

Minutes of Faculty Meeting held at the School  
February 17, 1948 at 7:30 P.M.

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Present: Dr. Prince                      Miss Montgomery  
         Mr. F.R. MacKinnon              Miss Greenhill  
         Miss Shand

The meeting continued a discussion brought up at the previous meeting regarding a course to be given by Sr. John Elizabeth that would not apparently overlap, as does the present course, with other courses in the curriculum. It was suggested that this proposed course might be more the philosophical approach to social work drawing upon history and biographies of outstanding social workers - or a course with emphasis upon social movements and the historical development of the field of social work-  
It was decided that the course in budgetting and nutrition could be dispensed with and replaced by one or two lectures during the School year. The lectures to be given to second year students.

It was also decided after much discussion that the course in Preventive Medicine and Law for Social Workers be  $\frac{1}{4}$  C each - Mr. Cowan be asked to teach the latter course. It is evident from recent experience there is not sufficient content in either course to be carried along for 14 or 15 weeks. The question was again brought up as to whether Social Research might be considered a teaching spot for a full time Director, but it was decided that for the present Sr. Louise Adelaide would continue to teach Social Research. The course in Juvenile Delinquency has been omitted in the new curriculum in the understanding that Mr. Lovett be retained as a lecturer - It was suggested that he might teach Statistics - providing he was interested in mathematics and that the course could be more geared to the S.W. profession.

The question of retaining the course in Rural Pathology was discussed at length - In Dr. Prince's opinion there appeared to be an over-emphasis on urban social work versus rural S.W. He thought there was a need for this course - which could be inspirational an incentive to students to work in the rural areas. Both Mr. MacKinnon and Miss Montgomery disagreed with Dr. Prince. In Mr. MacKinnon's opinion social workers chose rural work from a realistic or economic motive rather than an inspirational one. Since there was the question of not overloading the class room hours of second year students, it was suggested that either Psychiatry 11 (clinic portion) be reduced  $\frac{1}{2}$  C or Social Case Work. Finally it was decided that the course should be included in the curriculum under the heading - Rural Public Welfare - which area would not be covered by Mr. MacKinnon in his course in Public Welfare and that the clinic under Psychiatry 11 be optional.

The question as to when the School closing would take place was discussed and it was decided that this date should be the one already set down in the School Calendar. However since the second year students have until May 30th to remit their projects - this will mean there will be no graduation in April. It was decided to hold the School dinner as usual around the end of April. Tentative dates for opening of school and increasing school year were set out as follows - 30 week school year including exam time:

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1st Term -     Sept. 27th, 1948.   opening day of classes  
                   Dec. 18th, 1948   Christmas holidays begin  
                   Jan. 3rd, 1949    classes resume  
                   Jan. 17th, 1949   exams begin  
                   Jan. 19th, 1949   exams end

2nd Term       Jan. 24th, 1949   opening day of classes  
                   Apr. 15th, 1949   Project due  
                   Apr. 30th, 1949   end of term  
                   May 2nd, 1949    exams begin  
                   May 4th, 1949    exams end  
                   May 9th, 1949    Block field work begins  
                   June 18th, 1949   Block field work ends.

The question of Miss Benjamin's standing was again discussed and it was decided that since the progress indicated was not sufficient, steps should be taken to give her the opportunity of withdrawing from the School.

The 2nd year Programme 1948-49 is as follows:

1st and 2nd term	Social Casework	1	C	
2nd term	Preventive Medicine	1/4	C	
1st term	Psychiatry 11 (clinic optional)	1/2	C	
1st term	Administ. of Soc. Agencies	1/2	C	
1st term	Public Welfare	1/2	C	
2nd term	Law for S. Workers	1/2	C	
1st term	Social Research	1/2	C	
2nd term	Rural Public Welfare	1/2	C	
2nd term	History of S.W.	1/2	C	
	(Nutrition and Family Budgetting - 2 lectures)			

The next meeting was set for February 24, 1948.

AMG/ck

Minutes of Faculty Meeting held at M.S.S.W.  
February 24, 1948 at 7:30 P.M.

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Present:           Dr. Prince                               Miss Montgomery  
                  Mr. MacKinnon                       Miss Greenhill  
                  Miss Shand

It was brought up by Miss Montgomery that considering the available field work placements and the present number of 1st year students who may be returning, we could allow for no more than 14 new students in 1st year next term. The question to be decided was what was to be the admission policy re present applicants who are not college graduates. Since the other Canadian Schools allow 10% of new students to be non university this would imply only 2 students for M.S.S.W. After much discussion it was decided that for the Present - the School policy would be to accept only University graduates. Other applicants would be determined at a later date and then on the basis of their qualifications - previous experience in social work, etc. The question of credits for field work and research projects were then worked out. It was decided the Research project should be equivalent to 1 course, and since  $\frac{1}{2}$  course is equivalent to 2 credits in other Schools of S.W. - this means 4 credits. Similarly it was decided that 24 weeks of field work (2 dy/wk) and 8 wks block in 1st year plus 24 wks (2 dy/wk) in 2nd year was equivalent to 1088 credit hours, or approximately 18 credits. Allowing for additional time in proposed new school year 1948-49 the field work would be equivalent to 20 credits. The total minimum requirements to obtain a diploma to be as follows:

Class	- <del>10</del> C or	38	credits
Project	- 1 C or	4	credits
Field Work	- 5 C or	20	credits
	<u>16</u>		
	<del>10</del> C	62	credits

This compares favorably with the 60 credits required by the McGill School and the A.A.S.W. recommendation that field work should comprise between  $\frac{1}{2}$  to  $\frac{1}{3}$  of students time.

The question as to whether Sr. Mary Clare should be required to do field work was brought up and it was decided that since placements are available and Sr. Mary Clare is hoping to qualify for a diploma she should be required to do field work under supervision.

Miss Montgomery brought up a request to attend the National Conference on Social Work to be held in Atlantic City the week of April 11th-15th - This could present an excellent opportunity to contact the A.A.S.W. re beginning to take the necessary steps towards future membership in the American Assoc. of Schools of Social Work. It was decided that it be recommended to the Executive of the Board that Miss Montgomery attend this Conference.

It was decided that the school insert an ad in the Dalhousie Student Year book - cost \$6.00. The question of visiting some of the Maritime Universities was brought up and the following suggestions were made -

University of N.B.	-	Miss Montgomery
St. Francis Xavier	-	Mr. MacKinnon
Acadia	-	Dr. Prince
Mount A	-	Miss Greenhill

Minutes of Faculty Meeting held March 24, 1948  
at the School at 8.00 p.m.

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Present: Dr. Prince, Chair  
Miss Ward  
Dr. Jones  
Mr. Lovett  
Miss Montgomery  
Dr. Stewart  
Dr. Still  
Mrs. Bishop  
Miss Shand  
Mr. MacKinnon  
Mrs. Marshall  
Miss Greenhill

Dr. Prince gave a brief report on Christmas examinations and this led to a discussion on what was the attitude of various instructors in marking the papers.

Dr. Jones, Mr. Lovett and Dr. Stewart expressed their views which seemed to be that they tended to teach for the level of the poorer students and that it was more like teaching on a senior High School level than a post graduate one. Other views expressed were that since the school was a post graduate one - the marks should be given with that in mind. It was pointed out that the number of college graduates in the School was greater than the non-college students and if these students were not making the grade did it indicate something was wrong with the course - A comparison with the medical students was felt to be unfair since the latter group is a very select one and the number from which to choose is so much greater. In future it was decided that the instructors should tend to follow a higher academic standard and teach as though all students were college graduates since what is implied when the School admits non college students is that these students have equivalent background in other fields.

Several instructors remarked that it would be helpful to them if there was more frequent exchange of how the students were getting along in other subjects. The question of written exams versus written assignments was then discussed. Dr. Jones brought out that for the medical students there were oral exams and in some instances only a series of weekly tests with no finals in addition to written examinations.

This brought up that some instructors require a lengthy term paper in addition to a written exam - It was suggested that some effort be made to stagger assignments. Moreover the proposed condensed course might relieve some of this pressure.

Re Research projects -

Chairman informed the group that aim of School was to have students do a research project equivalent to Master's standing and that the course in research methods and the research project are now accepted as prerequisites for the diploma.

Re Lengthening School year -

30 week year - proposed dates September 27th to end of April - Chairman also indicated proposed change in school year with exams in January. There was difference of opinion expressed

re 2hr/wk/1 term but in general it was favourably received and all agreed fewer subjects in any one term with more concentration was desirable. However, the main difficulty for some of the lecturers was in accepting 2 hrs at the one time rather than 2 separate hour periods -- It was felt this would have to be worked out on an individual basis - for some, time was the impractical important factor and it was impossible for them to be away from their jobs for an hour - forty minutes or 2 hours at a one stretch. Others expressed the opinion it might be difficult to lecture intensively over the longer period, of time or it meant less review which had some value.

**Re proposed changes in various courses -**

It was brought out that this was deemed necessary since the School aimed at qualifying for membership in A.A.S.S.W. Since there were so few students it was pointed out electives were not feasible and several courses would be dropped. Mr. Lovett expressed regret that the course in delinquency was being omitted. Dr. Stewart asked that his course be tied in more with Mrs. Bishop and if possible all three including Dr. Still, be better integrated --

Finally decided that Mrs. Bishop could give 10 hours to 20 hours from Dr. Stewart and work with Dr. Stewart as she was now doing with Dr. Still and the entire course could be known as Medical Information 1 and 11.

No final decision re ability of individual instructors to give 2 hr lectures at one time or in two separate periods can be worked out now as it will depend on various circumstances in the Fall but the following expressed themselves as interested in separate time periods:

Mrs. Marshall	Miss Ward
Dr. Jones	Mr. Lovett

New captions are required for following courses:

Public Welfare 1 and 11  
 Social Statistics  
 Medical Information 1 and 11  
 Case Work 1 and 11  
 Field of Social Work

Mr. Lovett moved that the faculty was in substantial agreement with proposed changes as discussed during the evening. Mrs. Bishop seconded the motion. Unanimous acceptance. Dr. Prince then proposed that there be nominations of faculty for Committee on Studies. Following were nominated -

Dr. Prince	Miss Greenhill
-Miss Shand 3-3169	Dr. Jones
-Miss Montgomery	-Mr. Lovett
-Mr. MacKinnon	
- <i>Sister</i>	

Meeting adjourned.

MARITIME SCHOOL OF SOCIAL WORK.

Faculty.

Name .....

1. Education - List universities and professional schools with dates of graduation.
  2. Professional experience
  3. Writings and Publications
  4. Membership in learned and professional societies
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Instructional Staff

Miss A.M.S. Ward,  
Executive Secretary,  
Y.W.C.A.  
Halifax, N.S.

Sister John Elizabeth,  
Mount St. Vincent College,  
Rockingham, N.S.

Miss Gwendolyn V. Shand,  
Council of Social Agencies,  
190 Hollis Street,  
Halifax, N. S.

Dr. Chester Stewart,  
Dalhousie Public Health Clinic,  
Morris Street,  
Halifax, N.S.

Mrs. Dorothy Bishop,  
Sackville, N.B.

Dr. R.O. Jones,  
Psychiatric Department,  
Dalhousie Public Health Clinic,  
Morris Street,  
Halifax, N.S.

Mrs. Frances B. Marshall,  
25 Beech Street,  
Halifax, N.S.

Mr. F.R. MacKinnon,  
Director of Child Welfare,  
Provincial Building,  
Halifax, N.S.

Sister Louise Adelaide,  
Mount St. Vincent College,  
Rockingham, N.S.

Dr. S.H. Prince

Miss Ada M. Greenhill

Miss Frances Montgomery

Mr. J.F. Lovett,  
Dept. of Veterans Affairs  
Campbell Hospital,  
Halifax, N.S.

Miss Marjorie Bell,  
Director of Home Services,  
Can. Red Cross Society,  
Morris Street,  
Halifax, N.S.

Dr. Clyde Marshall,  
25 Beech Street,  
Halifax, N.S.

Mr. L. M. Read,  
Pine Hill Residence

Dr. H. Still,  
16 Tupper Grove,  
Halifax, N.S.

Minutes of Faculty meeting held  
Oct. 28, 1 948, at the School, 4 p.m.

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Present:       Dr. Prince, Chair               Miss F. Montgomery  
              Sr. Louise Adelaide       Miss A. Greenhill  
              Sr. John Elizabeth       Mrs. F. Marshall  
              Miss G. Shand             Mr. J. Lovett

Minutes of March 24, 1948 meeting read and approved.

Chairman's opening remarks pertained to opening of School year with 9 full time 2nd year students and 7 full time 1st. year students together with part time students in both years. 2hr. sessions are in effect. Student organization has elected its officers for the coming year.

The effect of fewer courses per term was discussed and it was brought out that the students were feeling the pressure of work and that non university students were making a better showing - Miss Montgomery brought out that of the 9 research projects completed in May 1948, three were not on display and all three were done by university graduates.

Around assignments it was brought out that one way to avoid too much pressure would be to give sufficient notice to the students and that six weeks was not too long to know in advance when major assignment was due. This did not exclude short weekly assignments in conjunction with teaching. It was proposed that this term be used as an experiment and present instructors could channel a list of their major assignments (date assigned - length - date due etc ) through Miss Montgomery - with a view to determining whether there should be more uniformity in staggering work during next term.

Re Library:

There was some discussion around the regulations set up in the library re taking books for limited time - 48 hrs is time limit on books on reading lists - to allow for adequate circulation. The idea of a Reserve Shelf was proposed but did not meet with approval. There was some discussion as to whether any library books should be allowed to leave the building. The final plan was to indicate reserved Books by a special card which could be inserted in back of any book designated by an instructor as such a book. This would mean the responsibility rests with each instructor to notify the Librarian of any books on their reading list which they would like to see a) remain in the Library on strict reference during their course b) be allowed a limited circulation of 48 hrs. Mrs. Marshall asked about the nature of the School's relationship to the Dalhousie Library - at the present time the students are able to make use of books in the Library but cannot take out books unless the student pays the additional library fee required by the University. In ordering books for the library the number required per course was discussed and it was suggested that ordinarily one reference book serves from 7 to 10 persons. Hence instructors could keep this in mind as well as consider possible future growth of the student body when requesting that books be ordered.

With regard to having further faculty meetings it was felt by those present that it would be interesting to know more about students progress.



MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

A meeting will be held at the School on Thursday, December 16th.<sup>48</sup>  
at 7:30 p.m.

Matters for discussion will include school standards and proposed  
social work degrees.

- S.H. Prince,  
Director.

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty meeting held December 16, 1948.

Present:      Dr. Prince, Chair                      Miss F.L. Montgomery  
                 Mr. J. Lovett                                Mr. Cowan  
                 Miss M. Bell                                   Miss A.Greenhill  
                 Miss G. Shand

Minutes of Oct. 28, 1948 meeting read and approved.

Arising out of the October minutes there was some discussion around the proposal made at last meeting that present term instructors could channel a list of major assignments through Miss Montgomery with a view to relieving pressure. Miss Montgomery reported that she received two written and one verbal report - the scheme was late in beginning and according to the students, pressure was still being felt.

The request from Mrs. Marshall that her examination be replaced by a term paper brought out a number of diversified opinions as to relative merits of papers and written assignments. It was not possible to formulate a hard and fast rule as it was pointed out some courses tend themselves much more easily to a written exam and vice versa. It was decided that Mrs. Marshall should be free to give a term paper. However for the next term it was recommended that each instructor should indicate his or her method and reasons for choice early in the term. This could later on be of help in deciding what subjects should have written exams and which written assignments. It was pointed out that for this semester 1st year students had only one written exam while 2nd year students had four - versus four written assignments for 1st. year and one for 2nd year.

Re Examinations

Dr. Prince then brought up the need for uniformity around marking papers and it was suggested that a copy of previously distributed regulations be enclosed with the minutes. The markings were revised in conformity with present standard in use - A - 100-80; B - 79-65; C - 64-50. In setting and marking papers instructors should keep in mind students are expected to work on a post graduate level.

Re Students.

Miss Montgomery presented a brief report regarding students' progress. In 1st year non university graduates were continuing to make progress and take the lead but there was a change in attitude among other 1st year students after 6 to 8 weeks - initial fears having subsided. There was one withdrawal from the 1st year student group.

Re Library

The library is not too well occupied during the evening but the circulation of books is high. It was suggested that requiring examinations would alter this.

Re Appraisal by American Association of Schools of Social Work.

Dr. Prince gave a brief progress report on steps taken by Board of Trustees to have the graduates of the School eligible for a Master's degree in Social Work from several of the degree granting universities in the Maritimes. The Maritime School of Social Work is the only Canadian School of Social Work not attached to a University and not granting Master's degree. (The School of Social Work at Manitoba grants a Bachelor of Social Work since they are a one year school.)

As matters now stand providing the School meets the standards of the American Association of Schools of Social Work, several of the Universities have expressed themselves as favourably disposed to the idea. The Board is at the point of asking the American Association of Schools of Social Work for an appraisal of the School around curriculum etc. Both Miss Montgomery and Miss Greenhill are attending the annual conference of the Association in Boston. In addition the Schools needs the assistance and cooperation of the instructors in setting up records that will be of help in arriving at a fair appraisal. Two ways in which instructors can be of immediate help is 1) by completion of the form which will be sent out from the School indicating -- educational background - professional status etc. 2) by completion of an outline on their respective courses. This outline should be fairly detailed and include

- a) statement of what is taught
- b) method of teaching
- c) bibliography and reading lists required in course.

There was some discussion on the work of a Sub committee of the Canadian Association of Schools of Social Work regarding suggested exchange among schools - kinds of material that is exchangeable - course outlines - field work manuals - evaluation of students - methods of teaching sic-audio-visual - recording etc. The suggestion was that in the event of any exchange a school would send its material to each of the other six. Dr. Prince was interested to know how much exchange is done in other graduate schools, such as Law and Medicine - and it was pointed out that there was an exchange around Teaching Staff Time Table 2nd semester -

It was pointed out the second semester began on January 24th, 1949 and that the instructors would be asked to express their preference around teaching periods for this semester - allowance being made for days already set aside for field work. Miss Bell was asked to think about the number of lectures on budgetting she would be free to give the students of both years during the coming term.

Meeting adjourned.

- A.M.G.