

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

January 21, 1957

A regular staff meeting was held on the above date with the Director, Mr. L. T. Hancock in the Chair. Present: Miss F. L. Montgomery, Mrs. Donald Nicol, Mrs. Douglas Ferguson and Miss Janet Gillis.

Mr. Hancock began the meeting by emphasizing the importance of regular staff meetings, which will be held every Monday morning at 11:00 from now on.

It was decided that Mrs. Nicol, Mrs. Ferguson and Miss Gillis would take minutes with Miss Gillis beginning for the month of January, Mrs. Ferguson February and Mrs. Nicol March.

Mr. Hancock mentioned that he wanted to have full faculty meetings including part-time faculty every month in addition to these regular meetings. It was decided to hold a full faculty meeting on or about February 4th and it was also decided that this latter meeting would be the only one held in that week. The same hour of 11:00 A.M. on Monday was agreed upon in the hope that most of the faculty could attend at that time.

Mr. Hancock referred to the Social Work Seminar for second year students with the faculty held on Friday afternoons and noted that the first two periods on January 25th and February 1st are periods set aside for Research, so that Seminars will not be held on these dates. After February 1st, some topic will be scheduled weekly, in some instances this may be connected with the Research project. The following are suggested topics for the Seminars:

1. "How to Conduct a Meeting"- Mr. Donald MacLean, for three sessions.
2. Mr. John Arnott - topic related to culture.
3. Civil Defence
4. Alcoholics Anonymous
5. Miss Alice Taylor when she is at the School the end of March
6. Possibly a Lawyer or some qualified person to discuss court procedures.

In connection with the latter suggestion, it was felt that the second year students, sometime before they graduate, might take time in their field work program to go to court while it is in session. There would need to be time subsequently to discuss what happens there and therefore one of the full-time faculty members would need to be in attendance. Mr. Hancock will discuss with Mr. Rhude the possibility of having the class attend court.

It was announced that Miss Alice Taylor will be at the School as Special Lecturer on March 29th, 30th and April 1st. This program does not involve outside agencies and personnel, but the faculty. It will be a curriculum study program and Miss Taylor will be meeting with the faculty, the Committee on Studies and the students. This arrangement comes as a result of the Board asking that the School prepare for accreditation.

During March 29th, 30th and April 1st, the faculty will be spending a lot of time with Miss Taylor and Mr. Hancock will be giving the faculty members material for preparation for these days.

2.....Faculty Meeting Minutes

Mr. Hancock told the faculty that he has plans to set up a Social Work Round Table of agency heads, approximately 15 people, to talk about important topics within the profession. "The National Workshop on Social Work Education", "The Place of Religion in Social Work", How are we to Face and Solve Problems of Scarcity of Personnel" are some of the topics suggested. Mr. Hancock would like this program to be something that the School can offer social workers in the community and in the process, help to bring the School closer to the community. Once a month seemed the appropriate frequency - the particular night to be decided by the whole group.

Meeting adjourned.

Miss Janet Gillis,
Acting Secretary.

JMG/cl
Jan. 25/57

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

January 28, 1957

The regular faculty meeting was held at 11:00 A.M. on the above date. Present were Mr. L. T. Hancock, F. L. Montgomery, Mrs. Mary Nicol, Mrs. Charlotte Ferguson and Janet Gillis.

The minutes were read and approved. Mr. Hancock noted that he will not likely be here on February 4th, the tentative date for a general faculty meeting. It was suggested that the date be postponed to February 11th.

Miss Montgomery noted in connection with Civil Defence for the Social Work Seminar, that the program for Civil Defence Course for C.A.S.W. "Canadian Civil Defence Organization" will begin February 19th and every succeeding Tuesday night for five weeks. If the student members of C.A.S.W. attend this course it will not likely be necessary to schedule a session on Civil Defence for the Seminar. However, if the students do not or cannot attend there is still one session not planned for which could be used for this purpose. Results from a questionnaire sent out by Mr. Hancock about Social Work Round Table revealed that there had been a good response - a dinner meeting seeming to be favored.

Mr. Hancock reported that he had spoken to Mr. Harry Rhude about the 2nd year students attending a court session. Mr. Rhude spends a session on this in class, and will extend this this year and will arrange to have the students attend a court session.

With reference to Miss Alice Taylor's visit, Mr. Hancock asked that each of us read a document Mrs. Taylor has sent for us in preparation for her visit and in next week's faculty meeting we are to decide what preparation, method of procedure, etc. we need to meet and be ready for Miss Taylor's visit.

The secretarial staff will be asked to comb our resources for all materials listed in the above documents and will be asked to order the ones we do not have. We will need to decide what materials should be mimeographed and passed out to faculty and when this should be done.

Mr. Hancock reported that there had been a meeting of the Executive of the Board. A new salary scale was adopted. Graduation Exercises were discussed. A Committee was set up to plan for the complete program. The Committee will be discussing different plans, e.g. having the dinner on a different day, and having it a strictly Alumni Dinner.

Mr. Hancock noted that he will be away all this week. Mrs. Lawlor has his addresses for the week.

Miss Montgomery noted that there had been interruptions in the Shatford Library. It was noted that this room is reserved for the School.

The faculty then listened to a tape recording of C.B.C. "Roving Reporter Program" on which several foster parents and the Executive of a Children's Aid Society were interviewed. This gave the faculty an opportunity to know the teaching values of this recording. The tape is available anytime anyone wishes to use it.

Meeting Adjourned.

Janet M. Gillis
Acting Secretary.

February 8/57

MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting Minutes

February 4, 1957

The regular staff meeting was held on the above date at 11:00 A.M. with Miss Montgomery in the Chair. Also present were Mrs. Nicol, Mrs. Ferguson and Miss Gillis.

After the reading of the minutes it was suggested that a memo be left in Mr. Hancock's box reminding him of the general staff meeting on February 11th.

As we discussed Miss Taylor's visit one question that arose was "Do we want help on curriculum content or something different from this"? Another question arising with reference to the Human Growth and Development sequence was "Do we need to assess the courses as they are now and what improvements are needed" or "Is it the Social Services Sequence that really needs examination more"? e.g. Why Child Welfare and not Family Welfare? "Should all faculty members be present or just those concerned at particular times"? "What amount of time do full time faculty need with Miss Taylor"?

It was suggested that all day the Saturday Miss Taylor is here be taken at the School - eating here, perhaps King's catering or arranging our own lunch.

One question we seemed to want to know more about was "What goes into the stages of a students development - 1st term, 2nd term, etc."?

It was felt that we needed to know about modern teaching methods.

Also the whole question of student advising and how it should be carried.

The members concluded feeling that the School needs help with the following:

1. Human Growth and Development sequence - It was felt that we might work on this with the full time faculty to assess, etc. and not necessarily with those teaching it, leaving this for the new faculty member.
2. That we need help in the Social Services Sequence - re time to be taught - what courses are most important.
3. Student advising.
4. Modern teaching methods.

It was suggested that the faculty start reading what there is more than one copy of, and not to take out what there is only one copy of.

It was noted that there is time for two general faculty meetings before Miss Taylor's visit which could be used for preparation, and the possibility of using the Social Work Round Table also.

There was a question about how the minutes would be taken during Miss Taylor's visit.

It was also suggested that for the students Seminar Mr. MacLean in his sessions would cover "how to take good minutes".

Meeting adjourned.

Janet Gillis,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

February 11, 1957

A general faculty meeting was held on the above date at 11:00 A.M. The Director, Mr. L. T. Hancock, was in the chair. In addition those present were Miss Joan Walker, Miss Pauline MacDonald, Miss Charlotte Ferguson, Miss Charlotte Mattar, Miss F. L. Montgomery, Dr. Frances Marshall, Dr. R. O. Jones, Sister John Elizabeth, Mr. James Lovett and Miss Janet Gillis.

Today's discussion was primarily concerned with curriculum development. In respect to our curriculum development we have a mandate from the Board of Trustees to prepare our curriculum for accreditation. It was noted that since Miss Mildred Sikkema's visit we have attempted to work on developing our Human Growth and Development sequence.

Mr. Hancock reported that there is a new faculty member to fill the present vacancy. The Board of Trustees will announce this appointment shortly.

It is highly desirable for the School to become accredited, and to assist in preparing for this Miss Alice Taylor has been asked and is coming as a consultant to the faculty in working on the development of our own curriculum. This calls for preparation on the part of the faculty and course outlines will be called for.

Mr. Hancock suggested that a review of the Council on Social Work Education's curriculum Policy Statement would be appropriate and a copy will be sent to each faculty member.

The meeting reviewed the Curriculum Policy Statement, with Mr. Hancock explaining and pointing out the highlights of this Statement.

Meeting adjourned.

Janet M. Gillis,
Acting Secretary.

JMG/cl
Feb. 13 /57

THE MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

February 18, 1957

The regular weekly staff meeting was held on February 18th with Mr. Hancock presiding. Present were Miss Montgomery, Miss Gillis and Mrs. Ferguson.

Miss Gillis read the minutes of the last regular meeting. Stemming from this there was a discussion as to how much should be started on changing the curriculum before the new staff member arrives. It was thought that some "tidying up" could be done with reference to the social sequences without setting up things too definitely in the new staff person's area. *human growth & behaviour*

Student advising was brought up and it was decided that we would want a session with Miss Taylor on this to see what other alternatives could be set up other than what is now being done where Miss Montgomery has been carrying the major burden of advising. Following this there was a discussion of teaching methods and how other faculty members could share in student advising, drawbacks being in time and content of courses that had to be put over. Dr. Marshall's class was used as an example.

The Question of reading in preparation for Miss Taylor's visit came up. We felt that care should certainly be exercised in taking reference works out of the School. It is a real question as to how the whole faculty can be brought in to share Miss Taylor's visit, both from the point of view of participation and preparation.

Mr. Hancock said that starting this week, Mrs. Mingo would be coming in one afternoon a week to help with the library work and to take some responsibilities in this area. It was pointed out that Mrs. Mingo might want to attend the odd faculty meeting once she had got into the work. One of her jobs will be to check on overtime books.

Mr. MacLean's session in the Seminar class starts this Friday and Miss Gillis said that she would be willing to introduce Mr. MacLean to the class.

Mr. Hancock read a letter from Joy Maines saying that CASW had been asked by the Council on Social Work Education how ethics and personnel practices of CASW were integrated into the School curriculum. She would like a statement from the School on this. Miss Montgomery offered some suggestions as to the content of the reply to be sent. A discussion followed.

Mr. Hancock brought up the question of recruitment and how it made it more difficult to do a good selling job for the School when local students went outside the Province for their training.

Miss Gillis announced that the Alumni Bridge would be held on February 27th at Newman Hall.

Meeting Adjourned.

Charlotte Ferguson
Mrs. Charlotte Ferguson,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting Minutes

February 25, 1957

The regular staff meeting was held February 25 at the School with Mr. Hancock presiding. Present were Miss Gillis, Mrs. Nicol and Mrs. Ferguson.

The Minutes of the last meeting were read. Miss Gillis said that Mr. MacLean had given his first session which had been very good. Also Mrs. Mingo had been in for one afternoon to start on the library work. Miss Gillis brought up the question of books borrowed by people other than students and the sometimes problem in getting them returned.

Mr. Hancock said that he had been talking with Miss Montgomery, who will be in hospital for two weeks anyway, re the possibility of arranging a visit by the 2nd year students to the Child Guidance Clinic to help planning around classes that will be missed. The possibility of Miss Gillis taking a class for the first year students the next week was discussed.

Re. Miss Taylor's visit.

The schedule during the three days was brought up. If Dr. R.O. Jones is going to ^{be present} ~~speaking~~ he would want to do so on a Friday. We want to discuss three sequences with Miss Taylor -

1. Growth & Behaviour
2. Services
3. Methods

Also we want to discuss advising. It was suggested that we might have a general orientation session Friday morning and a seminar session Friday afternoon. Saturday we would devote to the sequences, leaving Monday for sessions involving the total faculty. There was discussion as to who should attend what sessions. Saturday might be divided into two parts: Saturday morning with the small faculty group, and the afternoon with a larger faculty group being prepared to discuss the sequences and using what came out of the morning session. Miss Gillis suggested that if this were done the afternoon people might be asked to lunch Saturday. Mr. Hancock would ask King's if they could cater for this. If this was not possible, it was suggested that a buffet lunch prepared by the faculty might be possible. It was thought that you would likely only get the whole group together once so that sequences should be concentrated into that time.

Mr. Hancock referred to a couple of articles for reading, particularly one from "Education for Social Work" 1955, on sequences.

Meeting adjourned.

Charlotte Ferguson
Charlotte Ferguson
Acting Secretary

Feb. 27/57
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THE MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

March 4, 1957

The regular staff meeting was held on March 4th at the School with Mr. Hancock presiding. Present were: Miss Gillis, Mrs. Nicol and Mrs. Ferguson.

The minutes of the last meeting were read. Following this Mr. Hancock said that the schedule mentioned in the minutes seemed to be taking shape. King's have agreed to prepare a lunch for a group of approximately twenty for the Saturday during Miss Taylor's visit.

A visit has been arranged to the Child Guidance Clinic for the second year students.

Mr. Hancock expressed Miss Montgomery's thanks to the group for the bed jacket that was sent to her by the faculty.

Mr. Hancock announced that Mr. Greg Donovan was offering a course on how to run and operate a projector and how to select films. This course is specifically for the School. Also, Mr. Donovan suggested having a monthly preview of any new films related to Social Work. This idea was raised with reference to students, however Mr. Hancock will speak to him with regard to making it a joint student-faculty affair.

Miss Gillis said that Miss MacIsaac, a first year student, had definitely left the field and the School. This was Miss MacIsaac's decision. She had decided that Social Work was not the profession for her.

With reference to Miss Taylor's visit, Mr. Hancock said that we needed to have objectives to work for in school courses and curriculum, and particularly with reference to the sequences to be discussed. Mr. Hancock handed out copies of objectives of the MSSW and the New York School to the members present. These were read over and discussed with several changes being made in the wording of the objectives of the MSSW.

Meeting adjourned.

Charlotte Ferguson

Mrs. Charlotte Ferguson,
Acting Secretary.

CF/cl
March 7/57

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

March 11, 1957

The regular staff meeting was held at the School on March 11th with Mr. Hancock presiding, present were Miss Gillis, Mrs. Nicol and Mrs. Ferguson.

The minutes of the last meeting were read. Following this Mr. Hancock said he had spoken to Mr. Donovan who would be glad to make the proposed film previews include the faculty as well as the students.

Re Miss Taylor's visit: Mr. Hancock said he had been discussing the suggested schedule with Miss Montgomery, who had questioned whether it might be better to have the whole group all day Saturday rather than half a day. The matter was discussed and it was decided that Mr. Hancock would call four or five people to see which schedule (whole or half day) they would prefer and decide it on that basis.

Mr. Hancock handed out the restatement of the objectives of the Maritime School of Social Work, also a statement of curriculum revision of Western Reserve University. These were discussed and compared to a degree. The Western Reserve sequences and objectives were examined. It was pointed out that there were a tremendous number of possible combinations of courses and field practice, and that there was no rigid pattern that must be followed and that the Maritime School of Social Work would have a good deal of freedom and flexibility in developing its curriculum and field schedule.

Miss Gillis suggested a change of wording in the statement of objectives of the Maritime School of Social Work re goals.

Meeting adjourned.

Charlotte Ferguson
Mrs. Charlotte Ferguson,
Acting Secretary.

CF/cl
March 12/57

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

March 18, 1957

The regular staff meeting was held at the School on March 18 with Mr. Hancock presiding. Present were Miss Gillis, Miss Montgomery, Mrs. Ferguson and Mrs. Nicol.

The minutes of the last meeting were read. It was questioned in the minutes whether or not the full faculty attending the forthcoming sessions with Miss Taylor be present all day Saturday, March 30th rather than half a day.

Following this Mr. Hancock contacted six delegates for their opinions on the matter. Four felt they wanted an opportunity to attend the full day. It was therefore decided to leave Saturday open to the full faculty and also to leave the Monday afternoon sessions free for all those faculty members wishing to attend.

Mr. Hancock discussed several letters received and will pass them on for the faculty to read.

(1) Letter was received from Miss Muriel ^{ph} ~~Humfrey~~ ^{Humfrey}, Council on Social Work education, concerning an inquiry from Mr. Hancock on ethical standards and personnel practices. Miss Humfrey enclosed a questionnaire sent out by the Curriculum Study of the Council on Social Work Education which she felt might be of some help or guidance for us. *Values & Ethics*

(2) Jane Hoey wrote for information regarding collection of dues to the International Association of Schools of Social Work. Our 1957 dues are unpaid and we have been asked to either pay this bill directly or through the Council and have them pass it on to the International Association. There is some question as to the amount the schools are prepared to pay and comments made by some of the American and Canadian schools on the matter.

Mr. Hancock plans to write and see what the National Committee plans to do regarding this matter of dues, because this organization has paid dues for all Canadian schools in the past.

(3) A letter was received from Mr. A.M. Kirkpatrick, Executive Director of the John Howard Society. ^{for review} Enclosed was a paper he presented to the executives of Prisoners Aid Societies and representatives of government services on Recruiting and training Professional Personnel. In the Correctional Field. Mr. Kirkpatrick asked for our comments on this paper.

(4) Mr. Hancock received a letter from Reverend George Russell stating that Mount Allison plans to conduct a Ministers Seminar and it has requested that someone from our social work group speak on the Church and Alcoholic problem from the social work viewpoint. We discussed this at some length and considered four people to suggest for the task of presenting this type of paper to the group: Miss Janet Gillis, Miss Mary Lou MacLeod, Mr. Allison Kavanagh, and Mr. David Archibald.

In regards to the Miss Taylor visit, Mr. Hancock mentioned that he had had copies made of our statement of objectives which will be made available to each person attending the seminar. The Course Outlines presently in use will be available for reference during the discussion period.

Meeting adjourned.

Mrs. Mary Nicol
Acting Secretary

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

March 25, 1957

The last meeting of the faculty was held on March 25th with Mr. Hancock presiding. Present were Miss Montgomery, Miss Gillis, Mrs. Ferguson and Mrs. Nicol.

Regarding dues to the International Association of Schools of Social Work which had been discussed at our previous staff meeting, Mr. Hancock referred for faculty reading a memorandum from John J. O. Moore, Chairman, N.C.C.S.S.W. concerning this matter.

Mr. Hancock said that he had sent a letter to Mr. Russell giving the names of the four candidates suggested by the faculty to speak on the Alcoholic Problem to the Minister's Seminar at Mount Allison University.

Concerning the Social Work Seminars held every Friday, Mr. Hancock reported that Friday, April 26th was still open and that a speaker was not yet available for this day. He further mentioned that he would be away on April 5th and asked that a faculty member be available to introduce John Arnott, the Seminar's guest speaker on that date.

Mr. Hancock made the following announcements:

On April 11th there will be the Social Work Round Table discussions to be held in the form of a dinner meeting. He added that he will be away the week of the 15th and the 23rd.

Mr. Hancock mentioned, as well, that this year there will not be an Alumni Dinner held on the day of graduation. There will, however, be the annual board meeting and graduation exercises held the same day, May 8th. It was further stated that the Premier will be unable to speak at the graduation because of other commitments. However, it is hoped that the Minister of Welfare will be available in place of the Premier.

Regarding Miss Taylor's visit, Mr. Hancock said that he had had the School's Statement of Objectives mimeographed and also statements of other Schools for comparative purposes.

Meeting adjourned.

Mrs. Mary Nicol,
Acting Secretary.

MN/cl
April 5/57

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

April 8, 1957

The regular faculty meeting was held on the above date with Mr. Hancock in the Chair. Miss Montgomery, Mrs. Ferguson and Miss Gillis were present.

Miss Montgomery reported on the Social Work Seminar with Mr. John Arnott. She felt that in the future such should be presented for two hours. Mr. Arnott might need more time for discussion. Miss Montgomery felt that Mr. Arnott's presentation was excellent. Mr. Hancock noted that the April 26th date had been filled by Mr. Horne of Alcoholic Anonymous.

The meeting then turned to a consideration of Miss Taylor's visit and a consideration of our next step in planning and organizing in curriculum revision. Mr. Hancock suggested that we should define the word "process". We examined the dictionary definition and noted several parts of this definition which could apply to the social work process. We also considered the article "Function and Process in Psychiatric Social Work" by Kenneth Pray. After some discussion and examination we came out with a definition of process as "a method of operation conducing to an end".

The meeting then discussed how the curriculum study would be approached. It was decided that Mr. Hancock will act as liaison between the Board Studies Committee and the curriculum study. There will be an overall Committee which will be responsible for direction and guidance of the study and also will have a correlating responsible eventually. There will be three sub-committees, one for each sequence. The overall Committee will be called "The Curriculum Study and Revision Committee". The three sub-committees will be called the "Committee on Human Growth and Behavior", "The Committee on the Social Services" and "The Committee on Social Work Methods". Miss Montgomery will be Chairman of the Curriculum Study and Revision Committee, possibly Miss Joan Smith of the Human Growth and Behavior Committee, Janet Gillis of the Social Services Committee and Miss Montgomery of the Social Work Methods Committee. The Curriculum Study and Revision Committee will consist of Miss Montgomery, Mr. Hancock and Mrs. Nicol.

Meeting Adjourned.

Janet Gillis,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

April 29, 1957

The regular faculty meeting was held on the above date with Mr. Hancock in the Chair. Present were Miss Montgomery, Mrs. Ferguson, Mrs. Nicol and Miss Gillis.

After the reading of the minutes Mr. Hancock reported that Graduation is on May 8th. The Annual Meeting and Dinner of the Board is being held in Dining Rooms 2 and 3 of the Lord Nelson Hotel with the Board Dinner beginning at 7:00 P.M. The Alumni is having a Dinner for the graduates at 6:00 P.M. in the Lounge. The Graduation itself is being held at 8:30 P.M. in the Ballroom of the Hotel. The Very Rev. P. G. Malone is the Speaker, Archbishop Berry will give the Invocation, Mr. T. H. Coffin will introduce the Speaker and Dr. Alice Kitz will thank the Speaker. Mr. MacArthur will line up the faculty and students and Miss Wood will be the pianist.

Mr. Hancock raised the question concerning Sister Agnes Sheehan, second year student who is sick in the hospital and is therefore not writing examinations. The concern is in relation to standing, since Sister Sheehan would likely have had first place in view of past marks and past experience. In addition Sister's Thesis is the best. In considering second place it seemed to be between Mr. Clavet and Mr. Manzer. The suggestion was made that generally speaking Mr. Clavet has shown a more steady adequate performance during the two years and it was considered that possibly Sister Sheehan would take second place in view of her not writing the examinations and first place be given to Mr. Clavet. The final decision was left to the Director and faculty when more consideration is given to this.

Janet Gillis,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

May 13, 1957

The regular faculty meeting was held on the above date with Mr. Hancock presiding.

Present were Miss Montgomery, Miss Gillis and Mrs. Nicol.

Discussion was around Graduation which took place on May 8th. The question arose as to how we could improve the exercises and make our Graduations "bigger and better" in the coming years. One improvement mentioned was the addition of a public address system. Secondly, keeping the Graduation exercises brief. In addition, some question arose as to whether or not reference to each student's personality makeup and habits was a necessary item on the agenda. There was some question as to its dignity but no conclusion.

Mr. Hancock and Miss Montgomery left today for Annapolis to take part in a conference on Children's Aid Societies and Child Caring Institutions.

Miss Gillis leaves tomorrow, May 14th, for the Graduation exercises at St. Francis Xavier University.

Mrs. Nicol will be attending the Mount Saint Vincent Graduation on May 21st.

Meeting Adjourned.

Mrs. Mary Nicol,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

June 3, 1957

The regular faculty meeting was held on the above date with Mr. Hancock in the chair. Present were Mr. Hancock, Miss Montgomery, Mrs. Nicol and Miss Gillis.

Mrs. Nicol read the minutes from the last meeting held on May 13th.

Mr. Hancock then brought up some items for discussion. The first was the fact that formal applications are being received today from second year students. Miss Yuhasz has written saying that she will not be returning for a second year. It was decided that Wednesday, June 12th at 2 o'clock the faculty will meet to consider the second year applications. Mr. Lavoie's application will be considered then and Mr. Mazerolle's application will be reviewed - also Mr. McVeigh's.

Secondly, Mr. Hancock told the faculty that we have been notified by King's that we must vacate by September 1st. As yet the Executive Committee does not know where we will be going. He mentioned that it might be helpful to have a meeting of the faculty with some members of the Executive in order to help the Executive be closer to the significance of the future development of the School.

Thirdly, Mr. Hancock brought up the question of plans for Curriculum Study and Revision, which he feels should not lose momentum. This study has a degree of urgency because if it drags it will lose interest and it will affect how soon the School can apply for accreditation. Members should be selected for the Committees, a general faculty meeting should be held to acquaint them with plans and to have their agreement to participate on Committees. Time needs to be spent in thinking about who can and will serve on these Committees. This is the work of the permanent faculty and would need to be organized before a general faculty meeting. It was decided to have a meeting of the Curriculum Study and Revision Committee for this purpose on Monday, June 10th at 2 o'clock. Tentatively, June 13th at 2 o'clock was set for the general faculty meeting.

Mr. Hancock then told the faculty about a resolution, made at the Conference of the Nova Scotia Association of Children's Aid Societies, to the effect that they need and want more trained personnel and requested the Department of Public Welfare to reactivate its three months in-service training program. Mr. Hancock said that this was a demonstration of recognition by Board and staff groups for the need of trained personnel. There are a number of persons working in Children's Aid Societies who would very much like to have training or complete training but there are difficulties such as finances, leaving families without support and in connection with their agencies. Since then Mr. Hancock has considered rearranging the School's program so that such people could take classes and still retain their jobs, e.g. have classes scheduled on Monday and Tuesdays and have field work programs arranged on Wednesday, Thursday and Fridays. There could be other advantages to such a set-up, e.g. to those who had field placements out of town.

Mr. Hancock felt that such an opportunity for those who cannot obtain formal training, would make for very good public relations for the School. We discussed pros and cons but there seemed to be general agreement to the plan. We noted how such plans would effect the block periods between terms. If a week were done for field work and a three week block period between terms, the number of hours would be adequate without a block period at the end. It was felt that emotionally, for both staff supervisors and students that there are advantages to being in the field for two or two and one-half consecutive days and then the classes for consecutive days.

Meeting adjourned.

Janet M. Gillis,
Acting Secretary.

June 11/57

MARITIME SCHOOL OF SOCIAL WORK
HALIFAX, N. S.

June 4, 1957

TO: All Faculty Members

FROM: L. T. Hancock, Director

I would like very much to be able to discuss with you a proposal regarding our Time Table for next year which would affect us all, and therefore, I am suggesting that we hold a faculty meeting on the afternoon of Tuesday, June 11th at 2 o'clock.

LTH/cl

MARITIME SCHOOL OF SOCIAL WORK
HALIFAX, N. S.

October 30, 1957

TO: All Faculty Members

FROM: L. T. Hancock, Director

There will be a meeting of all faculty members on Friday,
November 8th at 2:00 P.M. here at the School (150 Coburg Road).

It is hoped that all who can will attend.

LTH/cl

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

October 15/57

The regular faculty meeting was held on the above date with Prof. Hancock presiding. Present were: Prof. Hancock, Prof. Smith, Prof. Gillis and Prof. Nicol.

After the reading of the minutes, Prof. Hancock referred to a letter received from the Chairman of the Scholarship and Bursary Committee of the National Council of Hospital Auxiliary of Canada. This offered a Scholarship to a second year student in a hospital setting.

Prof. Smith brought up the matter of sequences and curriculum survey. She reported that she plans to meet with Dr. Roberts, Miss Roland and Dr. Marshall in relation to particular things around lectures.

After further discussion the question of time limit was brought up as to how much the School could accomplish this year in connection with the curriculum revision study. It was felt that at the present time, since faculty members are not in a position to know exactly how much time is available for working on the study, that no definite plans could be made. Prof. Hancock expressed the feeling that the study should not be dropped and that we should at least be in correspondence with the Council on Social Work Education.

Prof. Hancock mentioned his plans to leave for Ottawa on October 16th for meetings of the Delegate Conference of C.A.S.W. and also the Canada Council. He plans to return Monday, October 21st.

Meeting Adjourned.

Prof. M. Nicol,
Acting Secretary.

MN/cl
October 21/57

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

October 22, 1957

Present: Prof. L. T. Hancock, Chairman; Prof. J. M. Gillis, Prof. M. Nicol, Prof. J. M. Smith

Minutes of the Last Meeting were read by Prof. Nicol and approved.

A Report on Progress in Furnishing the School was made by Prof. Hancock. Selection of material for drapes had now been made and lighting plans initiated. With respect to the School sign, the Board has approved a gold-letter sign on black background and permission was now being sought from the Zoning authorities for erection of this sign.

Coffee for Students. Mrs. Lawlor was asked to participate in discussion of this subject. It was decided that students could make mid-morning coffee in the basement. Two students from each year would be asked to take care of arrangements. Each student would be asked to bring a cup. With respect to coffee for meetings, Mrs. Lawlor would be willing to prepare it for small groups and Mrs. Jordan might be asked if she would be willing to help for larger meetings.

Circulation of Book Reviews. The value was discussed of faculty members expressing more fully their opinions about new books (negative views as well, as approval of buying the book) in order to assist the librarian in decisions. It was decided that the former method of having a sheet for comments attached to the review, should be resumed.

A Report of the Meeting of the Lecturers in the Human Growth and Behavior Sequence was made by Prof. Smith. The strong identification of the special lecturers and their interest in the students' total programme was recognized as being of great value to the School. Because of the number of problems and questions to be considered by the teaching group in presenting and co-ordinating their courses, it seemed inadvisable to commence this year meetings of the larger committee on this sequence. The group had agreed that they all had a responsibility to develop attitudes as well as to give information in their sessions. There had been concern about the lack of preparedness of the first-year students for the material presented to them in the courses of this sequence. This lack was apparent both with respect to personal maturity and academically. The latter resulted in the need to teach much basic preparatory material in the courses before beginning on the specific subject to be presented. Much time of the co-ordinating sessions was spent in teaching basic Sociology. Prof. Hancock pointed out that other schools had noted similar lacks in their beginning students and had felt the need to include sociology in their teaching programme.

Meeting with Canada Council. Prof. Hancock reported on the meeting of himself and the Chairman of the Board with Dr. Trueman of the Canada Council, to discuss the possibility of the Council making a grant to the School towards the cost of the new building. There was a question as to whether the School would qualify since grants were hitherto made for the building of new institutions rather than purchasing buildings. The possibility of receiving help from the Canada Council for building the extension to the present house was discussed. Dr. Trueman had been sympathetic to the School's request, which would be considered at the December 6th meeting of the Council.

Delegate Conference of C.A.S.W. Prof. Hancock reported briefly on the recent Conference in Ottawa. Corporate Membership in C.A.S.W. had been accepted on the results of the recent ballot.

Meeting adjourned at 12:15 P.M.

Joan M. Smith,
Secretary, pro tem

JMS/cl
Oct. 28/57

FACULTY MEETING
HELD
MONDAY, OCTOBER 29, 1957.

The Staff Meeting was held on the above date with Professor Hancock in the chair. Present were Professor Smith, Professor Nicol and Professor Gillis.

Professor Hancock began the meeting by referring the faculty to the current Royal Bank Newsletter.

Professor Smith read the minutes from the last meeting. From business arising out of the minutes Professor Hancock reported that he had spoken to Mr. MacArthur about the students making coffee in the basement.

He also reported that the discussion about the inclusion of sociology in our curriculum would not be dropped and that the various university professors would be interested in looking into this. Professor Hancock also felt that the profession was not getting the "cream of the crop" of students. Then there is always the question as to whether the student with a high academic standing is not always the most suitable for social work. Or has our program been adapted to the average student and not to the brighter one who asks more questions?

Professor Hancock questioned our lack of field supervisors in the agencies in view of the fact that our graduates are working in the agencies. The discussion evolved into one of the problems of the apparent inadequacies of our graduates in the field - particularly in connection with Public Relations. It was recognized that these people are in jobs which demand too much of a new graduate. Professor Hancock wondered whether we might have a seminar with a special person on Public Relations.

Professor Smith had asked about anatomy charts and Professor Hancock will attend to this.

Professor Hancock then raised the question of having a general faculty meeting. It was felt that although there was not too much that was definite to discuss in such a meeting, it has great value for the general faculty to feel a part of the School, particularly since they seemed to have wanted such meetings in the past. It was decided to plan such a meeting for 2:00 o'clock on November 8th.

Professor Gillis then brought up some of her problems in relation to the plan set up in order for Mr. Robert McVeigh to have a chance to gain credit for 2nd year field work. Professor Gillis did not feel able to work according to the plan as set up and expressed some pessimism as to Mr. McVeigh's ability to meet the standards in order to obtain credit. Professor Hancock pointed out that we were already committed to this arrangement and after considerable discussion it was decided that Professor Gillis could make changes in the plan as presently set up. It will be considered with Mr. Grandy that Mr. McVeigh and he choose five cases on which he will do process recording. Professor

Gillis will read these monthly. Mr. McVeigh will continue to make reports on his reading and child guidance conference attendance as arranged. This is to be a growth producing experience for Mr. McVeigh and the set up will be the usual one with Mr. Grandy supervising and Professor Gillis advising.

The question arose about students being absent and who they should inform. To date the students have been informing their advisors. The advisors will need to take responsibility for informing Mrs. Lawlor when a student is ill.

Meeting adjourned.

J. Gillis

J. Gillis
Acting Secretary

Nov. 5/57
JG/bt

MINUTES OF FACULTY MEETING
HELD TUESDAY, NOVEMBER 5, 1957

Following are the Minutes of the November 5th faculty meeting with Professor Hancock presiding.

Present were Professor Gillis, Professor Smith and Professor Nicol.

Professor Gillis reported that she had been in touch with Mr. Grandy and Mr. McVeigh and had worked out a revised plan concerning Mr. McVeigh's field work. Both Mr. Grandy and Mr. McVeigh voiced an acceptance of the new plan, although there was some indication of resistance on the part of Mr. Grandy.

Discussion today centered around the School's 22 full-time students. Comments made on their progress thus far will be incorporated in the student records.

Meeting adjourned.

M. Nicol
Secretary pro tem

Nov. 19/57
bt

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF GENERAL FACULTY MEETING
HELD FRIDAY, NOVEMBER 8, 1957

A general meeting of the full faculty was held on the above date at 2:00 o'clock. There were twelve present.

Professor Hancock was in the chair and opened the meeting by telling about the Board meeting held this week, and the Board Members' pleasure about the new building.

The new time-table arrangement was referred to. It is too early yet to ~~really~~ assess the merits or disadvantages of it. ~~At least one person~~, Mr. Raymond from King's Co. C.A.S., is pleased with what he is getting from the classes he is taking. There seemed to be a feeling on the part of students that they are having two days lectures which are rather exhaustive and then finding field work easier the latter part of the week. One field instructor expressed the opinion that the 2½ days block is working out well.

Copies of the time-table for the 1957-58 year were passed around.

Professor Hancock noted that the Curriculum Study is not going ahead as originally planned because of lack of time due to lack of one faculty member. However it is not being forgotten because the School does want to start the wheels moving for accreditation this spring, so that there will be meetings later ~~in~~ in connection with this.

Professor Hancock then told the meeting of the various professors and lecturers who are giving courses this year.

He then noted that there is some money still available for books and asked for suggestions for books that we should have or additional copies.

Mr. Johnson raised the question about students learning to drive. He wondered if this has been stressed at the School, in view of the fact that a social worker is not able to operate for some time when he or she goes to work when they cannot drive. The importance of this will be stressed with students.

The question was raised about ~~when~~ students miss ^{ing} time for sickness, should it be made up. It was felt that generally the policy of the agency should be followed. It would be taken on an individual basis where a great deal of time is lost.

The progress of
Time was then given to discussing individual students. ~~Professor Smith questioned Miss Yeadon's ability in classroom courses and wondered whether this student should have I.Q. testing so that we can assess her ability and expect of her accordingly.~~

~~The same question was raised concerning Mr. Richards. It was felt that he really cannot do a thesis along with everything else. It would be a destructive experience for him to try more than he can realistically accomplish.~~

~~Before the meeting ended Professor Smith said she felt we had one very outstanding student in the person of Margaret Nelson.~~

Meeting adjourned.

Janet Gillis
Acting Secretary

Nov. 12/57
bt

MINUTES OF FACULTY MEETING
HELD NOVEMBER 12, 1957 at 11:00 A.M.

Present: Professor L. T. Hancock, Chairman
Professor J. Gillis
Professor M. Nicol
Professor J. M. Smith

The Minutes of the last meeting were read by Prof. Nicol. Prof. Hancock questioned whether the discussion of the individual students should be included in the permanent minutes of the faculty meeting. It was agreed that they should not, but that the appropriate information should be entered on the file of each student.

Responsibility for entries on students' files. In answer to a question raised by Prof. Gillis, the group reaffirmed a decision made at an earlier meeting: that the faculty advisor was responsible for seeing that information was placed on a student's file. Material covered in the last faculty meeting could, where it appeared to be logical, be included in a block recording concerning the student's progress and various reports from course and field instructors.

The General Faculty Meeting, held on November 8th, was discussed. The lack of part-time lecturing faculty members at this meeting was noted (only one was present). Prof. Hancock suggested that in order to induce lecturers to attend it was necessary to give them the feeling of accomplishing something at these meetings. For this reason a planned programme might be desirable. Prof. Gillis and Prof. Smith expressed the opinion that the field supervisors with whom they had contact were feeling rather severely the absence of the General Field Work Supervisor. It was agreed that if Prof. Hancock were to bring this feeling out into the open at the next General Faculty Meeting, there might be a reaction of relief amongst the supervisors in that the School would be giving recognition to their feelings.

Announcement of the New Location of the School. Prof. Hancock showed the draft of the announcement of the School's change of location. This announcement would be sent to an extensive mailing list. Discussion was held of the desirability of combining the announcement with the usual Christmas card. It was agreed that with slight changes this could be done and might be preferable to sending out two cards during one month.

C.A.S. In-Service Training Plan. Prof. Hancock reported that when he attended the Conference of New Brunswick Children's Aid Societies, Mr. Anderson had discussed with him the possibility of the School's participating in an in-service training programme. Prof. Hancock felt that such participation might be important in relation to attracting future students to this School. It was probable that this programme would be planned for May or June and would be held in Fredericton. The faculty agreed that they had a responsibility to assist in a training programme of this nature.

Visits to Universities. Prof. Hancock reported that he planned to make two visits to each of the affiliating universities this academic year. He hoped to visit Mount Allison and St. Francis Xavier during November and December.

Meeting adjourned at 12.25.

Joan M. Smith
Secretary pro tem.

MINUTES OF FACULTY MEETING
HELD NOVEMBER 19, 1957

The regular faculty meeting was held on the above date with Prof. Hancock in the Chair, with all present.

Prof. Smith read the minutes of the last meeting.

Prof. Hancock noted that Bill Dyson of the Canadian Welfare Council will be here from November 21 - 24th and wondered when and if he could speak to the students. It was decided in view of the fact that Prof. Hancock will be away, time and other pressures, it would be advisable to have Eric Smit of the Canadian Welfare Council speak to the students when he is here later in the year.

It has been suggested that the next general faculty meeting be held in the evening, enabling more people to attend.

Dr. R. O. Jones has expressed the very strong feeling that the students are not getting enough practical experience in the Clinic setting. He notices this lack in teaching his class to second year students. The most suitable clinic is on Tuesday morning from 9 - 10 when Casework II is held. It was decided to move Casework II to 10:30 - 12:30 P.M. This will begin on November 26th. It was noted that there will be some opportunities for 1st year students to attend some clinics and that the above arrangement is a beginning in arranging for more of this kind of experience for the students.

A discussion followed concerning how the faculty feels about the ways in which the total program is being carried on this year - some things which seem better such as the division of advising and cooperation among the faculty.

Meeting adjourned.

Janet M. Gillis,
Acting Secretary.

JMG/cl

MINUTES OF FACULTY MEETING
HELD DECEMBER 3, 1957

The regular faculty meeting was held on the above date with Prof. Hancock presiding. Present were Prof. Gillis, Prof. Smith and Prof. Nicol.

Prof. Gillis read the minutes of the last meeting.

Prof. Hancock informed the faculty that he had received a reply from Mr. Dyson of the Canadian Welfare Council that he would not be able to speak to the students as requested on November 21st. He suggested giving a lecture later in the year.

Prof. Hancock then gave a brief review of his visits to Fredericton and Mount Allison. In Fredericton he met with Mr. Anderson regarding an In-Service Training course being given in that area. Mr. Anderson had met with Mr. Morgan who agreed that the School should participate. No definite decisions were made at this meeting, although it was felt that the matter would be given serious thought.

Prof. Hancock also made visits to U.N.B. and Mt. Allison where he interviewed a number of students. On December 4th Prof. Hancock will be leaving for Antigonish and will return Friday night.

Next there was discussions of one student leaving the Camp Hill field placement and going into the Nova Scotia Hospital Unit. It was decided that as a result of this move, which will add to Prof. Smith's work load, Prof. Nicol will continue with Casework II class in the next term. Prof. Hancock plans to write to Mrs. Bishop and request that she take over some of the sessions on the subject "team approach".

Following this a discussion was held on the present progress and standing of the students. *Statements will be incorporated on the students records.*

Prof. Smith mentioned that some of her students in the Unit brought up the questions of those carrying Mental Health Bursaries being committed to agencies for employment, of necessity perhaps having to be employed in agencies whose standards of practice do not concur with C.A.S.W. Code of Ethics. They wanted suggestions as to what steps they could take to do something about this matter. It was the faculty's suggestion that the matter be first referred to the students association and then on to Prof. Hancock for consideration before presentation to the Ethics Committee of C.A.S.W.

Attention was given by the faculty members to the matter of lectures and make up classes which had been missed. It was decided that this be discussed at the general meeting on December 10th.

Student Evaluations were then mentioned and a deadline was suggested for January 17th. This will be brought forward to the faculty meeting on December 10th.

Meeting adjourned.

MN/cl

Mary Nicol,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK
HALIFAX, N. S.

December 4, 1957

TO: All Faculty Members

FROM: L. T. Hancock, Director

There will be a meeting of all faculty members on Wednesday,
December 11th at 8:00 P.M. at the School (150 Coburg Road).

It is hoped that all who can will attend.

LTH/cl

MINUTES OF THE GENERAL FACULTY MEETING
HELD ON DECEMBER 11th, 1957, at 8:00 PM

Present: Professor L. T. Hancock - Chairman
Miss J. Cummings
Sister Mary Clare
Sister John Elizabeth
Miss J. Gillis
Dr. R. Jones
Mr. A. Kavanagh
Dr. F. Marshall
Miss C. Mattar
Miss I. MacLellan
Miss M.L. McLeod
Mrs. M. Nicol
Miss G. Shand
Miss J. M. Smith

MINUTES OF THE LAST MEETING were read by Miss Gillis and accepted.

Professor Hancock explained that the discussions concerning specific students were not being included in the minutes but would be included in the students' records by their faculty advisors.

BUSINESS ARISING FROM THE MINUTES

- 1) Professor Hancock stated that there was still money available for library books; he would appreciate receiving suggestions for books from instructors.
- 2) At the last meeting the advisability of all students learning to drive had been mentioned. Professor Hancock suggested that emphasis on the importance for social workers to be able to drive should also be emphasized by field instructors in the agencies. Professor Hancock had discussed this matter in his Administration class.

NEW BUSINESS

Timetables - The examination timetable was circulated and the second term timetable discussed. It was pointed out that the research seminar had not yet been scheduled; Friday afternoon might be a possible time but at present some 2nd year students had field work at that time.

Evaluations - Professor Hancock asked that field work evaluations should be sent to the School by January 17th.

Need for Additional Time for Lectures - Professor Hancock stated that January 6th and 7th had been scheduled as field work days for all students, since it was desirable that they should attend to their agency responsibilities after the holidays and before being absent from the field for exams. However, most course instructors required time for one more session with the students after the holidays. Professor Hancock therefore, asked if the group felt that January 6th could be devoted to lectures instead of to field work. Representatives of agencies who were present agreed that this would not disrupt their agency program.

This led to a discussion of the need for more lecture hours in order to cover course material adequately. Professor Hancock suggested that if all the affiliating universities held Fall Convocations, the second term could be extended. This would be particularly useful in relation to research.

Other suggestions were that the fall term could commence earlier or the days be extended by beginning lectures at 8:00 A.M.

Dr. Jones proposed that, in relation to his own course, examinations should not be held until mid-April since this would give the students more opportunity to consolidate their learning by their attendance at clinics.

Curriculum Study - Professor Hancock reported that due to the absence this year of the Assistant Director and consequent additional duties placed upon other faculty members, little systematic work could be done on the curriculum study. However, it had been possible to work consistently on the Human Growth and Behavior sequence. Miss Smith, co-ordinator of the sequence, reported on the progress made. The courses in this sequence consisted of Personality Development, Psychiatry, Medical Information and Nutrition, with a weekly seminar designed to enable the students to integrate the information obtained in lectures into their social work learning. The plan of the sequence was to give information and develop understanding of the human being from birth to old age concurrently on the levels of personality, physical and social development. The lecturers in the sequence held meetings approximately once a month for purposes of co-ordination, discussion of problems and future planning. The course content was being strengthened with additional use of films (course lecturers acting as discussants) and by regular attendance of the students at clinics and seminars at the V. G. Hospita. The chief difficulties encountered were related to the students' lack of preparedness both academically and from the point of view of maturity, for the material presented in the courses.

In discussion of these problems questions were raised by the group about prerequisites. Professor Hancock replied that prerequisites in the social sciences had been considered desirable but not compulsory. The Admissions Committee usually recommended reading in the areas in which a student planning to enter the School had deficiencies. The whole matter of student preparation and qualifications was undergoing scrutiny at present by the National Council of Social Work Education.

With respect to the students' lack of maturity Dr. Jones pointed out that the same problem was evident in other graduate schools: changes in the total educational program in the community might produce in the future students with more mature attitudes. It was agreed that there might be value in arranging for the faculty and students to sit down together to discuss these problems of teaching and learning in social work; this would help the students to accept responsibility for the problem as their own.

Canadian Welfare Conference on Social Security Program - Professor Hancock reported that this conference (in the organization of which Mr. McKinnon was participating) was to be held in January. A report of the C.W.C.'s plan for an over-all Social Security Program would then be submitted to the Federal Government. Professor Hancock was to attend the conference. He had received from the C.W.C. a memo with specific questions and asked the groups opinion in relation to the question on views concerning the adequacy of the Unemployment Insurance Program. There was discussion of possible misuse of the program, of consideration of an insurance type of program as a "personal right" and of the need for introducing additional services such as retraining programs. Professor Hancock expressed appreciation of the group's opinions and suggestions.

Meeting adjourned 9:35 P.M.

Joan M. Smith
Secretary pro tem.