more than 40 students, and 12 more than 50 students.

## II. Faculty:

1. Miss Mollie Duffy, Training Teacher in Eighth Grade, \$1,800 for thirty-six weeks, resigned on account of illness at the close of the twelfth week.

2. I recommend the appointment of Miss Edith Levake, Training Teacher in Eighth Grade, for twenty-two weeks, beginning December 29, 1924, at the rate of \$1,600 for thirty-six weeks.

3. I recommend an increase in the salary of Miss Leah I. Stevens, Training Teacher in Seventh Grade, from \$1,800 to \$2,000 for thirty-six weeks for the remaining five months of the year, beginning with the month of February. This adds \$111 to her salary for the year, which is only half of the amount saved on the above change in the Eighth Grade. Miss Stevens has obtained a degree since first employed, and her skill and efficiency have constantly increased. I should have recommended this increase last Fall had I thought we could afford it.

III. Other Employes: No report.

IV. Organization: No report.

V. Curriculum. No report.

VI. Buildings and Grounds:

1. The new power plant is approaching completion, and barely in time, too, as the old boilers and grates are in constant need of repair. During the holiday vacation we had a break in our stokers which, had school been in session, would have necessitated the closing of the school for a day or two. As it was, we had some frozen pipes in our dormitory.

2. Appropriation of \$18,000 for the completion of our Training School.

VII. Auxiliary Enterprises:

### Dormitory—Pemberton Hall

#### REPORT FOR THE QUARTER ENDING DECEMBER 31, 1924

Cash balance at close of quarter September 30, 1924.     \$ 4,249.64

#### Cash Received During Quarter

Room rent .....	\$2,180.00	
Board .....	6,123.50	
Guest fees .....	145.20	
Banquets, etc. ....	152.95	
Miscellaneous .....	9.00	
	8,610.65	

\$12,860.29

#### Expenditures During Quarter

Salaries and wages .....	\$1,540.57
Office expenses .....	67.30
Food supplies .....	5,969.07
Coal for kitchen range .....	70.00
Heat .....	891.00
Water .....	42.00
Electric current .....	148.68
Gas .....	4.29
Laundry .....	315.38
Miscellaneous household supplies and ex- penses .....	641.56

Refund of board and room .....	37.75	
Repairs to building and equipment .....	271.81	
		*9,999.41
Cash balance at close of quarter, December 31, 1924 .....		\$ 2,860.88

\*The expenditures for this quarter include a large order of canned goods received in December for use during the remainder of the year.

### Text Book Library and School Store REPORT FOR THE QUARTER ENDING DECEMBER 31, 1924

Cash balance at close of quarter September 30, 1924.	\$2,553.13
<b>Cash Received During Quarter</b>	
Book rent .....	\$ 641.00
Sale of text books .....	47.90
Sale of miscellaneous school supplies .....	284.41
	<u>\$ 973.31</u>
	\$3,526.44

<b>Expenditures During Quarter</b>	
Text books .....	\$1,257.80
School supplies for sale .....	116.04
Student help .....	194.25
Refund of book rent .....	7.00
	<u>1,575.09</u>

Cash balance at close of quarter December 31, 1924 .....	\$1,951.35
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VIII. Student Life: No report.

#### IX. Miscellaneous:

It is no great exaggeration to say that a crisis now confronts the Teachers Colleges of the State. Any movement to do away with the four-year curriculums should be stopped and all convinced that such extension of the curriculums is wise. If it is possible to organize all the forces in the State which believe in a liberal support of the teacher-training institutions, and bring their influence to bear upon legislation, much will be accomplished. No cause was ever more just than ours.

X. Summary: Action of the Board is requested to cover:

1. The resignation of Miss Mollie Duffy.
2. The appointment of Miss Edith Levake.
3. The increase in Miss Leah I. Stevens' salary.

Respectfully submitted,

L. C. LORD, *President.*

The Board approved the following recommendations in this report:

1. The appointment of Miss Edith Levake as Training Teacher in the Eighth Grade, for twenty-two weeks, beginning December 29, 1924, at the rate of \$1,600 for thirty-six weeks.
2. That the salary of Miss Leah I. Stevens, Training Teacher in the Seventh Grade, be increased from \$1,800 to \$2,000 for thirty-six weeks.

It was explained by President Lord that he intended to make this recommendation for an increase at the time of the re-employment of the Faculty, but had overlooked it.

President Lord called special attention to the increase in the enrollment in the Senior College, which was approximately 30 per cent, whereas the increase in the second year of the Junior College had increased a little over 20 per cent, and the Freshman class over 50 per cent.

The point was made that 281 students were enrolled in the third and fourth years of the college course in the five normal schools; that by the opening of this work and the taking of these students, the Board had obligated itself to make possible the completion of such course to such students. The abrupt discontinuance of this work would be in essence a violation of the Board's obligation.

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

CARBONDALE, ILLINOIS,  
January 19, 1925.

*To the Chairman and Members of the Normal School Board:*

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

The enrollment for the Fall quarter ending December 12:

College: Freshmen .....	386	
Sophomore .....	187	
Junior .....	21	
Senior .....	27	
Below college rank but taking professional courses....	415	
High School .....	61	
	<hr/>	
Total .....		1,100

For the Fall quarter last year we registered a total of 888. For the quarter just closed, as the table given above shows, we enrolled 1,100. The increase in attendance, 212, amounts to a little more than 24 per cent. The children in the model schools, of course, are not counted in the report given above.

The most satisfactory feature of the present year's enrollment is the marked increase in the registration of students of college rank. For the Fall term last year we reported 439, as against the present college enrollment of 624.

Buildings and Grounds:

Our bill for the present biennium carried an appropriation for \$5,000 for roadway through the campus. On sending in our requisition we learned that we had no control over this appropriation, but under a clause in the Administrative Code all road building must be done under the direction of the Hard Roads Commission. The Commission, I presume, advertised for bids,

and the contract was let to the Hamilton-Hoffman Construction Company. In my judgment the construction was unnecessarily expensive. The road was built under specifications employed in all hard-road construction in the State of Illinois today; in other words, it was built as if heavy trucks were to be used over it constantly, whereas we do not expect to permit anything heavier than an ordinary delivery wagon. Specifications called for slab nine inches thick at the outside, tapering to six at the central line, and with a double system of reinforcements. To this was added standard curbing. As a result, the five thousand dollars was sufficient to carry the drive only to Anthony Hall, and in order to complete it past the proposed gymnasium we had to draw on our Revolving Fund. From the point where the old roadway starts northeastward to the front gate, we have simply repaired the old single-track macadam drive. The engineers made no provision for draining the campus southwest of the drive in front of the Allyn building; neither was any provision made for a turn-out where the old road curves around the east end of Anthony Hall. We were not consulted about any feature of the drive, and we were not permitted to make any suggestion; or at least the suggestions we made were ignored. I am wondering how many other boards and commissions have a right to step in and take control of our funds out of the hands of the Normal School Board. I ought to add that I think we have a fair piece of roadway, but it has certainly been an expensive piece of construction.

#### Auxiliary Enterprises:

Miss Elizabeth Hickson has been the disciplinary head of Anthony Hall for some time. Just before the close of the Fall term she asked to be relieved, and at the beginning of the Winter term Miss Sarah Hardin took up the duties as head of the hall.

Respectfully submitted,

H. W. SHRYOCK, *President.*

President Shryock brought before the Board the matter of the construction of the piece of hard road through the campus. He said that nothing could show more clearly the divided authority and responsibility under which the teacher-training institutions were being conducted than the manner in which this was carried forward. Five thousand dollars for building this road appeared in his budget. It was approved by the Finance Department as a part of the askings of that institution. It appeared later, however, that all road building must be done under the Department of Public Works, and that the construction was undertaken and finished with practically no consultation with the local authorities who had made the asking for the road and secured the appropriation.

On this point the Board reaffirmed its determination to do all that it could to have the teacher-training institutions placed under a board independent of the Administrative Code, to which

the appropriations should be made and which should have direct control and mangement of these institutions.

President Felmley presented a typed statement concerning the needs of the Department of Home Economics. This statement was received and placed on file, and the recommendations made in it were referred to a committee consisting of Mrs. Northam, Mrs. Wykes and Mr. Cole.

The Board adjourned to take luncheon in Anthony Hall.

The Secretary was authorized to make a record of the Board's appreciation of this hospitality.

The Board adjourned.

A. M. SHELTON, *Chairman.*

F. G. BLAIR, *Secretary.*

Approved April 14, 1925.

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