

Minutes of Faculty Meeting  
held January 7, 4:30 P.M.

Present:

Miss Montgomery, Mrs. Trost, Miss Dunne, Mr. Hancock.

Mr. Hancock presided.

Mr. Hancock read the time tables for both examinations and for second semester. They are subject to the approval of the King's office, since we will be using their classroom facilities.

Mr. Hancock announced that he had been talking with Mr. Dysart regarding a meeting of the social work students with Mr. Dysart and the president of the King's student association.

Mr. Hancock informed the group that Miss Shand has requested faculty representation on two committees at the council - a personnel committee, and another committee that may be concerned with problems of the aged. The latter committee has not been formed, and it is expected that the faculty person will assume chairmanship of the committee. The personnel committee is formed, and the school representative will serve as a member. There followed considerable discussion, without an arrival at decision. It was agreed to table the matter until next meeting when a decision would be made.

Meeting adjourned at 5:15 P.M.

.....Katherine M. Dunne

KMD:ck



March 3, 1952

Faculty meeting at 2.p.m. Those present were Mrs. Hancock Mrs. Trost, and Miss Dunne. Mr. Hancock presided.

At the beginning of the meeting it was announced that Eric Edwards and John Allister MacIsaac have withdrawn from the School.

Mrs. Bishop -

Mr. Hancock informed the faculty of his increasing responsibilities for the financial campaign, necessitating his frequent absence from the School. Miss Montgomery will assume administrative responsibilities, and Mr. Hancock asked for the cooperation of the other faculty members also.

Before continuing discussion of campaign plans, Mr. Hancock brought up for discussion the Hollis-Taylor report. He suggested each faculty member take responsibility for reading a section and reporting on it to the faculty group. He asked, too, that notes be taken and kept for availability to all faculty members.

For final discussion, the group was concerned with a pamphlet in preparation for the campaign. (ass't advertising manager of Chronicle-Herald). The group was informed, too, of twelve five minute radio spots available for publicity purposes. Mr. H. is planning to ask Mrs. Wiltshire to help with this. He has also discussed a radio drama (fifteen minutes) with the first student year group for city vocational department.

Meeting adjourned at 3.30 p.m.

K.M.Dunne.



March 10, 1952.

Faculty meeting 2 p.m.

Those present - Miss Montgomery, Mrs. Trost, Miss Dunne. Mr. Hancock presided.

After reviewing minutes of preceding meeting, Mr. Hancock showed a "dummy form" of a pamphlet for distribution during the Expansion Fund campaign. There was also some discussion of news stories and the use of student photographs. Danger of their identification as students was mentioned. In all instances, except for a C.A.S.W. newsphoto, no students were identified as such.

Mr. Hancock then brought up for discussion the possibilities regarding scholarships for students. Miss Cummings has applied for scholarship without first being recommended by the School. It was felt quite strongly that all scholarship plans be discussed with both Miss Montgomery and Mr. Hancock before further steps are taken.

Mrs. Trost reported on the first few chapters of the Hollis Report. She suggested that all the faculty read the report prior to discussion at a faculty meeting. The date for the discussion was not set.

Meeting adjourned at 3.15.

Respectfully submitted

K.M. Dunne



March 17, 1952

Faculty meeting at 2 p.m.

Those present - Mrs. Trost, Miss Dunne and Mr. Hancock, who presided.

Regarding the use of certain films concerning mental illness, Miss Dunne volunteered to clarify with Dr. Jones as to whether or not these films were at V.G. psychiatry, or if he should like the School to secure them.

Mr. Hancock then asked that the group consider a letter from John, J.O. Moore of McGill concerning a broadened base for social work education in Canada. After considerable discussion it was agreed unanimously that we recommend membership in the American council since it holds accreditation powers, but at the same time maintain a Canadian group, with a view toward expansion until our own accrediting powers can be developed. At the point it is suggested that the Canadian association (formed on the lines of the present American council) become independent, although it would also function in close co-operation with the American council wherever possible.

Mrs. Trost and Miss Dunne will draft a letter to Mr. Moore after Miss Montgomery has been advised of the faculty opinion.

March 17/52

K.M. Dunne



MINUTES OF FACULTY MEETING OF MARITIME SCHOOL OF SOCIAL WORK  
HELD APRIL 1, 1952.

The faculty met at its regular weekly session at 2 p.m. Those present were Miss Montgomery, Mrs. Trost, Miss Dunne and Mr. Hancock presided.

The group discussed the C.A. S.W. questionnaire regarding the first and second year letters regarding employment. It was decided that Mrs. Trost might apply experience with first year student group and Miss Dunne with her first and second year group in consideration with Miss Montgomery in setting some criteria for the employability of first and second year students. It was agreed that Mrs. Trost and Miss Dunne would meet with Miss Montgomery on April 5th to consider this criteria presenting the results of the meeting at the faculty meeting on April 7th. It was arranged for extra copies of the questionnaire to be made.

Discussion around student theses followed. It has been decided finally that Mr. Symons will be eligible for a diploma in May if his thesis is successfully completed. He will be a candidate for a degree in August at the time of the latter convocation.

Mr. Hancock informed the faculty of plans for the closing of school and for the launching of the fund raising campaign. He informed the faculty that the Q.E.H. Auditorium would be available for Friday May 9th. He is trying to arrange for George Davidson to come to Halifax as guest speaker at commencement. It is believed that a good guest speaker at such time might have a good psychological affect toward the successful launching of a campaign at the same time. Regarding the Alumni dinner, Mr. Hancock will be contacting Charlotte Studd. Tentatively the date has been set for May 8th for the dinner.

There was also discussion among the faculty group about the present use of the library - the disappearance of reference books and periodicals. Mr. Hancock agreed to discuss the situation with Miss Phillips, the student librarian, to see if some more workable system could be maintained.

The meeting was adjourned at 3.15 p.m.

- Katherine M. Dunne.

KMD:bt



Minutes of the Faculty Meeting of the  
Maritime School held April 7, 1952.

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The faculty met at 2 p.m. Those present were Mrs. Trost, Miss Dunne, Miss Montgomery and Mr. Hancock who presided.

Miss Montgomery reported that the committee concerned with C.A.S.W. questionnaire regarding student employability had been considered but that the committee was not ready to make a complete report. It was decided to write to the National organization informing them that we have been using the outline followed by the Montreal School of Social Work in 1944. Miss Montgomery participated in the preparation of the second year level. It was agreed that the faculty would continue working on this and that as a result perhaps the School's policy would be better developed.

Mr. Hancock announced that commencement plans are still pending. The reaction of the Board had been strongly in favour of Hotel facilities rather than Q.E.H. Auditorium. Mr. Hancock has been able to arrange for graduation on the 9th at the Nova Scotian Hotel and the alumni dinner on the 8th at the same place. He had not heard from Mr. Davidson and did not know whether or not he would be able to attend.

Mr. Hancock also mentioned a meeting with Student Association at which time Mr. Craig and Mr. Walker presented a students' request for consideration of an award or certificate at the end of the first year indicating the successful completion of at least that much of social work training. In view of the implications that such a step might have, as well as for consideration of present trend against awarding of B.S.W. degrees, the group was unanimously opposed to awarding a certificate this year. It was suggested by Mr. Hancock that the students might wish to meet with the Board to consider this request of the students, and it was agreed by the group that they would welcome the opportunity.

Miss Montgomery in speaking of the student thesis brought for consideration to the group the validity of an English Grammar course for first year students who are degree candidates for next year. It was a general feeling of the group that something along this line should be offered but no definite decision was made at the time.

Mr. Hancock announced the appointment of Mr. James Morrow as Campaign Manager for the fund raising and asked him to attend part of the faculty meeting. Mr. Morrow brought the group up to date on the activity of the committee. There was no further business.

Meeting adjourned at 3.30 p.m.



Minutes of Faculty Meeting  
held Oct. 20, 1952, at 4.30

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Present: Mr. Hancock, Miss Montgomery, Miss Dunne, Miss Gillis and Miss Hawkins. Mr. Hancock presided.

The first topic for discussion concerned a convenient time and place for regular meetings. Meetings at night were considered but it was the opinion of the group that these should not be initiated unless necessary. It was agreed that future meetings would be held at 4.15 on Monday afternoons in the principal's office and that coffee would be served at the beginning of the meetings. Miss Gillis was appointed to obtain paper cups in plastic containers for the coffee.

The principal brought the attention of the group to the need for exercising the maturity attendant upon our position as faculty and focused this around the use of first names between faculty members in the presence of students.

The principal reported that regular meetings of the Board of Trustees were being planned and it was felt that members of the faculty would be attending in order to promote an interchange of views and ideas between faculty and board. It had been decided that the Board of Trustees would hold a small reception for the students of the School on or around the 15th of November.

The matter of program planning for faculty meetings was next discussed. It had been suggested previously that the faculty review the school curriculum with reference to the Taylor-Hollis Report on Social Work Education and that field supervisors and the Canadian Association of Social Workers be brought in for consultation. Mr. Hancock reported that the Curriculum Committee of the Board of Trustees would be involved in this also and mentioned the revision of the course in Medical Information now being considered. Faculty members were reminded that the school projector and tape recorder were available to class room teachers and supervisors for their use.

Mr. Hancock outlined a group Blue Cross plan which faculty could form with a minimum of five members. Faculty were asked to report back indicating their interest in participating.

A request for Community Chest canvassers had been received by the School during the summer months. Since the other faculty members were absent the principal was unable to make commitments but indicated his willingness to canvass. Nothing further was heard from the Community Chest so it was presumed that they had found substitutes.

Publicity about social work and social work education was discussed with reference to recruiting new social work students. It was felt that the most helpful interpretation could be given at the high school level when students were making vocational plans. Mr. Hancock felt that the faculty should share responsibility for interpretation to



both high school and university groups. It was suggested that School Alumni, C.A.S.W. members and practicing social workers should also share some responsibility for this and that stimulation of such activities could come from school faculty.

It was reported that a course in the 'Social Aspects of Nursing' would be given to the students at the Dalhousie School of Nursing again this year. Plans for the course were not yet definite.

Members were asked for their opinion of a previously circulated pamphlet on Social Work as a profession. It was decided that this pamphlet would be useful for high school students and that a number should be ordered for this purpose.

Pamphlets entitled 'People, Problems and Professional Services' published by the Canadian Welfare Council were given to the faculty for evaluation for possible use with lay persons, board members, etc.

Mr. Hancock requested that faculty make use of memoranda in referring material to him for his attention. Members were asked to list the school keys that they had in their possession and to make a memorandum of any additional ones they needed. It was agreed that it would be helpful to have an office basket for material directed to Mr. Hancock and that office baskets for faculty members be placed on the filing cabinets behind the secretary's desk for greater security.

Miss Montgomery requested suggestions for program for the next meeting. Miss Dunne asked if it would be possible to discuss the faculty position on the use of supplemental examinations, deadlines and penalties for missed deadlines. It was agreed that a discussion of the use of deadlines would be timely and that the program of the next meeting would be devoted to this.

Meeting adjourned at 5:30 P.M.

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Edith P. Hawkins.

EDP:ck  
Oct. 27/52



Minutes of Faculty Meeting  
held Oct. 27, 1952 at 4:15 P.M.

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Present: Mr. Hancock, Miss Montgomery, Miss Dunne, Miss Gillis, Miss Hawkins

The meeting opened with a brief report from the director on the activities of the Civil Defence Program and the role of School in it. Changes in planning were being discussed and we would be informed later of our new responsibilities.

The minutes were read and approved and from them there arose a discussion of the group Blue Cross plan. Literature was passed out and it was agreed that all faculty members would report their decisions back to the next meeting.

There was a discussion of a pamphlet received from the Toronto committee for the Symphony Six asking for support in protesting the dismissal of six members from the Toronto Symphony Orchestra. It was agreed that the school would take no official position on this issue and that individual faculty members could respond as they wished.

Miss Montgomery reported that she had received a letter from Miss Torrey at the Pittsburg School of Social Work. Miss Torrey had described the faculty use of the Hollis-Taylor report in reviewing their curriculum. Their findings were available in pamphlet form and could be ordered from the school for 25¢. It was agreed that this report would be most helpful to us and that copies should be ordered.

The remainder of the meeting was devoted to a consideration of the School policy in regard to the meaning of deadlines and failures to meet them. It was questioned whether the decision for determining procedure for dealing with students who failed to meet deadlines should rest with individual instructors or with faculty. This would have particular significance for part time faculty who would not be as likely to be sharing this problem with the director. From this the group moved to a discussion of the meaning of a student failing to meet a deadline. It was felt that continued failure to meet deadlines could be symptomatic of the student's inability to carry responsibility and as such would be of concern to the whole school.

It was agreed that there was a need for uniformity of policy throughout faculty in this area and that there should be a channel for reporting failures back to the director.

It was the decision of the faculty that procedure following failures to meet deadlines on assignments should be as follows:

Following the first failure the individual instructor should take responsibility for making the student aware of the implications of this failure and the fact that additional failures would be brought to the attention of the director. If the student failed a second time to meet a deadline with an instructor the student would be referred to the director. At that point his failure would be considered to be related to his total development in the School and field work supervisor would confer with director upon action to be taken. The final responsibility for a decision regarding the student would



rest with the director.

Miss Dunne raised the problem of assessing a failure to meet deadlines when evaluating a student's class performance. She questioned whether we were being fair to the class as a group if this failure was not reflected in the final grading. It was agreed this problem would be discussed at the next meeting.

The use of supplemental examinations was next on the program for discussion.

Meeting adjourned at 5.45.

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Edith P. Hawkins.

EPH:ck



Minutes of Faculty Meeting  
held November 3, 1952 at 4.15 P.M.

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Present: Mr. Hancock, Miss Montgomery, Miss Dunne, Miss Gillis, Miss Hawkins.

The minutes of the previous meeting were read and approved.

The discussion of penalties for students who failed to meet deadlines was carried over from the previous meeting. It was recognized that difficulties would arise in endeavouring to achieve universal adoption of any policy especially among part-time faculty. There was question as to whether interpretation in this area could be done most effectively with the faculty as a group or by means of individual conferences with instructors. It was felt that penalties for deadline failures should be reflected in grading and that instructors would have to work out individually what weight they would give this penalty.

Discussion of the use of supplemental examinations lead to some evaluation of the use of final examinations as a method of assessing a student's achievement. Methods of evaluation used in other schools were examined. The Director reported on the comprehensive examination used at University of Chicago. This was written by the student at the end of his course and reflected all aspects of his academic work throughout the course. The use of oral examinations at the end of a student's course was considered. It was thought that it might be possible to experiment with one of these methods in one course at some future date.

In further evaluation of the use of supplemental examinations, a review was made of the practices in other Canadian schools of social work. The replies from all Canadian schools in response to a questionnaire from Mr. Hancock had indicated the use of several methods which had been tried at this school previously. The chief questions around supplemental examinations were:

1. What time lapse should be allowed between failure and the writing of the supplemental examination?
2. How many supplemental examinations should be permitted in one subject?
3. When do failures represent total failure?
4. What value is placed on field work as a course?
5. Is failure in field work to be considered equivalent to failure in academic work?
6. What provision could be made for supplemental examination in field work.

It was felt that this discussion should be carried over to the following meeting and that a review should be made of former practices, policies, at this school regarding supplemental examinations.



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The director reported that he would be attending the Canadian Conference of Schools of Social Work in Ottawa from November 5th - 11th, and would not be present at the next meeting.

The meeting adjourned at 5.45 P.M.

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Edith P. Hawkins.

EPH:ck



Minutes of Faculty Meeting held  
November 10, 1952 at 4.15 P. M.

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Present: Miss Montgomery, Miss Dunne, Miss Gillis, Miss Hawkins.

The minutes of the previous meeting were read and approved.

A discussion of the use of supplemental examinations was carried over from the previous meeting. Miss Montgomery and Miss Dunne reviewed the failures of the previous year which had led to supplemental examinations. It was felt that failures in some courses may have arisen from a problem in the student's development which resulted in rejection of the instructor or his course material. The use of supplemental examinations in such instances was considered around the student's total development and in some of the cases reviewed this consideration had led to a decision to ask the student to withdraw from further training.

The position of faculty on school holidays was next considered. Miss Gillis and Miss Hawkins had experienced some confusion around the use of holidays and felt it would have been helpful if this had been discussed previously. It was felt that there was good student training experience in holding to previously decided policy regarding holidays. A question was raised around asking a student to work with clients outside of regular field work time. There could be danger in this if the student used overtime field work to reject academic learning but it was agreed that in emergencies it was valuable in helping the student feel responsibility for clients if he could carry them through a crisis which would mean overtime field work.

The meeting adjourned at 5.05 P.M.

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Edith P. Hawkins

EPH:ck



Minutes of Faculty Meeting  
held November 17, 1952 at 4.15 P.M.

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Present: Mr. Hancock, Miss Montgomery, Miss Dunne, Miss Gillis, Miss Hawkins.

The minutes of the previous meeting were read and approved. Some further discussion arose around the policy of the school regarding holidays. It was felt that total faculty would have to support administration on any decision in this area.

It was reported that five volumes of The Collected Papers of Sigmund Freud had been received by the school and could be purchased for \$13.00. It was agreed that the school should add them to the library.

Mr. Hancock announced that the school would have a Christmas card this year and passed around sample cards for faculty opinion.

The director pointed out to the group that it has been felt that all areas in social work education should reflect the skills and understandings which are considered basic in the philosophy of case work. He suggested that if we felt this to be true, some consideration should be given to an evaluation of these skills and understandings with a view to integrating them into the content of courses other than case work.

Mr. Hancock gave the group a report of the proceedings of the Meeting of the Executive of the National Committee of Canadian Schools of Social Work which he had attended. This group had in previous years been chiefly concerned with problems around financing but it was reported this year, following the <sup>implementation of the</sup> Massey recommendations on educational grants, the focus of attention had been toward broadening the base of social work education in Canada. Following suggestions made at the last meeting in Quebec (last year,) <sup>in Quebec</sup> consideration was given toward drawing the Canadian Welfare Council, the Canadian Association of Social Workers and the National Conference of Canadian Universities. <sup>into a regional organization</sup> The N.C.C.U. were not represented at the meeting. Meetings had been held with the C.W.C. and C.A.S.W. It was decided to appoint two members from each of the four organizations involved to form a study committee for the purpose of recommending future organization.

National Health Grants for Social Work Education were discussed and it was felt that the Federal authorities were not too concerned about the actual distribution of this money within the school. It was felt that in regard to the grants Nova Scotia, the Maritimes were in a preferred position. It was agreed that recruitment for professional education was a matter of concern and that a unified approach would be helpful.

Meeting adjourned at 5.40 P.M.

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Edith P. Hawkins.

EPH:ck  
Nov. 24/52



Minutes of Faculty Meeting held  
December 1, 1952 at 4:15 P.M.

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Present: Mr. Hancock, Miss Montgomery, Miss Dunne, Miss Gillis,  
Miss Hawkins

The minutes were read and corrections made.

The subject of Xmas Holidays was discussed. The calendar listed Dec. 19 as the last day of classes and students were expected to attend class on that day. A policy for faculty members who had no scheduled responsibilities for that day was considered. It was felt there might be value in keeping faculty in school on this day since this was being required of students. It was also felt that this could be unrealistic if faculty members had long distances to travel and had no responsibilities on this day. No decision was made and all full time faculty members reported they did not need to make arrangements to leave until Dec. 20th.

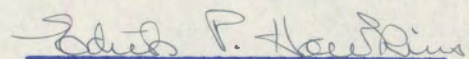
Scheduling of examinations and evaluation was discussed. Examinations for both first and second year were planned for January 14, 15, and 16 although individual examination times had not been set. It was agreed that in some instances evaluations would have to take place during examination week and that field work supervisors would be notified as soon as definite examination schedules were drawn up.

The director announced that faculty members were eligible for special fare and one third rates for train transportation at Xmas.

The course for Dalhousie Public Health Nurses was considered. In the past year the course had contained material on public welfare, interviewing, sociology and information on available welfare resources and their use. It had been felt that greater benefit could be derived from this course if more focus were put on the area of feelings and understanding of them. It was questioned if bringing in key persons in the field to interpret resources was the most helpful way to teach this aspect. Certain difficulties were inherent in giving this course and it was suggested that they could be best handled if responsibility for giving lectures was kept within the full time faculty.

The director announced that the student reception planned by the Board would probably not take place before Christmas. Mr. Hancock reported that the students were tentatively planning a student party for fund raising on Dec. 18th and were hoping to invite people from the community. It was suggested that there might be difficulty in getting a good attendance on this date.

The meeting adjourned at 5.30.

  
Edith P. Hawkins



Minutes of Faculty Meeting

held Monday, December 8, 1952.

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Present: Mr. Hancock, Miss Dunne, Miss Gillis, Miss Hawkins.

The minutes were read and approved.

The Director announced that Mr. H.S. Farquhar was giving the class in Public Welfare on Friday, December 11th. He would be discussing rehabilitation and faculty were invited to attend.

It was reported that plans were being discussed for the student party and that it was anticipated that the students would not attempt to make it a money-raising project. Some discussion arose around faculty responsibility to attend student parties.

Mr. Hancock reported that the Executive Committee of the Board had met December 5th and several committees had been appointed. Miss Montgomery had been appointed to the Scholarship-Bursary Committee and to the Admissions Committee. Miss Dunne had been appointed to the Committee on Studies. A committee had been appointed to consider Employment Practices at the School. To date Dr. S.H. Prince, Mr. F.R. MacKinnon, Mr. Manuel Zive were on this committee and a faculty representative would be appointed in the near future.

The Curriculum Committee would be reviewing the curriculum of the school with the view to incorporating the common skills and understandings tied in with case work practice into course content.

The director read a letter from the University of Pittsburgh School of Social Work regarding their recent publication on the Conceptual framework of Social Case Work. Copies were to be forwarded.

Faculty were given new book ordering forms and instructed in their use. It was decided to order the United Nations Bulletin for a six months period and to order a new publication from Basic Books Publishing Co. "Ego Psychology and the Psychoses."

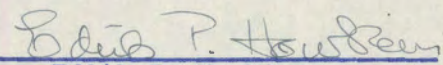
The faculty next reviewed the content of the course to be given on the Social Aspects of Nursing. There were 24, one and one half hour sessions in this course. These included lectures on:

1. The pattern of Welfare Services in Nova Scotia
2. Sociology
3. Interviewing
4. Making Referrals
5. Ten sessions on specific Welfare Programs

Miss Dunne agreed to give six periods on Sociology and it was agreed that the other courses could be more definitely planned for later.

Meeting adjourned at 5:15

EPH:ck

  
Edith P. Hawkins



Minutes of Faculty Meeting held  
Monday, December 15, 1952 at 4:15.

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Present: Mr. Hancock, Miss Dunne, Miss Gillis, Miss Hawkins.

The minutes were read and corrections made.

Miss Dunne suggested that the director write a letter to Dr. Hopgood at the time of her retirement expressing the appreciation of the School for her contribution to the training program.

It was announced that there would be no class for second year on the afternoon of the 19th.

The remainder of the meeting was spent listening to a tape recording of the Child Welfare League record "Storm Centered". It was agreed that this could be used for teaching purposes.

Meeting adjourned at 5:10.

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Edith P. Hawkins

EPH:ck