

Minutes of Faculty Meeting  
---- Held January 31, 1955  
4:00 P.M.

Present: Mr. L. T. Hancock (conducted the meeting), Miss Montgomery, Miss Gillis and Miss Dunne.

It was decided that minutes would be kept and that the responsibility for this would alternate between Miss Dunne and Miss Gillis. Miss Dunne acted as Secretary for this meeting. The full time faculty will meet every other week, the date of the next meeting will be February 14th.

Mr. Hancock introduced for discussion the subject of faculty meetings that would include the part-time members of the Staff. These meetings would not take the place of the regular faculty meetings but would be scheduled in addition to them. It is hoped that such meetings would bring the entire faculty closer together, informing all members of certain objectives and of certain problems of the School and student group.

These meetings would be called ideally three times a semester. A meeting of all first semester faculty members was set for Monday, February 7th at 4:00 P.M.

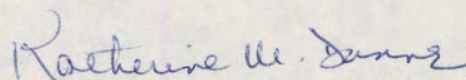
Miss Gillis and Miss Dunne requested consideration of bi-monthly salary payment. Inasmuch as all faculty members do not wish this, meeting such a request might bause too much additional work. Mr. Hancock agreed to take the matter before the Executive for further discussion.

It was announced by Mr. Hancock that staff members are eligible for Maritime Medical Care. Information regarding this will be distributed so that more may be learned regarding the Plan. Decision regarding such action will be made at a later meeting.

Miss Hester Crutcher, Director of the New York State Department of Mental Health, will conduct an Institute at the Maritime School on March 9, 10 and 11.

The meeting adjourned at 5:00 P.M.

Respectfully submitted,



Katherine M. Dunne, Secretary

Feb. 14/el

Minutes of Faculty Meeting  
Held on March 7/55  
4:00 P.M.

Present: Mr. L. T. Hancock (conducted the meeting), Miss Montgomery  
and Miss Gillis.

Plans were discussed and we went over Miss Hester Crutcher's Agenda  
from March 9th to 11th.

*J. Gillis*  
J. Gillis  
Secretary

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Minutes of the Faculty Meeting  
Held on March 21, 1955  
4:00 P.M.

Present: Mr. Hancock (conducted the meeting), Miss Montgomery, Miss Dunne and Miss Gillis.

Mr. Hancock brought up the matter of special speaker for graduation. Premier Hicks, Canon Puxley and Dr. Grant of Dalhousie had been suggested. Mr. Hicks and Canon Puxley have been approached and both are unable to do this. Dr. Hardie of Pine Hill was mentioned - also Milton Gregg, Federal Minister of Labor.

Mr. Hancock asked if there were any suggestions re course content and possible lacks and suggested that this would be gone into more thoroughly later.

Mr. Hancock mentioned the "Committee on Studies". A meeting was held, minutes were circulated, a report was made but never discussed.

During the meeting the Chairman of the Board telephoned. Dr. John Hardie's name was suggested to him and Judge Currie concurred with this suggestion.

Meeting adjourned.

*J. Gillis*  
J. Gillis  
Secretary

Faculty Meeting was held on May 16, 1955. Those present were L. T. Hancock, F. L. Montgomery, J. M. Gillis, and K. M. Dunne.

Mr. Hancock asked that it be recorded that the Honourable R. N. Fielding, Provincial Treasurer, had been the principal speaker at graduation. He announced also that Miss Mildred Sikkema of the Council on Social Work Education, will visit the Maritime School of Social Work in September.

Principal discussion centered around student files and the order which would be most practical to guarantee usefulness and permanence. After some discussion, the following tentative outline was drawn up:

- I. Application material
  - 1) Application form
  - 2) Supplementary questions
  - 3) Health forms
  - 4) University transcript
  - 5) Request for bursary or financial assistance
  
- II. A. Academic record
  - 1) Student credit sheet (not filed permanently until completion of second year) green paper.
  - 2) Registration form for courses
  - 3) Application for admission to candidacy
  
- B. Field Work
  - 1) Introductory statement to supervisors
  - 2) Evaluations
  
- C. Running record (not filed permanently) pink paper
  
- III. Correspondence (Chronological, filed with most recent entry on top)
  - 1) Request for information, etc.
  - 2) References
  - 3) University recommendations.

The Meeting was adjourned at 5:00 p.m.

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K. M. Dunne

FACULTY MEETING

Held June 3, 1955

For the Purpose of Considering Applications for 2nd year.

Present: The Director, the Assistant Director, Miss Dunne and Miss Gillis.

From this year's "first year" the following applications were accepted for second year beginning September, 1955:

Mr. Roy Dingle  
Mr. Henry Bourgeois  
Mr. Thomas Moore  
Miss Mary Rand  
Miss Isabel Smith  
Mr. Thomas Smith.

The applications of Miss Corinne Wallace, Mr. Paul Gorlick and Miss Marion McPhee, all from the 1953-54 first year class, were accepted for second year, for the fall of 1955.

The application of Miss Barbara Doull was not accepted for the second year beginning the fall of 1955. Miss Doull was given credit for first year with the recommendation that she take a year of employment in social work before attempting the second year's training.

No decision was made on Mr. Edward Newell's application, as the faculty wished a report from his field work supervisor before making a final decision.

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MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

Oct. 3, 1955, 4.00 o'clock.

Present: L. T. Hancock, Miss F.L.Montgomery, Miss K.M.Dunne, Miss J.Gillis

The meeting opened with Miss Dunne reading the minutes from the last meeting.

Discussion followed re the minutes taken during Miss Sikkema's visit. Each person has edited theirs. It was questioned as to whether these minutes have clarity for the future as they are. It was decided that each person's minutes will be read by someone else in an effort to determine their clarity.

With reference to the School Time Table, it was noted that there is already a clash with King's Time Table on Friday A.M. There is no classroom for one of our courses on Friday from 9-11 A.M.

Miss Dunne then referred to the visit of Miss Royce, Director of Women's Bureau for the Dept. of Labor, who will be free all day Friday. It seemed desirable to have the second year students meet Miss Royce.

Mr. Hancock mentioned an assignment that he has given to second year students and mentioned some point of research which he has used.

Miss Dunne said that she was planning a term paper in first year for December 5th or 12th.

Mr. Hancock said that there will be something definite on the Library after he has seen Miss Burns.

Mr. Hancock further said that the Student Association has put itself on record as wanting the library opened three nights a week. He had suggested to Miss Rand that it be tried for a month with the library open for two nights a week. Miss Rand was agreeable to this.

Re the curriculum study, Mr. Hancock asked if the faculty should go over together the article "Who Should Teach What in Human Growth and Behavior". He asked that the faculty read this.

Re the meeting of the National Committee of Canadian Schools of Social Work, Mr. Hancock asked the faculty's view on certain questions, e.g. "What is meant by social content?". This will need to be brought up in next faculty meeting.

Miss Dunne referred to the fact that Father Lynch is giving a course on Psychology at St. Mary's University. She wondered if we should be interested in this. It was agreed that no formal approach should be made, but that Miss Dunne informally would talk to Father Lynch about this.

Mr. Hancock then referred to a letter from Joy Maines to the National Committee of Canadian Schools of Social Work in which she raised questions such as "Could schools of social work train more students with present staffs?" "How many students don't come back a second year because of financial lack?" "How do schools obtain bursaries, scholarships, etc.?" "Have all such sources been tapped?" and others, which we shall go over in a later faculty meeting, before Mr. Hancock goes to the meeting in October.

*Janet Gillis*

Janet Gillis

JG/bt  
Dec.13/55

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

October 31, 1955

Present: Mr. L. T. Hancock, Miss F.L.Montgomery, Miss K.M.Dunne, Miss J.Gillis

The meeting began by discussing the problem of Mr. Smith, student doing field work out of town and is gone from Monday evening to Friday morning re taking 48 hour books and time for reading periodicals. It was decided that he should be allowed an extra day on 48 hour books. For reading periodicals, it was felt that all we can do is give this student a key to come on Saturday morning.

Miss Dunne referred from the minutes to the questions sent from Joy Maines, scholarships and Maritime Medical Care.

Mr. Hancock then reported on his trip to Ottawa for the meeting of the Committee on Canadian Schools of Social Work.

Agenda of Meeting

Minutes

Business arising from the minutes

Treasurer's Report (\$5,000.00 left from Carnegie Fund)

(Two hadn't paid dues)

Election of officers was held over to January meeting in Buffalo.

Re report on the role of the social worker in Rehabilitation, our Director felt the statement should be stronger and more decisive. It was felt at the meeting that the statement should go to the National Council on Rehabilitation as it is and that other ways be found to emphasize the role of the social worker.

The report of the Recruitment Committee showed that little had been done. Final conclusion was that there was little that can be done by this Committee - that most of the work would be done by individual schools, C.A.S.W. etc.

Re Hospital Auxiliaries Bursary, it was decided that Father Guilimette, John Moore and incoming Chairman would draw up a statement of policy and procedure, which would be entered in school calendars.

Re Joint Steering Committee, it has met regularly. It is now realized that they cannot rush the National Workshop. The spring of 1957 seems to be the earliest that it can be attempted. In the meantime it is important to get as many people as possible doing ground work. The regional workshops offered very little and a lot more needs to be done.

Re the "Joy Maines" letter, the questions will be refocused. This School has been asked to reformulate the questions, and later receive and formulate the answers.

The Report from the International Committee of Schools of Social Work revealed a confusion of social work terms internationally. The National



Committee on Schools of Social Work was asked to participate and co-operate in defining a list of terms and their definitions. It was decided to define only terms used in this country. It was noted that C.A.S.W. is also working on this and the Committee agreed to co-operate with C.A.S.W. in this.

The Committee went on record as saying that

1. objectives and purposes need revising
2. faculties need to get together more particularly in view of curriculum revisions.

With reference to the full faculty meeting the following agenda was proposed.

1. Library and books on reserve
2. Assignments
3. Social nature of man
4. Sharing Outlines
5. When and how often to hold these meetings.

It was agreed to have this faculty meeting on November 9th at 4.30 o'clock.

Meeting adjourned.

*Janet Gillis*

Janet Gillis

THE MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

NOVEMBER 9th, 1955

AGENDA

1. Appointment of Secretary
2. Faculty use of Library
3. Course assignments
4. Sharing course outlines
5. Films
6. Make-up classes and special classes
7. Student progress in class and in the field.
8. When and how often should faculty meetings be held.
9. Other business
10. Adjourn.

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Nov. 9/55

THE MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

November 9, 1955.

Present: Mr. L.T. Hancock, Chairman, Miss F.L. Montgomery, Miss K.M. Dunne, Sister Mary Clare, Sister John Elizabeth, Miss M.L. MacLeod, Dr. Frances Marshall and Miss J. Gillis.

Mr. Hancock, the Director, called the meeting to order and extended a special word of greeting to the part-time faculty members and to the field work supervisors who were present. In his brief remarks, Mr. Hancock commented on the importance of having meetings at which all the teaching staff attended, and said that it was his intention to call such a meeting once a month.

Commenting on the September visit of Miss Mildred Sikkema, Curriculum Consultant for the Council on Social Work Education, the Director pointed out that although the sessions with Miss Sikkema had been arduous, the faculty had received considerable stimulation from her visit and he expressed the hope that the enthusiasm and high resolve which had attended these discussions would be reflected in the future deliberations.

Expressing the opinion that a formal record should be kept of the meetings, Mr. Hancock called for the appointment of a Secretary. Miss Janet Gillis was appointed to this position.

The first item of business concerned the School Library. Mr. Hancock told about the work that had been done during the past summer and expressed hope that a fully trained part-time librarian would be on duty in the near future. Mr. Hancock explained that under ordinary circumstances books in the Library were on loan to students and members of the teaching staff for a period of 7 days. Special circumstances, however, sometimes demanded that books be placed on special reserve and made available on loan for a 48 hour period only. Mr. Hancock asked that faculty members indicate what books they wished placed on the restricted list and how long they wished the books retained on this list.

Mr. Hancock then referred to course assignments and asked that faculty members inform the School office the dates of their major assignments. These dates will then be posted for the convenience of the faculty members. Present known assignments are - Group Work, November 6th and January 6th; Child Welfare, December 2nd; Development of Personality, term paper, January 6th.

At this point the Director again referred to Miss Sikkema's visit and reminded the faculty members that during the discussions with her it had been agreed that faculty members would share their course outlines with

other members of the faculty to reduce duplication of effort and to bring about greater integration. Mr. Hancock asked that the faculty members carry through on this resolution.

Miss Montgomery said that her reading list was ready for circulation among the field work supervisors and that she would gladly give a copy to any other members of the teaching staff. She mentioned further that field work supervisors would like to know the content in Dr. Marshall's course and to know what the students are learning in her course from time to time. Dr. Marshall agreed to prepare an outline of what she had already covered. She added that she would like to receive enquiries from the field supervisors about what she was teaching and about what she was not teaching.

The discussion then turned to the use of films in the classroom and the Director asked the members of the faculty to communicate with the School office in connection with the films they had used or anticipated using. In this way a list could be posted so that each would know what the other had used or planned to use.

Mr. Hancock next referred to the problems created when faculty members arrange for make-up or special classes without reference to the School office. He pointed out that classroom space was at a premium, that students frequently had interviews with faculty members and with their clients at irregular hours, and that one of the students was out of the City from Monday evening until Thursday afternoon on a field work assignment. Because of the many complications, he asked all faculty members to refer requests for make-up or special classes to the School office and to leave the details of arrangement to the School. In this way, many of the problems which have attended make-up classes in the past can be avoided.

There followed some discussion of student progress and considerable clarification about the adjustment of various individual students resulted. It was agreed that at the next meeting the matter of student achievement would get further consideration.

The members present were asked to indicate what day of the week would suit them best for future meetings. It was decided to hold meetings on Monday and Wednesday afternoons alternately. Accordingly it was planned to hold the next meeting on a Monday afternoon at 4:30 early in December.

Janet Gillis  
Secretary

JG/bt  
Nov.24/55

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

November 14, 1955

Present: Mr. L.T. Hancock, Miss F.L. Montgomery, Miss K. M. Dunne,  
Miss Janet Gillis and Mr. Logan from Maritime Medical Care.

Began meeting by discussing Maritime Medical Care plan with the representative from Maritime Medical Care, Mr. Logan. Mr. Logan explained both group and individual plans. He recommended the comprehensive plan for us if we could get 8 participating people. Otherwise he recommended Plan No. 2 on an individual basis as being more useful to us than the Blue Shield Program we now carry.

*Janet Gillis*

Janet Gillis

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

November 14, 1956

A meeting of the faculty was held on the above date at 4:00 P.M. with the Director, Mr. L. T. Hancock in the Chair.

Present: Miss Frances Montgomery	Sister John Elizabeth
Miss Janet Gillis	Dr. Mollie Brown
Miss Joan Walker	Miss Mary L. MacLeod
Miss Pauline MacDonald	Miss Charlotte Mattar
Mrs. Charlotte Ferguson	Mr. Harold Crowell
Sister Mary Clare	

The Director began with introduction of all present for the benefit of new faculty members. He then referred to the purpose of these faculty meetings as being (1) to give members an opportunity to communicate with the administration of the School, (2) to give the administration an opportunity to communicate with faculty members and (3) to enable faculty members to discuss common problems with each other.

Mr. Hancock then asked that members note that the first term ends on December 22nd this year and that examinations will be held on January 9, 10 and 11, 1957. It was also pointed out that there is a lapse of seven days between final examinations and graduation in May, thus giving instructors ample time to correct examination papers.

Mr. Hancock announced that the Annual Board Reception for students will be held on Monday, November 19th from 4 to 6 o'clock.

Re films, Mr. Hancock said that the School had been delighted with the number of requests for film showings. He mentioned that there is difficulty in obtaining time to show films in the Haliburton Room. This problem became so difficult that arrangements have been made to set aside the hour of 11 - 12 A.M. on Wednesdays for this purpose. He asked that when anyone wants a film shown, that the Wednesday closest to the corresponding class be requested.

Mr. Crowell raised a question about Bursaries, as to whether or not all available ones are now being used. Mr. Hancock reported that during the last two years they have not all been used. He felt that some of the reasons may be that commitments required are correspondingly greater than the amounts offered. Also that the Mental Health Bursaries overshadow everything else in terms of the amounts given. It was finally agreed that the Nova Scotia Association of Children's Aid Societies Bursary, which Mr. Crowell was particularly interested in, might be increased in amount to make it more attractive. It was also felt that part of the commitment might be carried out in field work placement during the training period.

Miss MacDonald brought up the problem of students asking to leave class early or to miss a class. This has arisen since Miss MacDonald has her class from 3 - 5 P.M. on Friday. Mr. Hancock reported that students are required by the School to be in class and if not, they are to let the office know in the same way as they would be expected to do in taking responsibility in a social agency. He said that the School had hesitated to interfere further in the class time, not wishing to infuse administrative authority into the classroom, and had left it to each individual instructor to decide whether a student should be excused from class. There was further discussion and it was finally agreed that such matters should be decided by the individual faculty member.

Mr. Hancock asked if the members wanted to meet regularly and there was general agreement that regular meetings were worthwhile. Wednesday afternoon seemed to be the best day and time for the majority. Once a month was suggested and Miss Montgomery raised the question of field instructors meetings affecting the frequency of faculty meetings. It was finally agreed that another faculty meeting will be held in approximately a month's time.

Mr. Crowell raised the question of students learning to drive a car and the problem which is created when new workers begin employment and have to spend the first weeks learning to drive.

Meeting Adjourned

Janet Gillis,  
Secretary.

JMG/cl  
Nov. 28/56

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

November 21, 1955.

Present: Mr. L. T. Hancock, Miss F. L. Montgomery and Miss Janet Gillis.

The minutes of the last meeting were read. Mr. Hancock will be working on the possibilities of a comprehensive plan possibly with married students who may be interested in Maritime Medical Care.

Re correspondence, Mr. Hancock read a resolution made by the Council of Rehabilitation re sheltered workshops. The resolution was in effect that the possibilities of a sheltered workshop be investigated and studied. We questioned in this meeting the appropriateness of sheltered workshops in the rehabilitation program at this time.

Mr. Hancock had asked the faculty to consider questions which the National Committee on Canadian Schools of Social Work have asked, in connection with work the Committee is doing for the United Nations. Mr. Hancock said that he had had a letter from Mr. F. Barrett in connection with the School giving a course on Rehabilitation. This would involve a summer session and will need to come up for discussion later.

Mr. Hancock suggested that we plan next week to consider Mr. Barrett's letter on Rehabilitation and suggested that we read the article on Rehabilitation from the 1955 concurrent sessions in Education for Social Work by the Council on Social Work Education.

On December 5 we shall consider the questions asked by the National Committee of Canadian Schools of Social Work.

It was suggested that we have an extra meeting some Saturday morning to consider the questions asked by Joy Maines.

Mr. Hancock mentioned that he had brought back from McGill a paper given to students as to how to use the library. He suggested that we may have a similar one for our students.

Meeting adjourned.

*Janet Gillis*

Janet Gillis



THE MARITIME SCHOOL OF SOCIAL WORK

TO: All Members of Teaching Staff  
FROM: Mr. L. T. Hancock, Director

The second regular faculty meeting will be held on Monday, December 12th at 4:30 P.M. at the School.

It is hoped that you will be able to attend because discussions with respect to the progress of individual students are to take place.

Dec. 8/55  
el

cc. L.T.Hancock  
Miss Montgomery  
Miss Dunne  
Miss Gillis  
Daniel Rooney  
Sister Mary Clare  
Miss Mary Lou MacLeod

Miss P. MacDonald  
F. R. MacKinnon  
Dr. Frances Marshall  
Dr. Alice Kitz  
Dr. R.O.Jones  
Sister John Elizabeth