

MINUTES OF FACULTY MEETING  
January 6, 1964 10 a.m.

PRESENT: Mr. Hancock, Mr. Alton, Mr. Ashby, Miss Courtney, Mrs. Nelson and  
Mrs. Probert.

Mr. Hancock opened the meeting by wishing faculty members a Happy New Year, and pointing out some of the positives which are indicated for the School in 1960. He especially indicated his satisfaction in having a new faculty member, Mr. Tom Smith, who has the background and experience to enable him to contribute a great deal to the School and its students.

UNFINISHED BUSINESS:

Library: Mr. Hancock suggested the following allowances for book purchases until the end of March.

Human Growth and Social Environment Sequence - \$25 per month or \$75 for the three-month period.

Social Services Sequence - \$25 per month or \$75 for the three-month period.

Methods Sequence - \$25 per month or \$75 for the three-month period

Field Instruction - \$25 for the three-month period.

Research - \$25 for the three-month period.

Books required by faculty for the curriculum study or any other urgent need will be purchased as necessary.

Grant Business:

Thesis: Mr. Ashby assured faculty that the thesis deadlines had been, or were expected to be met without cause for concern.

Library Move: Mr. Hancock notified faculty that the books will be moved to the new library on Saturday, January 11, at 10 a.m. First Year Students were informed before Christmas, but will be reminded this week. Second Year's will be notified in class. Faculty members who can are expected to help.

Curriculum Study References: Mr. Hancock asked faculty to help him locate the title, etc. of one of the books suggested by Mrs. Davis which was mentioned as being particularly appropriate for new faculty members.

Curriculum Study: The remainder of the meeting was devoted to presentation of assignments regarding units of learning. Mr. Hancock presented his work, and Miss Courtney gave an indication of the progress she had made to date.

At the next faculty meeting, as much time as possible will be devoted to presentation of assignments by other faculty members.

(Mrs) Margaret Nelson,  
Secretary pro tem

MINUTES OF FACULTY MEETING,  
January 13, 1964. 10 a.m.

PRESENT: Mr. Hancock, Mr. Alton, Mr. Ashby, Mr. Smith, Miss Courtney  
and Mrs. Probert.

LIBRARY: Mr. Hancock announced that he had been authorized to budget for  
a full-time librarian and an additional amount for books.  
Mr. Hancock commented that the Library has been moved and that everything  
went smoothly.

STUDENTS: Several students were discussed. Two students will write  
supplementary examinations in the old Library Room.

EXAMINATION RETURNS were discussed.

CASEWORK I: Mr. Alton mentioned that his Casework IA lecture is scheduled  
for Mondays from 8:30 to 10:30 which conflicts with the time for faculty  
meetings. Mr. Hancock will discuss this with Mrs. Nelson.

CURRICULUM DEVELOPMENT: The remainder of the meeting was devoted to  
discussion of a unit of learning presented by  
Miss Courtney and Mrs. Probert.

C. A. Probert,  
Secretary pro tem.

MINUTES OF FACULTY MEETING

January 20th, 64 10 a.m.

PRESENT: Mr. Hancock, Mrs. Nelson, Mrs. Probert, Mr. Ashby, Mr. Smith and Mr. Alton.

TIME CONFLICT: Mr. Alton has class at 8.30 and cannot be at faculty meetings until 10.30. Time of meetings was changed to 10.30.

TELEPHONES: Phones could be installed this week, and faculty were asked to leave directions with Mrs. Cas as to their location in offices.

RESIGNATION: The resignation of Mrs. Theriault was announced, and plans were discussed to mark the occasion. Tentatively, plans were made for luncheon on Monday, January 27th, at which time a suitable presentation will be made. Mrs. Nelson, Mrs. Probert and Miss Courtney will make the final arrangements.

Several problems concerning students were discussed, and respective faculty advisors will carry out suggestions of the meeting.

There is no final word on further arrangements regarding Mrs. Taylor-Davis' next visit

January 27th, 1964.

TS/LB

MINUTES OF FACULTY MEETING

January 27, 1964.

10:00 A.M.

PRESENT: Mr. L. T. Hancock - Director and Chairman  
Mr. G. Alton  
Mr. A. C. Ashby  
Miss M. L. Courtney  
Mr. Tom Smith,  
Mrs. C. A. Probert.

RESIGNATION: Plans have been confirmed to entertain Mrs. Theriault at a luncheon today, January 27. It was agreed that the School would provide the gift for Mrs. Theriault and the faculty would provide the luncheon.

STUDENTS: Two of the students who are ill were discussed at this time. This was followed by consideration of the thesis of one of the students who has written a failing thesis. Mr. Ashby will discuss the failure with the student. Another student's thesis is marginal and will be reread by the faculty member responsible for this thesis.

CHEQUES: Many of the faculty members will be leaving for Toronto tomorrow, and it is hoped that the salary cheques will be ready for distribution before the Banks close at 3:00 p.m. today.

NOVA SCOTIA HOSPITAL: Mr. Hancock reported that the Civil Service Commission is gravely concerned about the situation at the Social Service Department at the Nova Scotia Hospital. The concern centres around the fact that the Province had been giving Mental Health Services for a number of years without an adequate Department in existence at the present time. Mr. James Rudolph of the Civil Service Commission indicates that the Commission is determined to obtain a competent person as Head of the Department, and it appears that salary will be no object. Attempts will be made by our faculty to help obtain a Director of Social Service at the Nova Scotia Hospital.

LIBRARY: Plans have been proceeding for organizing the Library. New Library enquiry forms have been printed. Mr. Ashby explained the use of these forms to faculty. Further adjustments in these forms may be made in the future.

The meeting ended with further discussion of students.

Respectfully submitted,

Mary Lou Courtney,  
Secretary pro tem.

MINUTES OF FACULTY MEETING  
February 3, 1964

PRESENT: Mr. L.F. Hancock, Mrs. Nelson, Miss Courtney, Mrs. Probert, Mr. Ashby, Mr. Alton.

Minutes of the previous meeting were reviewed. A reference was made to the luncheon given for Mrs. Theriault and contributions of each faculty's share.

RESEARCH PROJECTS: Mr. Ashby reviewed the present situation with reference to Research Projects completed and read. As of the above date one project has failed, one project has to be re-evaluated and two projects are incomplete.

NOVA SCOTIA HOSPITAL: Mr. Hancock stated that the position of Director of Social Services for the Nova Scotia Hospital is still presently unfilled.

NEW BUSINESS

Mrs. Davis' Visit: A letter has been received from Mrs. Davis stating that she will be available for consultation on February 13th through until the 15th. Faculty concurred with these dates and a wire will be sent concerning this time.

Mr. Meeker's visit: A letter was received from Mr. Ben Meeker changing the dates of his arrival to March 19th and 20th. Miss Courtney raised the possibility of his arriving on the 18th to meet with the Nova Scotia Association of Social Workers and the mainland branch of the Canadian Association of Social Workers. Mr. Hancock stated that he was sure the School could assume responsibility for his expenses during this additional time.

General Business: The Director informed the group that Mrs. Roy will be away from the School until the last of the month because of an operation for kidney stones.

Timetable: Mrs. Nelson informed the group that the new timetable has been circulated and that a specific change has been made in the Casework II class on Mondayafternoon. Mrs. Nelson also informed the group that our allotment for special students for the 1964-65 academic year would now appear to be complete and an Admissions Committee meeting has been called for 11 o'clock on Tuesday, February 4th. Miss Courtney and Mr. Alton offered their regrets due to previous commitments.

The remainder of the meeting was devoted to a discussion of students.

Respectfully submitted.

Gerald Alton  
Secretary pro tem

GA/PN  
Feb. 3/64

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting  
February 10, 1964

---

The Faculty held its regular meeting in the Director's Office, Monday, February 10, 1964, with all full-time faculty present, but the Registrar excused for an interview with an applicant.

BUSINESS FROM THE MINUTES

Curriculum Review

Mr. Hancock reported that as matters stood Mrs. Taylor Davis was expected to arrive about 3 p.m. on Thursday and it was assumed that the pattern would still be that faculty would be available for individual conferences about their undertakings. It was also agreed that the faculty would lunch with Mrs. Davis on Friday but would leave her evenings free, unless otherwise indicated after her arrival.

NEW BUSINESS

Student Graduation Prizes

In reply to a question Mr. Hancock said that the Board proposed to offer one fifty dollar prize for proficiency to a second year student. It was noted that if faculty wished to propose any changes relating to this it would be advisable to have faculty discussion soon.

The rest of the meeting was devoted to a review of the student body and their present functioning.

Respectfully submitted,

A.C. Ashby  
Secretary to the Meeting

ACA/PM  
Feb. 11/64

MINUTES OF THE FACULTY MEETING  
MONDAY, FEBRUARY 17, 1964

PRESENT: Mr. Hancock, Miss Courtney, Mr. Smith and Mr. Alton

There was nothing which needed to be discussed from the minutes of the previous meeting.

New Business

Next week Faculty should consider whether it is feasible to change the days devoted to Field Instruction. The class schedule has become complex because of the present arrangement and one Field Instructor has requested control in her setting for five days a week.

Nursing Seminar The question of whether one of our students should be approached to participate in the Nursing Seminar later this month was raised. Several students representing several disciplines have been requested so that they might be interviewed concerning their interpersonal professional relationship during the Seminar.

G.A.S.W. The Executive of the Branch of the G.A.S.W. will be considering at noon today the possibility of contacting Mr. Wecker for the March meeting. Since Mrs. Jones of the Family Service Association of America will also be in town on that date she will also be considered.

Mrs. Davis' Visit In reviewing the visit of Mrs. Davis some attention was given as to where we as a Faculty go from here. Mrs. Davis, after her visit in March, will have completed the examination of Dr. Tyler's framework. The next stage will be the redevelopment of the School's curriculum in terms of sequences and this will be finalized during the next academic year. Mr. Hancock noted the urgency in this matter due to the rapid transition and development of the School.

Mrs. Jean Duplessa visited the school recently in an attempt to learn about job possibilities in the community.

The meeting closed on a discussion of some of the issues which may be examined tonight at the meeting where Mr. Hancock will be one of the panelists.

Respectfully submitted

G. Alton

GA/PM  
Feb. 18/64

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING, Feb. 24, 1964  
Minutes of Meeting

---

The Faculty of the Maritime School of Social Work met in regular meeting on Monday, February 24, 1964, at the School, with all present except the Director, absent on business.

Class-Field Timetable Pattern

Much of the meeting was devoted to exploratory discussion of the implications of an earlier proposal to consider changes in the allocation of field and class instruction during the week to the two year-groups of students. There was general agreement that (1) field time had to be continuous, and (2) that there should be some period when both years would be together at the school. It was recognized that the present pattern with both years in the school for two of the two and a half days of class work resulted in too crowded a time table. Field instructors expressed some concern lest a change would involve their time in the school being so limited that they would lose touch with the academic side, but it was recognized that the demands on their time in the field would be the same, so that essentially the same time was available for being in the school, but that it might be differently distributed.

Mr. Alton had drafted a possible plan whereby both years would be in the school Monday forenoon and Friday afternoon with first/second year then being in the field the remainder of Monday, all of Tuesday and of Wednesday; while second/first year would remain in classes through Tuesday, and be in the field Wednesday, all of Thursday, and Friday morning. First/Second year would be in classes all of Thursday and Friday.

It was agreed that the Faculty field instructors would consider this plan's feasibility from their point of view, while the Registrar would consider it from the point of view of arranging classes, and that these "dry runs" would be subsequently reported back.

(A remark in previous minutes which had seemed to link consideration of the change to a desire on the part of field instructors (non-faculty) to 'have continuous control of the students,' did not--it was noted--relate very closely to this matter, and was not of major moment).

School of Nursing Institute

It was noted that Miss Hart had agreed to take part in the panel of the Institute being sponsored by the Dalhousie School of Nursing, and that other students would be able to attend part of this with consent of their field instructors. Miss Courtney and Mr. Ashby were participating from MSSW Faculty.

Other Business and Adjournment

After some discussion of student matters the meeting adjourned.

A.C. Ashby  
Secretary for the Meeting.  
/PA



MINUTES OF FACULTY MEETING

March 2/64  
10:30 a.m.

PRESENT: Mr. L.T. Hancock, Mr. G. Alton, Mr. C. Ashby, Miss M.L. Courtney,  
Mrs. C.A. Probert, Mr. T. Smith.

FILM The Deputy Minister, Mr. F.R. MacKinnon, indicated that the Department of Welfare is considering purchasing the film, "The Battle of Newburg". He has asked if the School could use the film. It was felt that the School could use the film four or five times a year for a period of approximately five years.

STUDENT FILES: Our attention was called to the confidentiality of the files. It is important that the files be given to Mrs. Sas to be filed at the end of each day. See policy memo dated October 19, 1962 relating to this. The files should be given directly to the faculty member concerned or to Mrs. Sas if the file is to be circulated to prevent the files from remaining in the "pidgeon holes" overnight. Mr. Hancock will discuss the mechanics of this with Mrs. Sas.

The time consumption in circulating "admissions" files is also a cause for concern. No time is being saved with the present arrangement. It was agreed that it would be necessary for the Registrar, Mr. Hancock, and two other faculty members to decide the disposition of a candidate rather than the recent system of requiring every member of the regular faculty to pass judgment on a candidate. It will also be the practice for Mr. Hancock and the Registrar to confer on every "Admissions" candidate.

Policy Memo Re Duties of Coordinator Mr. Alton stated that there was some discrepancy between the policy memo re duties of the Coordinator of Field Instruction and the statement re same in the Field Instructors manual. Mr. Alton and Mr. Hancock will discuss this discrepancy at some time in the future.

Proposed Change in Schedule: Much consideration and discussion centered around a possible time change in class and field but due to other possible changes e.g. in the curriculum, it was decided it would be unwise to make any changes in our present schedule, especially as the proposed change does not carry too much value. Mrs. Nelson had made a chart concerning the proposed change which helped faculty come to a decision. ✕

Orientation Film: Plans had been made by the registrar to show a film which may be used during orientation but the film had been collected by the film bureau. It is hoped that faculty will see the film tomorrow, March 3rd, at or after 11:00 a.m.

meeting adjourned.

Respectfully submitted,

MLC/PM  
Mar. 3/64

Mary Lou Courtney  
Secretary pro tem

✕  
See under ---  
The chart indicates that all day Monday and Tuesday and Friday afternoon the first year students would attend classes, and the second year students would attend on Monday morning all day Thursday and Friday. Both years would be in the field during the parts of the School week during which classes are not scheduled.

MINUTES OF FACULTY MEETING  
Monday, March 9, 1964

10:30 a.m.

PRESENT: Mr. Hancock, Mr. Alton, Mr. Ashby, Miss Courtney, Mrs. Nelson,  
Mrs. Probert.

DISCUSSION OF MINUTES OF PREVIOUS MEETING

Student Files: Mr. Hancock reported that Mrs. Sas has set up a "holding" file in which student files which have been in use are placed when the office closes for the day. The following morning, Mrs. Sas will remove these files and start them in circulation again when this is appropriate. This system will be tried for a month or so to see if it will solve the recent problems in connection with the circulation of student files.

Correction of Previous Minutes: Miss Courtney will add to the minutes of March 2, 1964, under the heading "Proposed Change in Schedule", a statement making clear what changes were being considered and why they were felt to be inadvisable at present.

Orientation Film: Mrs. Nelson reported that little progress had been made on this project since the film had been seen and the test written by faculty on March 3rd. As a by-product of this discussion, the suggestion was made that all film catalogues and related material be filed in the Librarian's office when Mr. Ashby finds it convenient to move them from his office.

NEW BUSINESS

Academic Council Meetings: Thursday, April 9, was agreed upon as a tentative date for the next Academic Council Meeting.

Accreditation: Mr. Hancock brought faculty up-to-date on recent developments in the talks with university presidents regarding the closer affiliation of the School with one of the local universities. The talks have been exploratory as yet and the only definite stands on the part of the universities being that Acadia, Mount Allison, Kings and Saint Francis Xavier do not feel that they are in a position to accept the School as a graduate department at this time. Saint Mary's is interested but has made no definite offer as yet. No official talks with Dalhousie have been held as yet. Saint F.X. have made it clear that their continued cooperation with the School, if it does become part of any one university, would be dependent upon no change being made in the educational and religious philosophy of the School.

FULL-Faculty Meeting: Proposed date, May 7, 1964.

Mrs. Davis' Visit: Mrs. Davis is expected to arrive on March 12th at noon. The Research Lab will be used for meeting with her. Faculty will take her to lunch on Friday, March 13th.

More Classroom Space: It was suggested that the room formerly used as a research lab be furnished with chairs so that it could be used as a classroom. It was felt that it would be especially useful for small discussion classes.

Office Redecorating: All offices are to be painted, but they will be done over the next two or three months. The Registrar's office will be painted next. Blinds and new lighting will be installed in the new building as soon as possible.

Recruitment: Mrs. Probert will visit Memorial University, spending March 16, 17 and 18 in Saint John's. Mr. Smith will visit St. Francis Xavier early the week of March 16 or as soon as convenient after that date. Mrs. Probert plans to be at Mount Allison on March 23 or 24 or on April 6 or 7, Mr. Hancock at Acadia on April 1, 2, and 3.

Test to Establish Academic Grade-Level of Applicant: Mr. Hancock informed Faculty of the progress which has been made to date in choosing a test to be used to establish the grade level of non-degree applicants who do not have conventional Grade XII or freshman courses. It now appears that it will be several weeks, at least, before such a test would be ready for use. Therefore a decision must be made without the help of a test regarding the academic qualifications of two Newfoundland applicants already in process. This decision is to be made at the Admissions Committee meeting on March 17.

Easter Holidays: The School will be closed from Good Friday, March 27th until Tuesday, March 31st.

Second Year Evaluation: Mr. Alton notified faculty that the date for completion of second year evaluations will be April 16th.

Book Order Forms: The book order forms and instructions are now ready for use. The possibility of providing part-time lecturers with some of these forms will be considered at the next General Faculty Meeting.

Atlantic Conference of United Annuals is to be held at the Lord Nelson Hotel in Halifax on April 20 and 21, 1964.

Students: The progress of several individual students was discussed. A general comment that the students, particularly the female students of both classes, are inconsiderate in their behavior to the office staff was discussed and it was decided that Mr. Hancock would handle the matter through Mr. Boyle, the president of the student union.

Respectfully submitted,

MN/PK  
March 12/64

Margaret Nelson  
Secretary Pro Tem

MINUTES OF FACULTY MEETING

MARCH 16, 1964.

PRESENT: Mr. Hancock, Messrs. Alton, Ashby, Miss Courtney, Mrs. Nelson and Mr. Smith.

BUSINESS ARISING FROM PREVIOUS MINUTES: The President of the Student Organization has been informed of student behaviour toward clerical staff in the kitchenette, and has reported that no rudeness was intended. There is an offer to apologize from the students. A meeting of faculty and student organization was originally suggested for this week, but because of various faculty commitments will be postponed until next week on Tuesday at 11 a.m.

FURTHER TOPICS considered for this meeting have to do with:-

1. Student participation in constructing a measuring instrument to be used in Admission procedures,
2. the curriculum study now going on at the School,
3. the Ben Meeker Seminar, and
4. proposal that there be pictures of the graduating class.

An Admissions Committee Meeting is set for Tuesday, March 17. There will be a discussion of means to determine Grade 12 or equivalent status (especially in regard to applicants from Newfoundland) and proposals on what to do about deficient subjects in the educational preparation of applicants.

PROCEDURES of operation in the new phone system was discussed, with notation that when buzzed, faculty will always refer to "Inter-Com" button before taking call.

There was a brief review of students' status, and progress in general, with particular reference to a number of individual students who were having, or showing, various problems.

The policy of the School in regard to students was evoked in regard to an individual student, and the question arose as to whether or not present policy statement should be applicable. The change is proposed in this regard but the matter will be taken up at the next meeting of the Academic Council, which will be asked to give an opinion regarding its validity.

The present policy will be operative with the particular student under discussion, and will be interpreted to him by Registrar as requiring a repeat of term rather than the failed courses. As much flexibility as can be allowed under policy will be permitted this student as to the time and kind of field instruction he will undertake.

TJS/LS.

FACULTY MEETING MINUTES  
MARCH 23, 1964

10:30 a.m.

PRESENT: Mrs. Nelson, Miss Courtney, Mr. Hancock, Mr. Smith, Mr. Ashby and Mr. Alton.

Student Executive and Faculty Meeting - Mr. Hancock reported that the time set for the Student Executive and the Faculty to meet had been set as 11:30 Tuesday, March 24th.

School Policy related to a second year student who became ill. One of the second year students became ill and has been absent since about March 3rd. It appears likely from what we know now that she will not be able to return to her studies before the middle of April. This situation raises several questions about the student's present role in the School. Must she repeat the second term of second year or is there some alternative which can be arranged since she will have completed about half of this term and is an unusually mature student. What alternatives are available in relationship to her academic and field courses that would be acceptable to the Universities with which the school is affiliated.

The specifics of these questions were discussed to some length. It was generally agreed that what was needed was some device to assess where this student was in relation to the objectives of the School's program for second year second term. It was agreed that Mrs. Nelson, with Mr. Hancock's help, would contact the affiliated Universities to determine their procedures and policies in such a situation; Mr. Alton would contact Mr. Horricks concerning his thinking about this problem in relation to Field Instruction and the course in Community Organization; and Mr. Hancock would contact Mr. Pelrine and Sister John Elizabeth about their thinking in relation to their courses.

Mr. Alton mentioned that he would be in Saint John on Thursday and wondered how Faculty would feel about his attempt to visit the student. There was general agreement that this could be a most helpful gesture.

Next Faculty Meeting Since next Monday will be Easter Monday and there will not be a Faculty Meeting on that date a discussion as to an appropriate alternative to this meeting was held. Because of the pressure of business to come before Faculty it was felt advisable to hold a meeting on Tuesday, March 31st at eleven o'clock.

Admission Academic pre-requisite courses The Admission Committee has asked the Faculty to develop a policy outline concerning this matter for future discussion. The Director suggested that this matter be discussed at the Faculty Meeting of April 6th.

Open House Should an Open House be held for College and/or high school students within the near future? Should the School or some other appropriate source, such as the Canadian Association of Social Workers, hold this event? Should this venture be held jointly with this Association? It was generally agreed that such a project could be held for high school students perhaps sometime in May and that Miss Courtney will raise the possibility of joint participation with C.A.S.W. at the next Executive Meeting of this Association.

Personnel Policy Manual Mr. Hancock circulated copies of this proposed manual to the members of Faculty for review and study. The Committee working on this project is now prepared to submit it to the Board of Trustees and would appreciate Faculty's comments and support.

Curling Some discussion was held about the possibility of Faculty participating in this activity. Unfortunately, due to other pressures a specific date could not be arranged.

Mr. Smith's visit to St. F.X. Mr. Smith reported on his visit to St. Francis Xavier University to interview students concerning the field of Social Work. He saw seventeen students, of whom five were applicants to this School.

Respectfully submitted,

GA/PM  
Mar. 23/64

Gerald Alton  
Secretary pro tem

FACULTY MEETING MINUTES

Tuesday, March 31/64

RE: MISS BERNARDINE CONLOGUE

A special meeting of the faculty was held on March 31, to consider a plan for a second year student who has been ill for the last half of the second term. Mrs. Nelson reported on her contacts with the registrars from St. Mary's and Kings. Both said that they would be as lenient as possible with the student and would waive the usual requirements of class attendance, but would allow the student an additional period of time to prepare for examinations. Both agreed that they would not waive examinations. All the lecturers concerned were contacted before this meeting as well.

In Social Services IV The student has been given her term paper assignment and the completed term paper will be accepted as meeting the requirements for the course, as there will be no exam this year. Sister John Elizabeth suggested that the student also read the papers of the other students, which are being presented to the class.

In Law, Mr. Palrine suggested that she read the class notes of the other students, and he would spend probably only one session with her to discuss these. She could then write an exam at a later date.

In the Social Work Seminar, Mr. Smith felt that one more session with him would be sufficient.

In Community Organization The student has already completed her term paper, further consideration will have to be given to the remainder of the requirements.

In Field Work Mr. Alton Reported that she would be required to spend an additional time (indefinite) to complete a project which she began before she became ill.

In Social Agency Administration The student will be required to write an exam and will be given opportunity to discuss the work with Mr. Hancock.

It was generally agreed that the student would be required to spend approximately one month during the summer at the school. However, it was recognized that definite plans could not be made until we knew when the student will be able to return.

CAP/PM  
April 12/64

C.A. Probert  
Secretary pro tem.

FACULTY MEETING MINUTES  
Monday, April 13, 1964

10:30 a.m.

PRESENT: Mr. L.T. Hancock, Director, Miss M.L. Courtney  
Mr. G. Alton Mrs. M. Nelson  
Mr. A.C. Ashby Mrs. C.A. Probert

Open House: There has been no contact with CASW re the plans for "Open House" for high school students. Miss Courtney will contact the executive in an effort to determine the planning being made.

Conversion of the Diploma: Mr. Ashby reported that the Academic Council felt that no exception would be taken to St. Mary's proposal to have one of our past non-degree graduates do additional work in order to be granted an MSW following the granting of a B.A. degree. The Council felt that each case should be handled individually and that the university concerned should be able to make its own decision as to whether a degree would be granted by it. The Council did not come to a general policy statement which would in effect prevent students from "shopping around". It is St. Mary's thinking that the successful completion of a comprehensive examination and the presentation of an acceptable thesis according to present standards would fulfill the requirements set by the university in order to grant an M.S.W. degree to Sister Burke. The Director of Research stated after considerable discussion, that the thesis of the student did not meet the present requirements of the M.S.S.W. and that further work in research would be necessary. The Coordinator of Field Instruction indicated that it would be difficult to judge the student's Field Instruction on a comprehensive examination. Several suggestions were made re evaluation but none seemed feasible.

It was suggested that the other Canadian Schools of Social Work be approached to discover their policies on the subject. It was decided that Mr. Hancock will write the other Canadian Schools and the responses received may help the Maritime School in its planning.

It was agreed that the student should be informed as soon as a decision is made as Sister will need to begin planning.

Further discussion brought out the point that it would be too much to expect Sister to carry the full second year programme but that following the comprehensive examination, selected courses could be taken by Sister in addition to work on the thesis.

Personnel Policy: The personnel policy draft was discussed by faculty. The following points raised by faculty will be brought to the personnel committee.

1. The use of the word "tenure" on Page 2 caused some concern as it is unclear as to the definition.
2. Further clarification was requested around the section on "Evaluation". It was suggested that a more formal kind of evaluation of staff might be good.
3. The section on Educational Leave was questioned as it was not specific in terms of salary or the period of time the faculty member would be required to remain on staff if educational leave was granted to him.

Insurance: Concern was expressed that the payments paid by faculty into the obligatory insurance scheme did not accrue interest during the first ten years of the faculty member's appointment. Mr. Hancock will discuss this with the Insurance Company.



Career Night: The National Employment Service are sponsoring two career nights from 7:00 p.m. to 9:00 p.m. on Wednesday and Thursday, April 15th and 16th. They have asked the School to send representatives on both of these dates. Mr. Ashby will attend on Wednesday and Mr. Hancock and Miss Courtney will attend on Thursday evening.

Meeting: A student-faculty meeting has been scheduled for Tuesday, April 21st at 11:30 a.m.

The meeting ended with suggestions for Mr. Hancock's talk to CASW members on Wednesday. This led into further discussion on affiliation.

Respectfully submitted

Mary Lou Courtney  
Secretary pro tem

MLC/PM  
Apr. 14/64

MEMORANDUM

TO: FACULTY

FROM: DIRECTOR

We have \$25.00 given by the Catholic Women's League to spend on books. Have you any suggestions?

April 29, 1964

MATRIMINE SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

May 4th, 1964

Present. Mr. Hancock, Mrs. Probert, Mrs. Nelson, Miss Courtney, Mr. Ashby, Mr. Smith and Mr. Alton.

1) Business Arising from Previous Minutes

a) Miss Goddard will be returning to-day. She will report to her advisor first to structure out her activities following which she will meet with the Coordinator of Field Instruction to clarify times for Field Instruction.

b) Graduation exercises:- The Director asked for suggestions as to how the graduation might be improved. All who attended agreed that it had been an outstanding success. The following suggestions were made.

: That the table with the degrees be on the right rather than the left of the rostrum for convenience.

: The president of the Nova Scotia Association of Social Workers be invited to join the Official Platform Party to bring greetings to the graduates.

: The students have suggested the election of a member of the graduating class as an outstanding person for special merit. This suggestion raises some problems in relation to the student whom Faculty deem outstanding in the class.

: should the platform party be introduced. This is not generally done.

2) New Business:

a) Dr. Francis Marshall is retiring from Faculty this year and some question was raised as to whether her long years of service should not be recognized. Because of procedures followed with Field Instructors who also have many years of services and other classroom teachers who may be departing in the near future; this question raises many complicating issues.

b) Conferences - A number of these are coming up in the near future and there is the question of whom should attend what and when. It is next to impossible to set up some type of system which will routinely solve this problem. The most effective solution is to consider the personalities involved and the emphasis on the conference. The Director will be attending some if not all of the conferences in Hamilton in June. Mr. Smith will not be able to attend. Mrs. Probert and Miss Courtney may be attending the Summer Institute at Columbia University which would not permit them to attend the conferences in Hamilton. Mr. Alton will not attend the conferences in Hamilton unless there is a vacancy in the schools delegation. It was decided that this situation could only be finalized after more information was available about Miss Courtneys and Mrs. Proberts attendance at Columbia University.

c) Examinations have been scheduled for the first year class in the mornings of May 11th, 12th, & 13th, and Mrs. Probert will assume responsibility. All exams will be held in the first year classroom.

d) University Convocations: - There was some uncertainty about who would attend what convocations and in what capacity. When the situation is clarified the Director will notify Faculty.

e) Due to examinations next week the next Faculty meeting will be held on Friday, May 15th at ten o'clock.

f) Advising Sessions: - The Coordinator of Field Instruction informed the group that he had asked the First year class to submit their preferences for their

§§..... 2

Field instruction placement next year; directly to him. This procedure was carried out because of the difficulty of obtaining the information through previous channels as had been procedure followed last year.

g) Marks are all expected in on May 22nd (Friday) and will be mailed out on May 25 (Monday) to the students.

h) Vacation Schedule: - Miss Courtney informed the group that she had not as yet received replies from all members concerning their preferences for vacation time.

i) Mrs. Nelsons party / - Friday, May 22nd 1964 - Confirmed

j) Mrs. Davis next visit. As it stands now the most appropriate date for her visit would be the week of July 6th 1964.

Gerald Alton

GA/jc

MARITIME SCHOOL OF SOCIAL WORK

General Faculty Meeting

May 7, 1964

A G E N D A

- I. Opening remarks
- II. Minutes
- III. Curriculum review
- IV. Registration
- V. Timetable 1964 - 1965
- VI. Graduation in retrospect
- VII. Summer activities
- VIII. Other business
- IX. Adjourn

LTH/jc

# MARITIME SCHOOL OF SOCIAL WORK

## FACULTY MEETING

Minutes, May 15, 1964

---

The Faculty of the School met on Friday, May 15, 1964, as decided in the previous meeting. All faculty were present except Miss Courtney, excused for a meeting, Mr. Smith, hospitalized, and Miss Nelson. Mr. Hancock reported that Mrs. Nelson's doctor had advised that she stop work, and Mrs. Probert had therefore taken over as Registrar.

### BUSINESS FROM THE MINUTES

#### Miss Conlogue

It was noted that Miss Conlogue has begun work in the field, but had apparently not been in touch with class instructors. Her advisor will be in touch with her and ensure that she understands all the requirements for completion of her work here.

#### Retirement Recognition

The hazard of overlooking one person with equal or greater claim to recognition, if anything were done for a retiring lecturer was pointed out. It was suggested that the file of yearly calendars of the school could be checked to guard against this. It would also be important to set a time limit of service that would lead to recognition, otherwise the significance of such recognition would be diluted to a degree that could render it meaningless.

#### Conferences

Faculty were asked to indicate their preferences with regard to conferences by next week.

#### Examinations

To question it was evident there were no further questions of concern regarding the recent examinations at this point.

#### Convocations

It was noted that all Convocations had been attended, except Mount St. Vincent's which is to come, and will be attended by Mrs. Probert and possibly Mr. Hancock.

#### Vacation Schedule

In Miss Courtney's absence other faculty reported that they believed that she had been able to work out a satisfactory timetable. When she joined the meeting subsequently Miss Courtney confirmed this).

#### Curriculum Review

A letter from Mrs. Davis indicated that she would probably visit the week of July 6 for two days to be determined later.

Other Communications

Invitations had been received for Hants County CAS Annual Meeting, and the NSH School of Nursing Graduation, and a letter of thanks from St. Patrick's High School for our participation in their vocational guidance program.

Dominion Scholarships

A letter from Norman Knight indicated that there had been few applicants for the Dominion Welfare Scholarships. It was thought that this was because the government had set its minimum requirements too high, but it was agreed that the matter might be brought to the attention of any students who had at least four out of five "A's" and no other commitments, after the marks are in.

Minor Matters

Mention was made of the CWL book gift with a request for suggestions; of the need for care in closing windows (there was some questioning of the alleged attempted break-in reported by police); and of the request for completion of Social Insurance Number cards.

Conversion of the Diploma

The need to determine policy in regard to requests for conversion of the diploma to a degree if a BA is attained following attendance at the school was noted, and it was agreed to prepare copies of the letters received from other Canadian Schools with a view to discussion at next Faculty Meeting.

Policy re Failures

Similarly it seemed indicated that at next Faculty meeting the desirability of changes in policy regarding repeating the year's work in field instruction for students with three or more classroom failures should be taken up, in case a calendar change was desirable.

Library Budget

After some discussion, in which it was recognized that a review of experience after six months would probably be helpful, it was agreed that the library budget be allocated as follows:

\$200 each to Faculty Library,	and \$300 each to the Methods Sequence,
Research Sequence,	Social Services Sequence
and Field Instruction;	and Human Behavior and Social
	Environment Sequence

Next Meeting

It was agreed that the next Faculty Meeting be held Friday, May 22, at 10 a.m.

Respectfully submitted,

A.C. Ashby  
Secretary to the Meeting.

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

Friday, May 22, 1964

10: a.m.

PRESENT: Mr. L.T. Hancock, Chairman  
Mr. G. Alton  
Mr. A.C. Ashby  
Miss M.L. Courtney  
Mrs. C.A. Probert

Students The faculty was notified that one of the second year students who was ill is working on her assignments and is working in the Field. Her work in the Field is not up to the standards which she had been meeting earlier in the year. Her Field Practice, however, is on a passing level. Her Field Instructor will be leaving the City on Saturday and will not be returning until the student has completed her Field Instruction. The evaluation is to be held today, the 22nd and the coordinator will get in touch with the F.I. Examinations for the student are scheduled for the first week in June.

Dr. Marshall Mr. Hancock reported that the Chairman of the Board has agreed that Dr. Marshall be given formal recognition for her years of service to the Maritime School of Social Work.

F.S.H.C. Mr. Hancock reported that the staff working on the Family Structure Survey sponsored by the Provincial Government will be using some of the unoccupied rooms at the School until the middle of June.

Library Some of the students have been asking the librarian if the library could be opened at night. Faculty felt that this would not be feasible. It was suggested, however, that in special circumstances the library could be opened by arrangement.

Conversion of Diploma to Degree Mr. Hancock read the replies which have been received from many of the Canadian Schools of Social Work re the conversion of diploma to a degree. The replies indicated a variety of policies from automatically granting the degree to repetition of the two years Master's programme.

The faculty discussed the policy which the Maritime School might adopt. Various opinions were given in relation to the methods which could be used to evaluate both the performance in the Field and competence in academic subjects. The coordinator felt it would be especially difficult to assess the performance in the Field of a student who was working in an agency not knowledgeable of the School's criteria or far removed from the Halifax area. The opinion that the employing agency could give an evaluation of the student's performance or that an interviewer selected by the School could do such an evaluation using records of the student was expressed. It was suggested that both of these methods could be employed. The opinion that a faculty member from our School could do the evaluation was seen as good but the expenses involved may be prohibitive.

The possibility of subjecting a student to comprehensives was discussed with the opinion expressed that the student should be given reading lists and informed that he or she may write the comprehensives when ready. Following the evaluation of the



comprehensives the student would be informed of the courses or parts of the courses which should be taken. The evaluation of the comprehensive should indicate whether a thesis would be required. Another opinion that the Universities may insist on a thesis was given at this time.

As a result of these deliberations of the faculty it was essentially agreed that:

1. The student must pass a comprehensive examination.
2. A satisfactory on-the-spot evaluation of the student's practice be completed. Expenses of such a course of action should be borne by the student.

On the basis of the results of these first two requirements the School will then determine on an individualized basis what further requirements, if any, will be set.

3. It is also recognized that the university involved may require an acceptable thesis.

OR

as an alternative to the above, the student attend the Maritime School of Social Work for a further year.

Policy Re Three Failures The policy of the School states, "The student who fails in field work or in more than two academic subjects in a given academic period (a term or a year) shall be regarded as having failed that academic period." The academic Council discussed this policy at the last meeting of the Council. It is hoped that the minutes of that meeting will be typed and circulated so that further consideration by faculty of this policy can be given in the fall of 1964.

Next Faculty Meeting The next Faculty meeting has been scheduled for Tuesday, May 26th at 10:00 a.m.

Meeting adjourned.

Respectfully submitted,

Mary Lou Courtney  
Secretary pro tem.

MLC/pm

MINUTES OF FACULTY MEETING

MAY 26, 1964

PRESENT: Mr. Hancock  
Mr. Alton  
Mr. Ashby  
Mrs. Probert

Mr. Hancock informed the faculty he is going away on May 27th and will be back the week of June 15th. In his absence the Registrar will be responsible for his mail and general office affairs.

Mental Health Bursaries:

All enquiries and applications should be directed to Miss Gwen Pickering in future.

Advising Notes:

Mr. Hancock reminded faculty to get their advising notes up to date.

An invitation to the formal opening of a new building at the Nova Scotia Training School in Truro on Wednesday, June 3rd, was received. Mr. Alton will attend.

Reference Letters:

Reference letters on students should be signed by the Director or Registrar. Only one reference is sent from the School. This should be included in the sheet "Information for Students".

Examination Results:

Examination Results were reviewed by faculty.

Meeting adjourned.

Respectfully submitted

(Mrs.) Carol Ann Probert  
Secretary pro tem

CAP/am

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES  
(Special)

Monday, June 1, 1964

2:30 p.m.

PRESENT: Mrs. C.A. Probert, Chairman  
Mr. G. Alton  
Mr. A.C. Ashby  
Miss M.L. Courtney

Students Mrs. Probert reported the status of the following students:

Mr. E. Crocker Mr. Crocker failed Research and Group Work. He will be informed of the policy in relation to supplementary examinations.

Mr. B. MacNeil This student failed Group Work and did not complete Research II. He passed his supplementary examination in Research I. Mr. MacNeil failed Medical Information at the end of the first term. The registrar will attempt to contact Dr. Roberts and Miss MacDonald to discover if and when they wish to set supplementary examinations in Medical Information & Group Work.

Mr. B. Kasouff Mr. Kasouff passed his Field Instruction and has successfully repeated the course in Research II. He passed a supplementary examination in Administration. This student, therefore, has fulfilled the necessary requirements making him eligible for admission to the second year programme at the Maritime School of Social Work. The registrar will inform Mr. Kasouff that he has been accepted as a member of the 1964-65 second year class.

Miss B. Conlogue Field Instruction. The coordinator reported that Miss Conlogue passed her Field Instruction. The level which she achieved in the Field will be determined when Mr. Horricks, her Field Instructor, returns to Halifax.

Social Services IV The assignment for this course has been completed and arrangements will be made for the student to talk with the lecturer, Sister John Elizabeth.

Classwork Class papers have been completed and the term paper is due on June 4th. An appointment with Miss Conlogue and Mr. Alton has been arranged for June 8th.

Social Work Seminar The assignment has completed.

Administration Assignment completed. The examination is scheduled for Friday, June 5th at 10:00 a.m. Mr. Alton will invigilate.

Law Examination scheduled for Thursday, June 4th at 10:00 a.m. Miss Courtney will invigilate. Miss Conlogue will make an appointment to talk with Mr. Pelrine, the lecturer in Law.

Acting Registrar Mrs. Probert stated that an acting registrar will be required during the registrar's absence from the School from June 15th up to and including July 3rd. Mr. Ashby agreed to act as Registrar during this time.

Test It was decided some months ago that a test to determine if an applicant has the equivalent of Grade 12 be given to those special applicants who have not formally completed Grade 12. Dr. Frances Marshall and Dr. Beach agreed to attempt to locate such a test and gear it to our needs. Mrs. Probert will continue to work with Dr. Marshall to discover the progress made on this test.

Meeting adjourned.

Respectfully submitted

Mary Lou Courtney  
Secretary pro tem

MLC/pm