

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the Faculty Meeting held on January 7, 1959 at 9:15 a.m.

Present:

Professor L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" J. M. Smith

Business Arising from the Minutes of Meeting of December 15, 1958

1. Tutoring in English: Discussion was held of the five students for whom tutoring was recommended. One of these had withdrawn from the School; one French-speaking student had initiated a plan for tutoring as recommended and another was planning to make arrangements this month. The fourth student was still considering his preference for tutoring by his wife and the fifth student and his advisor had not yet decided upon the necessity of tutoring. Details of these plans will be recorded in the individual students' files by their faculty advisors. Professor Hancock emphasized that it would be necessary to return to this subject and evaluate the progress made by these students.

New Business

1. Failures and Supplemental Examinations: Professor Montgomery introduced the question of failures in courses as especially important in reviewing marginal students. Professor Hancock read the statement from the Manual: that a student must have passed in three-fifths of his courses in order to be permitted to write supplemental examinations. In the individual course (with a pass-mark of 50%) the student must have achieved 40% in order to write another examination. If he achieved less than 40% he must repeat the course. It was agreed that students presenting these problems would be discussed in faculty meeting.
2. Examination Arrangements: Although conditions for writing examinations this year had not been ideal, due to the construction in process, no particular problems had arisen.
3. Extension to Building: The Director reported that although satisfactory progress was being made in the building, there was some delay in obtaining matching doors. This might result in some minor problems such as holding classes in rooms without doors for a period of time. It was not yet certain whether class-rooms would be ready for use on February 2nd or whether first year lectures would have to continue at King's for the month of February.

4. Publicity: The Public Relations Committee of the Board had commented on the scarcity of news passed on to the newspapers during the Fall. Professor Hancock explained that he had purposely cut down the number of items being submitted as, for a period last year, he had felt that too many items of insufficient significance were being published. The Director suggested that Faculty Members should send memos to him concerning professional activities in which they were engaged. The need to avoid duplication, as in reporting speaking engagements, was discussed.
5. Nova Scotia Hospital: The Director reported on developments in relation to the Social Service Dept. of the Nova Scotia Hospital. During the past four months Dr. Marshall had consulted several times with Professor Hancock in relation to his concern about the S.S.D. of the N.S. H., the appointment of a new Head of the Department and long-range objectives. Dr. Marshall was eager for help from the School, but the Director had been obliged to tell him that no Faculty time was available, because of our heavy program. Finally, it was arranged that a limited consultation service should be set up, with Professor Smith spending two Saturdays a month at the hospital also one full week in June and one in August. Although this was, in some ways, a private arrangement between the Dept. of Health and Prof. Smith, the latter was undertaking the service as a faculty member of the School.
6. Library: The Director stated that the attempts to obtain a qualified librarian had not materialized. There was now the possibility that Mrs. Theriault would spend two days a week in the library. This arrangement would be made with the understanding that it would terminate if a trained librarian became available.
7. Mental Health Grant: Since there remained some unspent money from the Mental Health Grant, the Director suggested that this might be used for field trips. The possibility of arranging for the first-year students to visit the Nova Scotia Training School during the block fieldwork period was discussed.
8. Rehabilitation Center: The probability of an inadequately qualified social worker being employed at the Rehabilitation Center was discussed. The loss of this setting as a future fieldwork placement was regretted, but Prof. Hancock felt that he could not continue asking Dr. Shears to defer making an appointment, since no qualified person was available.

Meeting adjourned.

Joan M. Smith
Secretary, pro tem

JMS/se
January 12/59

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the Faculty Meeting held January 12, 1959

The Faculty Meeting was held on Monday, January 12 with Professor Hancock in the chair. Professors Montgomery, Smith, Nicol and MacLeod were present.

Professor Smith read the minutes of the last meeting. Arising from these there was some discussion re failures and the comment in the manual on the School's standard in this regard. There was considerable discussion, but in summary, Professor Hancock concluded that no student, if he fails more than two courses, should be allowed to continue.

There was some discussion about specific students relative to their exam marks. It was decided that a Faculty meeting would be held on Wednesday from 7:00 to 8:00 to discuss this further since Professors Hancock, Smith and Montgomery will be away the following week.

Professor Hancock made reference to goals for the coming term which he suggested we might set down at the next Faculty Meeting.

Meeting adjourned.

Mary L. MacLeod

Secretary, pro tem

MLM/se

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the Faculty Meeting held on January 26, 1959

PRESENT: Professor L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" J. M. Smith

MINUTES OF THE LAST MEETING, January 12th, were reviewed.

NEW BUSINESS

1. Students' Marks and Standing

Of the second year students only one had failed one examination (Miss MacLellan - Administration). She would be required to write a supplemental examination at the end of the year. Details of the individual student's standing will be recorded in his file and discussed with him by his advisor.

Since some first-year examination results had not been received, final discussion concerning first-year students could not be held. So far, of the students continuing in first year only one had one failure (Mr. Arsenault - Medical Information) and one student had an incomplete course (Mr. St. Onge - Child Welfare).

2. Civil Defence Course at Arnprior

The Director asked for suggestions of persons to attend this course in February.

3. Visit from Council of Social Work Education

The Director reported that following his discussion in Philadelphia, it had been arranged that a visit of two members of the Accreditation Committee would be made in April.

Meeting adjourned at 12:40.

Joan M. Smith

Secretary, pro tem

JMS/se
January 30/59

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the Faculty Meeting held February 2, 1959

Faculty meeting was held on the above date, with Professor Hancock presiding. Present were Professor Smith, Professor MacLeod, Professor Montgomery and Mrs. Nicol.

Professor Hancock informed the Faculty that all the examination marks were in with the exception of group work. They are completed and will be forwarded tomorrow. Mention was made that one of the students, Mr. Arseneau, was very much concerned about his Medical Information grade. It was felt that he should see Dr. Roberts regarding his paper. Also a discussion was held concerning material in French for Mr. St. Onge, particularly in Child Welfare. It was suggested that we write Miss Phyllis Burns of the C. W. C. for material.

Professor Hancock informed the Faculty that the June Maritime Conference circular was now available. He also noted that there would be no seminar Tuesday of this week and mentioned the change in graduation date from the 6th to the 4th of May.

The meeting ended with a fairly lengthy discussion around a recent arrangement which was made to give up a half day of Field Work for Research. Professor MacLeod and Mrs. Nicol felt that this did not work out well for their units, and that in the future other arrangements should be made rather than give up Field Work time. Several suggestions were made, one being that we begin earlier in the year. Professor Hancock stated that he would get together with Professor MacLeod to study the schedule and that we would discuss the situation again in two weeks.

Next weeks Faculty meeting will include Objectives.

Mary Nicol

Secretary, pro tem

MN/se

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the weekly Faculty meeting, February 9, 1959

The weekly Faculty meeting was held February 9 at 11:00 o'clock with Professor Hancock in the chair. Professors Montgomery, Smith, Nicol and MacLeod were present.

Business arising out of the minutes of last week's meeting:

Professor Hancock stated that the marks for both first and second year had been sent out. He referred to the fact that he had written to the Canadian Welfare Council and the University of Montreal for material for Mr. St.-Onge. It was stated too, that next week we would discuss the calendar, hours of field work and research time for next year. This was with reference to the suggestion made last week that we begin earlier and give a particular period of time for research.

Classes today and tomorrow will not be held at the School and other arrangements will be made.

Dr. George Davidson has agreed to be the graduation speaker in May.

The Director asked the Faculty for opinions on the BSW and the advisability of same. The Faculty was generally opposed to the idea.

Mention was made of the Civil Defence Manual and what the School's responsibility of students serving in the field would be in time of emergency. It was felt that since they were Agency personnel at the time, they would fall in with Agency plans.

Professor Smith wondered if the time of the Faculty meeting could be changed because of the pressure on her on Mondays. It was agreed that we should meet from 8:45 to 9:45 on Monday mornings and have evening meetings to discuss things not covered in the hour. The first evening meeting is Tuesday, the 17th from 7:00 - 8:00.

Professor Hancock talked about the proposed visit from the Council in April. He said that it was a preparatory visit to study the relationship with the Universities and to review the curriculum in preparation for the team who will do the assessment when the School applies for accreditation.

Meeting adjourned.

Mary L. MacLeod

Secretary, pro tem

MLM/se
Feb. 13/59

MINUTES OF THE FACULTY MEETING HELD ON
FEBRUARY 16th 1959 at 8:45 A.M.

Present: Prof. L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" J. M. Smith

Review of Students' Progress During the First Term

The academic and field work progress of thirteen of the students was discussed and it was agreed that the review would be completed at the evening Faculty Meeting on February 17th. Individual student advisors will record the discussion in the student's record.

Evaluation of Marginal Students' Eligibility to Enter Second Year

Professor Hancock pointed out that once again the faculty was struggling with the question of the eligibility of a marginal first year student to continue in second year. There appeared to be a problem in our lack of adequate criteria. Professor Hancock suggested that three methods of arriving at a decision about marginal students might be considered:

1. A comprehensive examination at the end of first year.
2. A higher pass mark.
3. A double standard of grading, involving a "pass mark" and a "progression mark".

This subject is to be discussed further in a later meeting.

Meeting adjourned at 9:45 A.M.

Joan M. Smith
Secretary pro tem

Feb. 17/59
JMS/bt

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF THE FACULTY MEETING HELD ON
FEBRUARY 17, 1959, AT 8:00 P.M.

The evening Faculty meeting was held on this date with Professor Hancock in the chair. Professors Montgomery, Smith, MacLeod and Nicol were in attendance.

The first part of the meeting was taken up with a discussion of individual students.

Following this, Professor Hancock distributed copies of the Objectives of the School as stated in the Act of Incorporation, relative to students, to curriculum, to affiliation with Universities, to community and to the professional membership organization, the Canadian Association of Social Workers.

There was some brief discussion on this and it was decided to continue at next Faculty meeting.

Mary L. MacLeod

Secretary, pro tem

MLM/se
Feb. 24, 1959

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF THE FACULTY MEETING HELD ON
FEBRUARY 23, 1959, AT 8:45 A.M.

Faculty Meeting was held on February 23 with Professor Hancock in the chair. Professors Smith, Nicol and MacLeod were present.

Professor Hancock said that we would be using the new wing by the latter part of the week. All facilities will be installed by Friday.

Films cannot be shown until the rooms are darkened, so the Film Board will have to continue to be used. There was some discussion on films and Professor Hancock stated that the office staff was to prepare lists of films with descriptions and that Faculty members should mark in catalogues films which can be used so that they can be included.

We continued to discuss objectives. There was considerable time spent on the word "process" referred to in Objectives for Students. It was recognized that this process was common to all methods, that we had never set down any definition for this process. Should we do this, it was felt it could be very helpful to the community.

Re Curriculum Objectives it was felt that we must get the generic concept and what is involved in it in this statement. There was a beginning discussion on objectives relative to affiliation with the Universities. It was felt that (a) was an administrative thing and that (b) was more educational. Present recommendation required from non-affiliated Universities was brought up as part of this discussion. This will be continued at the next Faculty Meeting.

Mary L. MacLeod

Secretary, pro tem

MLM/se
Feb. 24/59

MINUTES OF THE FACULTY MEETING HELD ON
FEBRUARY 24th 1959 AT 7:00 P.M.

Present: Prof. L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" M. Nicol
" J. M. Smith

Identification of Concepts

Professor Hancock referred to our review of the objectives of the School at the last meeting, which had ended in discussion of the "social work process". He suggested that as a basis for consideration of the process we attempt to identify the concepts which we teach in social work.

The following unrefined list of concepts was made for further consideration:-

1. Submission of the social worker's own personal needs to the needs of the persons being served and to the interests of the community.
2. Respect for the dignity of man, without distinction as to race, creed or economic status.
3. The importance of self-determination.
4. Man's capacity for change.
5. Love as the source of human growth.
6. The right to service (the community's responsibility to provide services).
7. The responsibility to help the client develop to his highest level of functioning.
8. The responsibility not to invade the personal affairs of another individual without his consent, except when, in an emergency, it is necessary to prevent injury to him or to others.
9. The acceptance of differences and likenesses.
10. Understanding human behavior and motivation as a basis for helping.
11. Conscious and disciplined use of self.

12. The social worker's responsibility not only for filling individual need but also for community development.
13. The responsibility of the social worker, to himself and to the community, for continued self-evaluation and professional development.

Meeting adjourned at 8:00 P.M.

Joan M. Smith
Secretary pro tem.

Feb. 26/59
JMS/bt

MINUTES OF FACULTY MEETING
HELD MARCH 2, 1959

Present: Prof. L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" J. M. Smith
" M. Nicol

Professor Hancock asked for a review on the Identification of Concepts developed from the previous faculty meetings. These were read and discussed. Some changes were made. These will be incorporated on a separate sheet of paper for further reference.

The meeting ended with Professor Hancock announcing that a general faculty meeting will be held Tuesday, March 10th, 1959.

Meeting adjourned.

Mary K. Nicol
Secretary pro tem

March 3/59
bt

1. Submission of the Social Worker's own personal needs to the needs of the persons being served and to the interests of the community. (Change word submission)
2. Respect for the dignity of man, without distinction as to race, creed or economic status.
3. Importance of self-determination within the context of the service.
4. The responsibility not to invade the personal affairs of another individual without his consent, except when, in an emergency, it is necessary to prevent injury to him or to others.
5. Man's capacity for change. (This is to be added to or modified)
6. Love as the source of human growth. (This is to be added to or modified)
7. The right to service (the community's responsibility to provide services).
8. The social worker's responsibility not only for filling individual need but also for community development.
9. The responsibility to help the client develop to his highest level of functioning.
10. Ability to work constructively with differences and likenesses.
11. Understanding human behavior and motivation as a basis for helping.
12. Conscious and disciplined use of self.
13. The social worker's responsibility to himself and to the community, for continued self-evaluation and professional development.

MINUTES OF FACULTY MEETING
HELD MARCH 9, 1959

The minutes of the last Faculty meeting were read. Discussion was picked up on concepts that had been previously discussed. In the first of these there was some disagreement about the word "submit" and the statement was re-phrased to read "The social worker places the interests of the community and the persons being served above those of self". This was considered a temporary revision.

5 "Man's capacity for change" was re-stated to read - "The social worker affirms the belief that all individuals have the capacity for change and the ability to move toward higher goals".

6 - "Love is not enough" was examined but no conclusions were reached.

Faculty meeting times were discussed. It was decided to have them the 2nd., 3rd. and 4th Wednesday of the month, since that time has already been set aside for supervisory conferences.

M. L. MacLeod
Secretary pro tem

March 9/59
bt

MARITIME SCHOOL OF SOCIAL WORK
150 Coburg Road, Halifax, N. S.

TO: All Faculty Members

FROM: L. T. Hancock, Director

DATE: March 2, 1959

A meeting of all members of the Faculty will be held on Tuesday, March 10 at 8:00 p.m. at the School.

In addition to considering the work of the new term, we hope to discuss matters relating to a forth-coming visit from the Council on Social Work Education.

MARITIME SCHOOL OF SOCIAL WORK

GENERAL FACULTY MEETING
MARCH 10, 1959

AGENDA

- I. Call meeting to order
- II. Reading of Minutes - December 8, 1958
- III. Business arising from Minutes
- IV. The new extension
- V. Curriculum changes
 - A. Research
 - B. Services Sequence
- VI. Visit by representatives of C.S.W.E.
- VII. Regular weekly general faculty meetings
- VIII. Lists of library accessions
- IX. Other
- X. Adjourn

March 10/59
bt

MINUTES OF GENERAL FACULTY MEETING
HELD ON MARCH 10, 1959 AT 8:00 P.M.

PRESENT:

Prof. L. T. Hancock - Chairman
Mr. T. Blue
Miss F. Montgomery
Miss P. MacDonald
Mr. F. MacKinnon
Miss I. MacLellan
Miss M. L. MacLeod
Mrs. M. Nicol
Miss J. M. Smith
Mrs. F. Vickery

Introduction to New Building. In Welcoming the group to the first meeting in the new building, Prof. Hancock outlined the facilities available on the two floors now in use.

Business arising from the Minutes of the last meeting.

1. Prof. Hancock informed the group that the bibliography of Social Work Literature, recently published by the C.S.W.E. was now available from any of the full time faculty members.
2. Curriculum Study. The Director stated that a report of the Curriculum Study had been given at the Annual Program Meeting of the C.S.W.E. in Philadelphia. The full written report would consist of several volumes and is not yet available. The Curriculum Study findings and recommendations represent a departure from the present structure of social work education and have not yet been accepted.
3. Institute for Practising Social Workers. Prof. Hancock explained that it would not be possible for the School to hold the institute which was customarily given in the spring. This was due to two difficulties: firstly the leaders who had been recommended for an Institute on Community Organization were not available; secondly, this year, until the present time, suitable facilities for holding the Institute had not been available.
4. Special Tutoring in English. Following the lengthy discussion at the last General Faculty Meeting concerning the inability of some students to express themselves in adequate English, special tutoring had been recommended to those students for whom it appeared appropriate.
5. Student Progress. Prof. Hancock reported that two students had withdrawn at the end of the first term. One withdrew voluntarily to enter business, the other left because he could not achieve satisfactory academic standards; he failed in four courses as well as in field work.

NEW BUSINESS

1. Curriculum Changes. Prof. Hancock outlined the changes introduced this year in the research program. Formerly two separate courses were given in Research Methods and Statistics. These had now been combined into one unit. The new Social Work Research course was being given in the second term of the first year. It was believed that the new course would involve a better use of time, since it

both eliminated repetition and avoided gaps. A research seminar, of which the first five sessions would be used for a review of research methods, in relation to the research project, would be given throughout the second year. Students would now begin their research project in the first term of second year, which should avoid the end-of-year rush to complete the thesis.

The second curriculum change was related to the Social Services Sequence. Developments in other schools were being studied. A meeting was to be held with instructors in the sequence who would participate in planning changes.

2. Visit by Representatives of C.S.W.E. Prof. Hancock informed the group that Dr. Linford and Miss Sikkema would visit the School on April 22, 23 and 24. This is a preliminary, pre-accreditation visit, which was prompted by the need for further discussion of the question of University affiliation. It was noted that the Accreditation Manual laid stress on the importance of the School's being an integral part of the University.

3. Review of University Affiliation in Relation to Accreditation. Prof. Hancock reviewed the question of university affiliation throughout the history of the School. He pointed out that the differences in this School's situation were due to the fact that the School grew out of the community's need and initiative. At the time of the formation of the School stress was placed on the importance of its becoming a part of the various Maritime Universities. Both St. Francis Xavier University and Mount Saint Vincent who had earlier considered including courses in social work in their curriculum, abandoned these plans and agreed to support a Maritime School. However, when later the question arose of the School's becoming part of Dalhousie University, it was stated that if this incorporation into the university took place a Catholic School of Social Work would also be established. The Board at that time was quite unwilling for exclusive affiliation with one university.

In 1957 when the School had to leave its premises in King's College, the Board of Trustees reviewed the question of affiliation. Discussion was again held with Dalhousie University. However, the terms of affiliation with that University were not acceptable; they included: giving up the name "Maritime School"; the exclusive right of Dalhousie University to award degrees; the condition that the University would not underwrite any of the costs of the School.

Professor Hancock had then consulted with the Presidents of all the affiliating universities. They all endorsed the present program and were unwilling for any change in affiliation plans. The Universities, at the same time, promised substantial financial grants towards the new building.

Miss MacDonald asked how the University Presidents felt about maintaining the present system of affiliation, should accreditation be refused because of it. Prof. Hancock replied that although the presidents considered that accreditation was important, they were not willing to give up the present system of affiliation to achieve it. The obvious result of affiliation with one university would be the formation of two schools of social work. Prof. Hancock pointed out that the Maritime Provinces could not, from any point of view, adequately support two schools. Moreover, such a development would probably make a split in the professional group in the Maritimes along religious lines.

When asked how important accreditation was, Prof. Hancock stated that he thought that it was important to faculty to be teaching in a recognized school and it could become important to students who wanted to work in the United States.

4. Faculty Meetings in Relation to Accreditation Planning. Prof. Hancock announced that regular faculty meetings would now be held on Wednesday from 4:00 - 6:00 P.M., with the exception of the first Wednesday of the month. The program at these meetings would be related to accreditation and would include a review of the objectives of the School and working on a field work manual. All faculty members were invited to attend.

5. Lists of Library Accessions. The group agreed that there was value in circulating monthly lists of additions to the library. Prof. Hancock stated that the School hoped to employ for a period a full time librarian, who would afterwards continue on a part time basis.

9:30 P.M. Meeting Adjourned.

Joan M. Smith
Secretary pro tem

March 16/59
bt

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the Faculty Meeting, March 16/59

The regular Faculty meeting was held on the above date with Professor Hancock presiding. Present were Prof. Montgomery, Prof. Smith, Prof. MacLeod and Mrs. Nicol.

Professor Hancock stated that there would not be a Faculty Meeting this coming Wednesday as planned, because of the annual meeting of the Welfare Council of Halifax. It was decided that the meeting this week would take place on Thursday, March 19 at 4:00 o'clock and that subsequent meetings would continue on Wednesdays.

Professor Hancock reported that Miss Ells was ill and that he would contact Mrs. MacKeowan for additional temporary steno. help.

Professor Hancock next reported a meeting with officials of the Dept. of Labour, who plan to introduce a standardized training program for their personnel. Both N. S. and N. B. are interested in setting up such a program and we are hopeful in involving social work methods in the program. It was felt by the Faculty that this might be worthwhile to take part in such a project.

It was further reported that the Maritime School had been asked to participate in the Newfoundland In-service training program. Professor Smith has arranged to go to Newfoundland on a four week basis beginning May 18th.

There was some discussion about students followed by a discussion around admission requirements and standards. Professor Hancock had written to affiliated Universities re: their post-graduate requirements. He read some of the replies received. It was decided that the matter be looked into further and studied.

Meeting adjourned.

Mary Nicol

Secretary, pro tem

MINUTES OF GENERAL FACULTY MEETING
HELD ON MARCH 19, 1959 at 4:00 P.M.

The general faculty meeting was held in the classroom of the School on Thursday, March 19th. Those present included Sister John Elizabeth, Dr. Frances Marshall, Miss Isabel MacLellan, Professors Montgomery, Smith, and MacLeod. Professor Hancock was in the chair.

Professor Hancock reviewed the material covered at the last session re history of the School's affiliation with the five universities and the negotiations with Dalhousie. This was with reference to the Council of Social Work Education's requirement that the School be singly affiliated. Several questions were asked and there was considerable discussion on this.

Professor Hancock referred to the coming visits of Professor Linford April 23 and 24. He will be meeting with the Board and College presidents in an effort to work out a plan whereby the School could be accredited by an arrangement short of affiliation with one university.

In conjunction with Dr. Linford's visit, Miss M. Sikkema, curriculum consultant for Council will be visiting April 22, 23 and 24. Professor Hancock emphasized that this was not an accreditation visit but was preparatory for the visit to be made by the accreditation team later.

The preliminary declaration of objectives of the School was then distributed for examination. There was considerable discussion following.

Per Mary L. MacLeod

re Objectives

It was agreed to remove the two paragraphs on p. 2, beginning "Thus far the H.G.B. sequence has been field instructors are held", from the preliminary declaration of objectives and to place this material in a later statement concerning the progress of the School towards its goals.

The last paragraph on p. 2 should be listed as number 5 under "goals". The end of this paragraph should read".....General Field Work Supervisor and faculty advisors."

In answer to a question from Dr. Marshall concerning directions laid down for the "Preliminary Declaration", Professor Hancock read the material from the Accreditation Manual pertaining to this subject.

Dr. Marshall commented that this material had obviously been prepared by a very compulsive person!!!

The group agreed that there were no clear directions concerning the "Preliminary Declaration" and that we had to interpret the requirements of the declaration according to our own opinion of what was appropriate with respect to long-term and short-term goals.

In answer to questions Professor Hancock stated that our objectives should be formalized for presentation to Miss Sikkema in April, but that we could also expect help from her in revising them.

Next Meeting - Both Professor Hancock and Professor Montgomery would be away for the next general faculty meeting to be held on March 25th at 4:00 P.M. It was agreed that those of the group who were able to come should meet and continue with a review of the objectives.

Meeting adjourned 5:15 P.M.

Per. J. M. Smith

March 24/59
bt

MINUTES OF THE FACULTY MEETING HELD
ON MARCH 23, 1959 AT 8:45 A.M.

Present: Prof. L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" M. Nicol
" J. M. Smith

MINUTES OF THE LAST MEETING were read.

BUSINESS ARISING FROM MINUTES

1. Admissions Conditions. Professor Hancock said that the subject of admission regulations and qualifications would be clarified further in the near future.

NEW BUSINESS

1. Material to be prepared for Miss Sikkema's visit.

Professor Hancock discussed the material which should be prepared for Miss Sikkema, in addition to the "Objectives" which were in process of reformulation.

- a) Course Outlines. The outlines of the courses within the three sequences should be checked and brought up to date if necessary.
- b) An outline of duties and responsibilities should be drawn up by each faculty member and submitted to the Director by April 6th.

2. Other Accreditation Material.

Professor Montgomery asked that each faculty member should prepare an evaluation of the field work setting in which she supervised. It was agreed that this material need not be completed for Miss Sikkema's visit.

3. Letter from Miss Frew to Mount Allison University concerning later qualification for M.S.W. Degree.

Professor Hancock read a letter from Dr. Ebbutt, with an enclosed letter from Miss Frew. The student had asked about the possibility of completing work for her B.A. and then qualifying for an M.S.W. degree on the basis of the work which she had completed at the School for her diploma. Mount Allison frowned on this plan and Dr. Ebbutt suggested the advisability of telling all special students that they could never qualify for an M.S.W. It was noted in the letter that there might be a problem if Miss Frew had written to other affiliating universities, asking the same question. It was advised that the problem should be placed before the School's Committee on Studies.

During discussion Professor Hancock pointed out that a student taking his B.A. after his course at the School has not actually received the same training as the person who has had his undergraduate preparation first. Various possibilities, such as the student's deferring some part of his graduate work until after he had completed his undergraduate studies, were discussed. Another suggestion was that additional work at the School might be planned after the B.A.

Professor Hancock stated, in relation to Dr. Ebbutt's suggestion, that the plan for formation of a Committee on Studies was in abeyance until after the accreditation visit. However, the Presidents of the affiliating universities would be meeting in April and this problem should, perhaps, be discussed at that time.

The faculty, agreed that, in principal, they do not subscribe to the idea that students who undertake their undergraduate studies after completing the course at the School, should automatically qualify for an M.S.W. degree. There was some discussion of the faculty advisor's responsibility in discussing this matter further with Miss Frew, but no definite recommendation was made.

4. Statement of Objectives

Professor Hancock reported that he had revised the general declaration of objectives. He felt that the long range objectives should stand as stated in the Act of Incorporation. The objectives which we had added were short term.

The Director suggested that at the General Faculty Meeting on March 25th, the objectives in relation to the profession should be reviewed.

Meeting adjourned at 9:45 A.M.

Joan M. Smith
Secretary pro tem.

March 25/59
bt

MINUTES OF FACULTY MEETING
HELD WEDNESDAY MARCH 25, 1959

In Professor Hancock's absence Professor Smith led the discussion. Those present were Professors Smith and MacLeod, Dr. Marshall, Sister John Elizabeth and Miss MacLellan.

Professor Hancock requested that time be spent discussing "the objectives in relation to the social work profession." The following objectives were drawn up tentatively for further discussion:

- 1) responsibility for maintaining a high calibre of professional training to ~~keep~~ ^{maintain} a high standard of professional practice.
- 2) stimulate in students and graduates a high regard for professional aspect of the work.
- 3) contribute to resources of the profession re writing, research etc.
- 4) co-operate with profession by giving information about the profession and to make available faculty members to act as educational consultants.
- 5) encourage membership in and support of the professional association.

On examination of most recent copy of "Objectives", there was a question about the sub-goals on Page 2. Why are there specifics in one area and not in others?

There was also a discussion on "recruitment", the term and whether or not it conveyed the proper idea re increasing numbers in profession as we like to see it done.

Mary L. MacLeod
Secretary pro tem

Apr. 2/59
bt

MINUTES OF FULL TIME FACULTY MEETING
HELD MONDAY, APRIL 6, 1959

The regular faculty meeting was held on the above date with Professor Hancock presiding. Present were Professor Montgomery, Professor Smith, Professor MacLeod and Mrs. Nicol.

Professor Hancock mentioned that a letter was received from Mount Allison regarding Miss Frew's request for a future degree in social work. The letter stated that the university would be guided, considering candidacy, by the School's recommendation. A discussion followed this and it was agreed that Miss MacLeod would discuss the situation with Miss Frew.

Miss Sikkema's visit was brought up for discussion. Professor Hancock reported that tentative plans were made for her visit to the School and that more specific things would be lined up.

Mention was made that Sister Agnes William, school consultant from Mount St. Vincent had left the city. This would necessitate a change in the School's calendar.

Professor Hancock stated that faculty instructors and second year students would be notified soon of the examination dates. They are to be the 22nd, 23rd, 24th of April. He also noted that the second last seminar would be held tomorrow, Tuesday. This would be a social work seminar and asked if the faculty had any ideas as to some of the things that could be discussed. Discussion followed with a few suggestions made.

Lastly, Professor Hancock asked about the last Wednesday afternoon faculty meeting. The minutes of this meeting were produced which included a list of tentative objectives. These were read and discussed. Professor concluded that he would try and arrange for a further meeting on this matter.

Meeting adjourned.

Mary K. Nicol
Secretary pro tem

MKN/bt
Apr. 6/59

MINUTES OF THE GENERAL FACULTY MEETING
HELD ON APRIL 8th, 1959 AT 4:00 P.M.

Present: Professor L. T. Hancock - Chairman
Sister Mary Clare
Sister John Elizabeth
Mr. M. T. Blue
Dr. Frances Marshall
Miss Pauline MacDonald
Miss Isabel MacLellan
Miss Mary L. MacLeod
Mrs. Freda Vickery
Miss Joan M. Smith

Purpose of Meeting: The Chairman explained that the present series of faculty meetings would involve continued work of preparation of material (namely School objectives) for the forthcoming visit of the representatives of the C.S.W.E. The full-time faculty was continuing separately with part of this preparation.

Objectives in Relation to the Profession: The objectives, listed at the last meeting, were clarified and rephrased. The revised list is attached.

Next Meeting: It was decided that the next meeting would be held at the School on Thursday, April 15th at 4:00 p.m. The objectives in relation to the universities and to the community, which had not yet been discussed by the larger faculty group, would be reviewed.

Meeting adjourned at 5:00 p.m.

Joan M. Smith

Secretary, pro tem

OBJECTIVES IN RELATION TO THE PROFESSION

(Revised April 8th, 1959)

1. To maintain a high calibre of professional education, in order to promote a high standard of professional practice.
2. To stimulate in students and graduates a high regard for the professional aspect of social work.
3. To contribute to the resources of the profession by such methods as writing and research.
4. To co-operate with the profession in the interpretation of social work, in offering information about career opportunities within the profession and in making available faculty members to act as educational consultants.
5. To encourage membership in, and support of, the professional association.

*20 copies
for back of
other thing*

JMS/se

MINUTES OF FULL TIME FACULTY MEETING
HELD MONDAY, APRIL 13, 1959

The Faculty Meeting was held at the usual time with Professor Hancock in the chair. The minutes were read and business arising out of minutes discussed. Professor Hancock said that the Social Work Seminar would be held on April 21st as planned originally. Mrs. Nicol commented on the students' references to the Seminar of the previous week. They enjoyed the participation very much and got a great deal from it.

Professor Hancock and those present drew up a tentative schedule for Miss Sikkema's visit. He stated that special meetings re: Social Services Sequence with Sister John Elizabeth and Mr. MacKinnon invited (along with himself and Miss MacLeod) could be arranged at night.

There was then some discussion on the progress of particular students, relative to standing in the field currently.

Professor Hancock commented then that he hoped to have final delineation done on the role of the student advisor and the field work supervisor before the visit of Miss Sikkema.

He also announced a general faculty meeting for Thursday of this week, not Wednesday as originally planned.

Miss Smith reported that the thesis situation was in hand and that the last two were out to the third readers.

Mention was made of supplementary examinations and the registrar is to set these up in the time-table.

Professor MacLeod stated that the Calendar was ready to be typed. New dates and schedules have been set down for next year with the school beginning one day earlier next year, exams being held before Christmas, and one week research for second year at the beginning of the spring term.

There was no further business and the meeting adjourned.

MLM:mm
April 13/59

Mary L. MacLeod
Secretary pro tem

MINUTES OF THE FACULTY MEETING
HELD APRIL 20, 1959 AT 8:45 A.M.

Present: Professor L. T. Hancock Chairman
Professor F. L. Montgomery
Professor M. L. MacLeod
Professor M. Nicol
Professor J. M. Smith

Minutes of the Last Meeting were reviewed. There was no business arising from the minutes.

NEW BUSINESS

1. Specific Topics to be Discussed with Miss Sikkema were enumerated by the Director:
 - a. Statement of objectives of the School
 - b. Course outlines for the Services Sequence
 - c. Statement on Human Growth and Behaviour Sequence
 - d. Research program
 - e. Statement of objectives for field work courses (from field work Manual)

2. Evening Meeting with Miss Sikkema

A meeting had been arranged for Wednesday, April 22nd at 7:30 p.m. at the Home of the Guardian Angel. The full time faculty and the lecturers in the Services Sequence would attend.

3. Outlines of Duties of Individual Faculty Members

Appointments were made for each faculty member to discuss this subject individually with the Director. It was decided that the roles of Student Advisor and Field Work Supervisor, which were carried by several members, should be discussed in the group.

4. Outline of Duties of Field Instructor

The following outline of duties ^{was} suggested by the Director:

The field work instructor has responsibility:-

1. To become acquainted with the setting in which the student is to be placed and with the resources commonly used by new ^{the} setting.
2. To select cases for the student, in consultation with agency personnel.

3. To become acquainted with the student and to some degree with his background.
4. To organize a practice experience suited to the needs of the individual student within the normal framework of service of the agency.
5. To work out special plans involving additional agencies and resources, in consultation with the General Field Work Supervisor.
6. To evaluate the student's progress in consultation with the student's Faculty Advisor.
7. To arrange for the student's participation in agency staff meetings and, if there is a student unit, to organize unit meetings.
8. To assist the General Field Work Supervisor in evaluating the setting as a resource for student training.

To the above was added:

9. To support and participate in developments in the setting which lead to improved service and a higher level of practice.
5. The Responsibilities of the Student Advisor were outlined by the Director.

The Faculty Advisor has responsibility:

1. To become acquainted with the advisee through his record, application documents and interviews.
2. To prepare the Introductory Statement for the Field Work Supervisor.
3. To discuss with the student plans for his field work placement.
4. To advise the student upon all matters relating to his total program at the School.
5. To arrange special interviews, tests, etc. for the advisee, as indicated, in consultation with the Director.

6. To consult with the student's field work supervisor.
7. To maintain the progress record of the student.

To these points were added:-

8. To maintain communication with classroom instructors concerning the student's progress.
9. To assist in providing essential data for references.

6. Examinations.

It was decided that second-year examinations would be held in the two upstairs classrooms.

7. Questionnaire From C.A.S.W. The Recruitment Committee of C.A.S.W. had developed a questionnaire to be submitted to students. The goal was to obtain a body of knowledge concerning the ways in which students became acquainted with social work and the effectiveness of present recruitment methods. These questionnaires would be distributed by faculty to the students.

Meeting adjourned at 9:50 a.m.

JMS:mm

Joan M. Smith
Secretary pro tem

April 23/59

MINUTES OF FACULTY MEETING
HELD APRIL 27, 1959

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

This was a brief faculty meeting. Plans for graduation were reviewed by Professor Hancock. He mentioned that recent word was received from Dr. Davidson who will be guest speaker at the graduation exercises.

Also arrangements will be made for gowns and hoods for those needing them.

Professor Hancock noted that invitations are now coming in from universities re their graduation dates.

The meeting ended with comments from Professor Hancock and faculty re Miss Sikkema's and Dr. Linford's visit to the School.

Meeting adjourned.

Mary Nicol
Secretary pro tem

Apr. 28/59
MN/bt

MINUTES OF THE FACULTY MEETING
HELD AT THE SCHOOL, MAY 4, 1959

Faculty meeting was held with Professors Montgomery, Smith, Nicol and MacLeod in attendance. Professor Hancock was chairman.

Events to follow that day were discussed, including the Board meeting, the Board dinner and the Graduation. Arrangements for borrowing and returning gowns and hoods were discussed as well as plans for ushering.

Professor Hancock stated that the following Monday faculty meeting would be held at 11:00 o'clock.

Class standings were discussed for second year students. Reference was then made to last interviews with first year students.

It was decided that first year evaluations should be in by May 15th.

There followed some discussion of individual students.

Mary L. MacLeod

Secretary, pro tem

MLM/SE

MINUTES OF THE FACULTY MEETING HELD
ON MAY 11th, 1959, AT 11:00 A.M.

Present: Prof. L. T. Hancock - Chairman
" F. Montgomery
" M. L. MacLeod
" M. Nicol
" J. M. Smith

MINUTES OF THE LAST MEETING were summarized by Prof. MacLeod. There was no business arising from the minutes.

NEW BUSINESS

1. STUDENTS - The problems concerning two students, Miss Ann Keith and Mr. Richard Moore, were discussed. These discussions will be recorded in each student's file by his Faculty Advisor. From these discussions two decisions were made:-
 - a. A student who fails first year field work has the right to apply for admission to second year, provided he first satisfactorily fulfills the requirements of the first year field work course.
 - b. When a term paper is not submitted on the set date (and no permission for an extension has been granted) the same situation exists as when the student does not appear to write an examination, i.e. he fails the course.
2. CONVOCATIONS - Arrangements were made for various faculty members to attend Convocation at the affiliating universities.
3. MARITIME CONFERENCE OF SOCIAL WORK - Prof. Hancock stated that he was unsure of being able to attend the Maritime Conference, where he had been invited to act as a discussion leader. He asked whether other faculty members could attend. Three other members of the faculty had already refused invitations to act as discussion leaders because of inability to attend the Conference. No decision was made.
4. CANDIDACY - The Director referred to the need to review the question of applications for candidacy for the M.S.W. degree. The present situation of Miss Drysdale again brought recognition of the difficult position of the student, who, in his first year, is "on probation." No decision about acceptance of Miss Drysdale can be requested from King's College until the examination results have been received.

Meeting adjourned at 12:20 P.M.

Joan M. Smith
Secretary pro tem

May 21/59
bt

FULL TIME FACULTY MEETING
September 9, 1959

Present: Professor L. T. Hancock
 " J. M. Smith
 " A. Black
 Mr. W. O. Baker

Professor Hancock announced that the Alumni Association bridge party would not be held on Sept. 23rd as planned and would be held on Sept. 30, Oct. 7 or a subsequent Wednesday evening.

The time for holding the "Social Aspects of Nursing" class was discussed and it was felt that 2:00 p.m. - 4:00 p.m. on Mondays or 10:00 a.m. - 12:00 noon on Tuesdays would be the best times. Prof. Hancock agreed to contact Miss MacLennan of the School of Nursing to schedule one of these times.

The orientation programs for the first week of school were discussed and the faculty members to attend on the various visits were specified.

Prof. Hancock pointed out that a new registration sheet would have to be mimeographed for the opening day.

There was some discussion of the Methods Sequence. It was decided that Prof. Hancock would write to Miss Sikkema to discuss whether Research should be included in this sequence and also to question whether Methods Sequence courses should run concurrently.

The major content of the meeting was a discussion of the place of corrections in the curriculum. It was generally felt that more emphasis was required in the curriculum but not to such a major extent that it would interfere with the generic basis of training. It was decided that material about corrections should be included in the Services, Methods and Human Growth and Behaviour Sequences and more emphasis attached to corrections but the meeting deplored the lack of facilities and staff available for making student placements in the corrections field at the Provincial Government level. It was also decided that the Faculty should meet with Mr. F. R. MacKinnon to discuss and clarify this problem. Prof. Hancock agreed to arrange this with Mr. MacKinnon.

Walter O. Baker

Secretary, pro tem

WOB/se

FULL TIME FACULTY MEETING MINUTES
Friday, September 11, 1959 at 9:00 a.m.

Present: Professor L. T. Hancock - Chairman
Mr. W. O. Baker
Professor A. Black
" J. M. Smith

Alumni Bridge: Professor Hancock announced that the date for the Alumni Bridge had now been set for September 30th.

Maritime Medical Care: Leaflets concerning this service had been circulated. The Director stated that if the group was interested in entering the plan a representative of Maritime Medical Care could be invited to the School to answer questions.

Reading Lists: The Director referred to the suggestion made last year that all course reading lists should be compiled according to the form required of students in term papers and theses. This practice would assist students in the acceptance of correct bibliographical form.

Orientation Reading: Mr. Baker suggested that books and periodicals recommended for reading during the orientation period should be made available on one table in the library. The Director agreed that this year the proposed plan might be desirable, but if we had a librarian it might be preferable for the students to begin learning how to use the library during the orientation weeks. The Director added that the faculty might later like to review the whole system of reserve books and special shelves.

Orientation Visits: It was agreed that for all the orientation visits the faculty member in charge should arrange for a group to leave from the School as some of the students would not be sufficiently familiar with Halifax to find easily their way to the various agencies and institutions.

Punctuality and Class Attendance: Prof. Hancock said that he would comment upon these subjects at the orientation meeting. The practice concerning class attendance was reviewed. It was agreed that advisors, as well as class instructors, should be notified of a student's absence.

A Discussion of the Development of Social Work Education: was given by the Director with emphasis on the constant change in curriculum structure and content. The meaning of a Generic Curriculum and the development of sequences were discussed in detail. Prof. Hancock referred to the article by Marjorie Smith "The Generic Curriculum in Social Work" in Social Welfare and the Preservation of Human Values, edited by William Dixon. The Director stressed the need for open-mindedness in faculty and the expectations of the community in relation to curriculum development.

The next Faculty meeting would be held at 4:00 p.m. on this day.
Meeting adjourned at 10:10 a.m..

Joan M. Smith

Secretary, pro tem

MINUTES OF FACULTY MEETING SEPT. 21
HELD AT 11:00 A.M. - MR. HANCOCK'S OFFICE

All Faculty members attended.
The following topics were discussed:-

1. First Year Orientation program

- (a) Mr. Baker will try to arrange the Field trip to the Sanatorium for early in November. Field Instructors will be notified in good time in this regard.
- (b) Arrangements are now completed for First Year Field trips for the week of Sept. 28. Miss Black will accompany students to Dalhousie Health Clinic 10:00 A.M. Oct. 2 and at N.S. Hospital 2:30 P.M. Oct. 2
- (c) First Year lectures will be held Thursday afternoon instead of Friday afternoon because of visit to N.S. Hospital Friday.
- (d) Mr. Baker was unable to arrange a visit to School for the Blind but this will be held at some future date.

2. Unit at School for the Blind

Mr. Hancock advised that for the first time a student unit will be placed in this agency. Miss Smith will be Field Instructor for this unit. This should prove an interesting and worthwhile experiment.

3. Class Lists

- (a) It was agreed that Class Lists should be in the hands of Faculty at an earlier date next year, even if they need to be altered for last minute changes.
- (b) These are Confidential and should be treated as such by all recipients. Lists of students will be provided for Roll call purposes so that class lists do not have to be used for this.

4. Membership for Maritime Medical Care

It was felt that Faculty could join as a group as soon as Mr. Baker was definite in his decision to belong. In the meantime Faculty members could join as individuals.

5. Librarian

Mr. Hancock is seeing three applicants for the position of Librarian. Three students were named as possibilities for Student Librarian. Library will be open Monday and Thursday from 7:00 to 10:00 p.m. as soon as a Student Librarian is appointed. This may be extended to three nights per week prior to examinations. Copies of "Rules and Regulations" to be given to each student.

6. Meeting with Mr. MacKinnon re Corrections

- (a) This has already been discussed with Mr. MacKinnon. He will get in touch with Mr. Hancock when it is convenient for him to meet with the Faculty for discussion re "Corrections program".

7. Mental Health Meeting Sept. 21 -8:00 p.m.

Miss Black agreed to attend representing Faculty. Meeting is being called to discuss the possibility of opening a White Cross Centre in Halifax.

8. Dept. of Labour Training Course - Truro

Mr. Hancock reported on his part in this course and advised that a similar course may be held for Representatives of the Department of Agriculture. Participation of the School in such "In-service training" projects did much, he felt, in making the Profession of Social Work better known and appreciated.

9. Student Identification needed for our students to be permitted to use the Medical Library at Dalhousie. Mr. Hancock will look into this matter.

Because of lack of time meeting adjourned to be reconvened at 10:15 A.M. Sept.22.

Faculty meeting continued Tuesday, Sept. 22 at 10:15 A.M.

Librarian - An appointment has still not been made but this should be done by the end of the week and Faculty members will be advised.

Student Advisers for 2nd year students were appointed as follows:-

Miss Smith Father Reid
 Miss Brooks
 Miss Chute
 Miss Drysdale

Mr. Baker Mr. Mason
 Mr. Arseneau

Miss Black Miss Machan
 Mr. St. Onge
 Mrs. Proctor

It was agreed that the Student Adviser should be a different person than Field Instructor for students concerned.

Meeting adjourned.

A. G. Black
Recording Secretary

AGB/bt
Oct.9/59

MINUTES OF FACULTY MEETING
HELD MONDAY, SEPTEMBER 28, 1959

A meeting was held in the Director's office with all faculty present. The minutes of the previous meeting were read by Professor Black.

Professor Hancock announced that our students would have no difficulty in using the facilities of the Dalhousie Medical Library. He also announced that effective this date Mrs. Flemming was starting as a part-time Librarian and would continue in this capacity for a short time until Mrs. MacInnes could take over on a more permanent basis. Mrs. Flemming came in and met the Faculty and generally discussed the library situation.

Professor Black reported on her attendance at the meeting of the Mental Health Association and of their decision to set up a White Cross unit.

There was a brief discussion of the orientation program. No problems were presented but Mr. Baker wondered if another year the program should include formal periods for a discussion of each visit. No decision was reached on this.

Professor Hancock announced that the wooden index box on Miss Ells' desk would contain the list of students' addresses. He also said that the present library rules would continue until the librarian has had time to get acquainted with the organization and suggest any changes. It was requested that the Faculty notify her of books to be put on a two day limit.

Professor Black wondered about the giving of C.A.S.W. Ethics pamphlets to each student and it was pointed out that each student gets one on joining C.A.S.W. and one is available at each field instruction agency.

Professor Hancock explained about recruitment kits and their use and distribution throughout the province by the Department of Education.

The faculty met with Mrs. Leigh Moreash of Maritime Medical Care and a number of points touching on their program and relating to the faculty joining as a group were discussed.

The meeting was adjourned until 5:15 p.m. Tuesday, Sept. 29. At this time the advisors each first year student was selected, as follows:

Professor Smith to act as Advisor for -
Mr. Donald Brown
Mr. Marc Gallant
Mr. Robin Houston
Mr. William MacLeod
Mr. Francis Sampson

Professor Black to act as Advisor for -
Mr. Ralph Armstrong
Mr. Kevin Burns
Mr. Hubert Deveau
Miss Nancy Lee
Mr. George Pope
Miss Janet Sutherland

Mr. W. O. Baker to act as Advisor for -
Mr. Thomas Cleary
Mr. Timothy Daley
Mr. Leonard Delaney
Mr. Robert Doyle
Mr. Gerald Hickey
Mr. Desmond McIvor
Miss Carolyn Punch

Respectfully submitted

W. O. Baker
Secretary pro tem

WOB/bt
Oct. 9/59

MINUTES OF FACULTY MEETING HELD ON
MONDAY, OCTOBER 5, 1959 AT 11:00 A.M.

Present: Professor L. T. Hancock Chairman
Mr. W. Baker
Prof. A.G.Black
Prof. J.M.Smith

Minutes of the Last Meeting were read.

Business Arising from the Minutes

1. Faculty Advisors. Professor Hancock said that first year students had now been informed of their faculty advisors.
2. Orientation. Professor Smith suggested that during the orientation period next year the Director should meet with the second year students to discuss School and program, since the meetings with first year students had been so meaningful. The suggested was accepted for consideration next year.
3. Library. In answer to a question about Library accessions during the summer, the Director said that a list would be sent to all Faculty members as soon as the librarian had time for this piece of work. It was noted that some lecturers were finding it necessary to order more of the frequently used books because of the increased first year class. Professor Smith brought to the attention of the group the periodical "Public Welfare" which contains excellent articles, but seldom appears on School reading lists.

New Business

1. Case Records. Professor Black referred to the need for new teaching records for casework. Since the latest list published by the C.S.W.E. had not been received, some records would be ordered from the earlier list.
2. Curriculum Statement. The Director reviewed the C.S.W.E. Curriculum Statement of 1952. He emphasized that the new revolutionary curriculum report compiled by Dr. Boehm and his committee had not yet been accepted and that the 1952 report was still the official statement of the Council. Points discussed by the group were:
 - a. The expectation of "beginning competence" from the graduating student and how this may differ from the expectations of the Field.
 - b. The objectives which the Council expects to be reflected in the outline of courses.
 - c. The question of whether the assumption that students come to the School with a broad background of social and biological sciences is valid.
 - d. The role of the C.A.S.W. in helping the student to identify with the profession.
 - e. The three sequences in relation to common elements and statements of objectives.

Next Meeting. The Director suggested that at the next faculty meeting the article "The Generic Curriculum in Social Work" by Marjorie Smith, should be discussed.

Joan M. Smith
Secretary pro tem

JMS/bt
Oct. 9/59

MINUTES OF FACULTY MEETING
HELD MONDAY, OCTOBER 19/59 AT 11:00 A.M.

Those attending - Chairman - Professor Hancock
Professor Smith
Professor Black - Recording Secretary
Mr. Baker
Sister John Elizabeth

Re: Orientation. It was suggested that next year more time and discussion be spent with Second Year students in their Orientation program.

Re: Library. It was suggested that new books ordered by Faculty members come to them first before being placed on the "New Book" shelf in the Library.

Re: Student's Adjustment and Problems. A second meeting to be held Tuesday, October 20 at 5:00 P.M. for this discussion because of the urgency to bring difficulties to the attention of Faculty.

Re: Social Services Sequence.

1. It was decided that certain parts of the courses as at present outlined should be deleted, since these parts may more appropriately be included in other sequences.
2. That content be added to include Corrections, Program for the Aged, and Civil Defence.
3. That the possibility of the same Case Studies be used for all sequences with the different emphases of each on the same case.
4. That consideration be given to the "timing" in presentation of the sequences so that the content would be more meaningful and result in a better co-ordination of the courses for student learning.

Re: Faculty Reading. Professor Smith suggested an excellent article by Charlotte Towle in Social Service Review - September/59.

Re: United Appeal. Professor Hancock asked that donations be submitted as soon as possible.

Re: Telephone Calls. That messages in this regard be more explicit and that the person be identified so that return calls may be made easily.

Re: Discussion of Marjorie Smith's Article - P. 101 of "Social Welfare and the Preservation of Human Values."
Since this School has never emphasized Specialization in its curriculum, less change would have to be made in considering the Generic approach. The importance of the student's identification as a "Social Worker", not as a specialist in any one field, was stressed.

Re: Holidays. Professor Black brought up the need for definite information in this regard because of advance reservations which are now expected.

Meeting adjourned 12:00 P.M.

A second meeting was held Tuesday, October 20 at 5:00 p.m. when discussion of the problems and adjustments of several of the students which had been brought to the attention of faculty members took place. Decisions with regard to responsibilities of the Field Instructor and Advisors were formulated in this regard.

Meeting adjourned at 6:00 p.m.

/bt
Nov. 5/59

A. G. Black
Recording Secretary

MINUTES OF REGULAR FACULTY MEETING
HELD MONDAY, OCTOBER 26, 1959

The regular faculty meeting was held in the Director's office with Professors Hancock, Smith and Black and Mr. Baker present.

Professor Hancock reported that the question of phone calls had been discussed and Miss Ells would attempt to get the names of people phoning in and would provide notes to the appropriate faculty member regarding such calls.

There was a brief discussion of student problems and this was followed by a discussion of Professor Black's question about the method of marking assignments. Professor Hancock explained that the School normally uses the A, B, C, marking system and outlined briefly the numerical equivalents as are outlined in the Manual. He also indicated that assignments are usually returned to the students and that faculty are free to decide about individual discussions with students about their assignments.

Professor Black indicated the results of the first year students' critique on orientation and read some of the comments made. They contained some constructive criticism and for the most part were very positive in their outlook. Generally, they showed that the students received a good understanding of the generic application of social work in the various settings and were impressed and identified well with the members of the profession in the various agencies. It was suggested that, on visits involving a tour of facilities, it would be helpful if the class were separated into smaller groups.

Mr. Baker said that the calendars were about gone and suggested that the calendar be revised now instead of waiting until spring, and have the new calendar printed. It was agreed to try this.

Professor Hancock announced that a Committee of the Board is presently studying the possibility of having an official opening of the School. This might be either an informal open house or a formal ceremony or perhaps both. A further announcement will be made when there is a decision.

Professor Hancock suggested the possibility of the faculty using the Manual of accreditation as a basis for discussion in regular faculty meetings. It was agreed that this would be attempted.

Respectfully submitted,

Walter O. Baker
Secretary pro tem

WOB/bt
Oct. 28/59

MINUTES OF THE FACULTY MEETING HELD ON NOVEMBER 2nd, 1959 AT 11:00 A.M.

PRESENT: Professor L. T. Hancock, Director
Mr. W. O. Baker
Professor A. G. Black
Professor J. M. Smith

MINUTES OF THE LAST MEETING were read by Mr. Baker.

BUSINESS ARISING FROM THE MINUTES

1. Marking of Assignments: Professor Hancock stated that it had been the practice of the School to avoid giving specific marks to students. Grades (A, B, C, Failure) had usually be made available to students when their assignments were returned. The numerical value of the grade is not given to the student even if he requests it.
2. Calendar: The Director discussed the urgency of printing the new calendar since the present supply was exhausted. The calendar page would be mimeographed immediately so that each field instructor could have a copy, as had been suggested at the meeting of Field Instructors.
3. Opening Ceremonies: The formal opening of the School, to include a dedication ceremony, would take place on the evening of November 24th.

NEW BUSINESS

1. Examinations: Some students had discussed with the Director informally the possibility of beginning examinations on Saturday, December 19th in order to enable students to leave on December 22nd. The reason given for this request was that some students could not arrive home for Christmas Day if they did not leave until the 23rd. The faculty had no serious objection to this plan, but it was recognized that certain students might object to losing a week-end during which they could have studied for examinations. The students were to be asked to have the matter discussed by the student association, from whom a formal request should come to the Director if the group desired a change in the examination time-table.
2. Film Catalogue: The Director brought to the attention the new film catalogue which had been received from the Department of Education.
3. Citizen's Forum Program: This program, which included, in the Spring, two sessions on Crime and Punishment, was brought to the notice of the faculty.
4. A General Faculty Meeting was planned for Wednesday, November 4th at 8:00 p.m..

5. Late Assignments: Professor Black mentioned the problem of students' not submitting assignments on the requested date and asked how this should be handled. The Director had discussed this problem with second-year students in his Administration class. He noted the range of methods in dealing with this matter, from accepting late assignments, with penalty, to refusing to mark late papers. Professor Hancock concluded that the manner of dealing with the problem should be left to the individual instructor, but that he felt that the lateness of assignments should not be ignored.

6. Writing of Theses: Professor Smith noted that of the nine second year students it was possible that three could not produce an acceptable thesis. There was a serious question of competency with one student; with the other two the problem was chiefly one of motivation and attitudes. Professor Smith mentioned that in the first H.G.B. assignments there had been many errors in grammar, spelling and style. Some students had a very serious problem in writing English. It was suggested that all instructors should take responsibility for bringing this problem to the attention of students who submitted assignments written in poor English.

7. Circulation of Library Books: The students continued to complain of the difficulty in obtaining certain books. This was partially due to the lack of responsibility of some students in returning books. The Director would ask Father Reid to discuss this matter at the next meeting of the Student Association. In the meantime Mrs. Fleming was checking on books which were over-due.

8. Visit to Nova Scotia Sanatorium: Mr. Baker reported that the visit to the Sanatorium had been arranged for November 2nd. Dr. Hiltz had asked for suggestions about the program. The faculty agreed that since, in past years, the program had been excellent, no changes should be recommended. Prof. Smith would send memos to the field instructors of second year students notifying them of the field visit.

9. Council on Social Work Education: As an introduction to the faculty's proposed study of the Accreditation Manual, the Director reviewed the history of the C.S.W.E.. Formerly the standard-setting body for Schools had been the American Association of Schools of Social Work. This association had had a limited budget and limited community support as only Schools were members. The C.S.W.E., which was formed in 1951-52 and replaced the A.A.S.W.S., extended its membership beyond the Schools to include the practising profession and the public. It has access to large amounts of money. At the time of the formation of the C.S.W.E. much consideration was given to the position of the Canadian Schools. It was finally agreed that they should have individual membership in the Council. Since the Council could not act on behalf of the Canadian Schools in National matters the National Committee of Canadian Schools of Social Work was maintained. It had no plan to act as an accrediting body; moreover, Canadian Universities were less concerned about accreditation in the manner in which it is carried out by American Universities.

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Professor Hancock then described the series of workshops sponsored by the C.C.S.S.W., which resulted in the formation of the C.C.E.P.S.S.. This body has encountered problems in relation to financing and a committee is now exploring the possibility of tying its proposed services to those of the C.W.C. or the C.S.W.E..

In the meantime the Canadian Schools are hoping to arrange a committee on curriculum planning.

Meeting adjourned at 12:00.

Joan M. Smith

Secretary, pro tem

JMS/se
Nov. 10/59

MARITIME SCHOOL OF SOCIAL WORK
150 Coburg Road, Halifax, N. S.

TO: All Faculty Members

FROM: L. T. Hancock, Director

Date: October 29, 1959.

The fall meeting of the Faculty of the Maritime School of Social Work will be held Wednesday, November 4th at 8:00 P.M.

I hope it will be convenient for you to attend.

LTH/bt

Mailed Oct. 29 to

Sister Mary Clare
Sister John Elizabeth
Dr. R. O. Jones
Miss Pauline C. MacDonald
Mr. R. R. MacKinnon
Dr. Frances Marshall
Miss Hazel Roland
Dr. Maureen Roberts
Mr. Harold Crowell
Miss Joan Cummings
Miss Isabel McLellan
Mrs. Freda Vickery
Mrs. Robert Wilson
Miss Doreen Gillen
Miss Mary L. Courtney
Mrs. Walter Fitzgerald
Mr. John Walker

Mr. Caldwell - Oct 30.

L. T. Hancock
J. M. Smith
A. G. Black
W. O. Baker

MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting - November 4, 1959

A G E N D A

- I Time Table for 1959 - 60
- II The School Library
- III. Some Duties and Responsibilities
- IV Film Repository
- V Social Services Sequence
- VI Other Business
- VII Adjourn

MINUTES OF THE GENERAL FACULTY MEETING
HELD ON WEDNESDAY NOVEMBER 4, 1959 AT 8:00 P.M.

Present: Professor L. T. Hancock - Chairman
Mr. W. Baker
Professor A. Black
Sister Mary Clare
Sister John Elizabeth
Miss M. L. Courtney
Miss D. Gillen
Miss P. MacDonald
Mr. F. R. MacKinnon
Miss I. McLellan
Mrs. F. Vickery
Professor J. M. Smith

The Director welcomed the new faculty members to the group.

Time-table for year 1959-60. Professor Hancock explained that there was a shortage of calendars due to the fact that 350 copies had been used in the Recruitment Kits which had been provided to the Department of Education Vocational Guidance Division for distribution in high schools. Calendars for the 1960-61 session would be prepared as soon as possible. In the meantime the Calendar of Events for the current year would be mimeographed and distributed.

Examinations would this year be held before Christmas. Field Work evaluations would also be held before the Christmas vacation. The termination of the first semester in December clarified past questions about the field work block, which was now clearly part of the second semester.

There was discussion of the students' anxiety about examination results during the block period. It was agreed that the anxiety had been increased by the doubt about whether the field work block had been part of the first semester. The Director pointed out that with a large part-time faculty, all of whom had heavy responsibilities, it was not possible to set an exact date for examination returns. Results would be given to the students as soon as possible.

The present plan was for the term to end on December 22nd. However, some students wished consideration to be given to writing examinations on the preceding Saturday, in order to leave on the 21st. The decision about this change would be made when the desire of the total student body had been made known to the Director.

The School Library. Professor Hancock reported that the School now had a qualified, part-time librarian, Mrs. Fleming. She had already made good progress in reorganizing the library and in beginning cross references. There were still some problems about the circulation of books, but these were being cleared. Formerly many books were placed on the restricted list. Now that extra copies of the most widely used books were being purchased it should be possible to reduce or abandon the restricted list. Some reclassification of books was being undertaken. Classification lists would be posted to facilitate use of the library. A temporary place for returned books had been arranged: this was a small table in the hall - outside the library. Faculty

members will in future be notified of the arrival of books which they have ordered. Mrs. Fleming will attend a later General Faculty Meeting to discuss the library.

Statement of Faculty Duties and Responsibilities. The Director stated that prior to the visit of Miss Sikkema, Curriculum Consultant of the C.S.W.E., a statement of duties of some faculty members had been drawn up. This statement was reviewed with Miss Sikkema, later revised according to her recommendations and was now given to the group. The Director explained that with use, the need for further changes would become ^{apparent} necessary, but the statement now distributed would act as a guide for the present year. Professor Black initiated discussion of communication between field instructors and faculty advisors. It was felt that the faculty advisor probably had major responsibility for initiating the conference although the field instructor certainly was free to request discussion at any time. The first conference should not be delayed too long during the first term.

Professor Hancock requested further comments on the statement of duties and responsibilities, when the group had had an opportunity to study and use it.

Film Repository. The Director recalled that last year films had been shown in the Film Board theatre. This year facilities for showing films had been re-established in the basement of the School.

Mr. Donovan had suggested that the School should serve, during the academic year, as a repository for films on social work and related topics. The advantages to the School would be that an up-to-date catalogue of pertinent films could be kept and that the proposed plan would be a means of giving help to the community in the interpretation of social work and allied topics.

Professor Black suggested the possibility of periodic regular film nights at the School, to which community persons could be invited. It was suggested that the students should be enabled to take an active part in planning. A committee was proposed of the Director, Mr. Baker and two student representatives. Miss MacDonald would form a refreshment committee. The first film night would be held on December 1st.

Report on the Sequences. The Director reported that Sister John Elizabeth had undertaken responsibility for organizing the Social Services sequence and new plans were developing. One meeting had been held of the group involved in the Methods sequence and a further meeting was planned.

The Next Meeting would be held early in December.

Meeting adjourned at 9:05 P.M.

JMS/bt
Nov. 10/59

Joan M. Smith
Secretary pro tem

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting - November 16, 1959 at 11:00 a.m.

Business Arising from Minutes:

1. Professor Hancock advised that it had been necessary to move forward to December 9 the date for the formal dedication of the new building. Guests for this event will be on invitation only. It is regretted that more people cannot be included in the invitation list. There is a possibility of a second night being set aside when others may visit the School.
2. There has been no further request from the students' representative that Christmas examinations be moved forward, hence the dates will remain as designated in the calendar.
3. There is urgency in revising the calendar so that it may go to press. In this regard each Faculty member is asked to rewrite information on courses if this is indicated. Professor Baker reported that he had rewritten the calendar dates and presented these for discussion. It was agreed that the fall term would commence on September 12 and the spring term on January 3. It will be necessary for Professor Baker to check with the Universities with regard to their convocation dates before this is finalized. It was agreed that Monday was the best day for the School's graduation exercises.

Professor Hancock pointed out that the Toronto School of Social Work made a practice of recessing lectures for one week in mid-term and had found this practice to be beneficial to both staff and students. This still allowed them to cover the minimum of 12 lectures per term.

New Business

Professor Black shared with other Faculty members results from the first assignment of Casework II.

Professor Smith inquired whether or not a Christmas assignment was given as part of the Nurses' course. Further inquiry from Miss McLennan will be made in this regard. Professor Hancock advised that the Nurses' lectures are held in room 109 of the Medical Science Building - corner of Robie and University on Mondays from 2:00 to 3:30 p.m..

Professor Smith suggested that more time should be given to discussion of individual student's progress by Faculty and it was agreed that more time would be given for this in future.

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No date has been decided on as yet for the "film night" proposed at the General Faculty Meeting of Nov. 4th.

Professor Hancock announced that Mrs. Trost will be joining the Faculty on a part time basis as of December 1st. This will mean that Professor Smith will be relieved of some of the extra duties she has been carrying.

Professor Hancock invited discussion re the second Faculty meeting each week to which all had agreed. It was decided that this should be held in the early evening and the exact date should be decided at the Monday morning Faculty meeting each week.

It was agreed that the second Faculty meeting should be less formal with no minutes, and that this week it be held at 7:15 p.m., Friday, Nov. 20 at the School. At this meeting Professor Hancock will report on his recent visit to Montreal, Ottawa and Toronto.

A. G. Black

Secretary, pro tem

AGB/se
Nov. 18/59

Minutes of the Faculty Meeting held at the School on November 23rd, 1959

The regular weekly Faculty Meeting was held in the common room on Monday, November 23rd, with all members of Faculty present. For the first part of the meeting, Father Fisher, President of St. Mary's University was present and the situation in regard to accreditation was discussed. The C.S.W.E. Commission on Accreditation has ruled that the Maritime School cannot be considered for accreditation unless it is a part of one university. Dr. Kirkconnell's letter on the subject was read and it was seen that he was suggesting as one possibility that the School be more affiliated with one university than the other four in order to meet the requirements. Father Fisher raised the possibility of rotating affiliation and expressed his feeling that permanent affiliation with one university would present many difficulties.

It was suggested that the present situation be left unaltered until the School was in a position to meet all the other accreditation requirements. It was felt that the School should continue to build and develop program and make its own position strong. Professor Smith suggested that it was vitally important that the School continue to be active in the C.S.W.E. and that the name of the School and its aims be kept before the Commission on Accreditation.

Following this discussion, Father Fisher left and Professor Hancock then announced that, due to Mr. Zive's illness, the formal opening of the School was indefinitely delayed and would not likely be held before Christmas.

Professor Hancock then read letters from Dr. Flemington and Canon Puxley that had just come in the mail, dealing with the accreditation problem. Canon Puxley unofficially suggested that the University of King's College might be willing to ~~affiliate with the School~~ ^{assist the School} on a basis which would leave the School free from interference. This led into further discussion on accreditation and the need to further develop program and curriculum. Professor Smith suggested the necessity of recognizing the Faculty's need for more outside experience and training to improve personal qualifications and abilities. She suggested that summertime study or selected experience might be valuable.

The discussion which followed was not conclusive but it was generally agreed that such self-improvement was necessary and desirable. Exchanges of Faculty and leave of absence were explored briefly as other aids in this direction.

Professor Black indicated that she was asked to conduct part of the In-service program for the Department of Welfare. Professor Hancock and Professor Smith related the usual practice in the past in handling this course.

It was decided that no evening meeting would be held this week. Meeting adjourned.

Walter O. Baker

Secretary pro tem

WOB/se
Nov. 27/59

Minutes of the Faculty Meeting held on November 30th, 1959 at 11:00 a.m.

Present: Professor L. T. Hancock - Chairman
Mr. W. O. Baker
Professor A. G. Black
Professor J. M. Smith

The Minutes of the last meeting were read by Mr. Baker and corrected.

Business Arising from the Minutes. None

New Business

1. The second Faculty Meeting for this week was arranged for Friday, December 4th at 7:15 p.m..
2. Examinations. One first-year student had asked Mr. Baker if examinations could be scheduled to take place on Monday, December 21st and the morning of Tuesday, December 22nd. The Director pointed out that this was the arrangement already agreed upon by the Faculty.
3. Chest X-rays. Professor Smith expressed concern that chest X-rays had not been arranged for students this year. The Director explained that due to difficulties in the Clinic it had been impossible to offer this service to our students earlier in the term. The possibility of arranging X-rays now would be again explored.
4. Progress of First Year Students. The first year students were discussed in relation to their progress in class and in the field. The individual Faculty members would record significant discussion regarding their advisees. All but three of the students were making satisfactory progress.

Meeting adjourned at 12:10 p.m.

Joan M. Smith

Secretary, pro tem

JMS/se

Minutes of the Faculty Meeting held on December 4th, 1959 at 7:00 p.m.

Present: Professor L. T. Hancock - Chairman
Mr. W. O. Baker
Prof. A. G. Black
Prof. J. M. Smith

Continuation of Discussion of Students: The progress of the second-year students was reviewed. (Each faculty advisor was responsible for recording significant information concerning his advisees in the students' record.)

Examinations: It was agreed that results of examinations should be requested for January 4th. This would enable the Faculty to review the marks so that students could be notified early in the second term.

Grades: Discussion was held concerning the discrepancy of grading academic courses and of not grading field work. Prof. Smith also raised the question of the significance of grades for the Human Growth and Behaviour Assignments. These assignments were related to all courses within the sequence, but because they were given and marked by the Co-ordinator of the Sequence and discussed in the seminar they were not counted in the final results of the students. It was agreed that our whole system of grading should be reviewed in the future in order to have a unity of approach in all courses. The alternative methods of rating students would include: 1) The present grading system, applying this to field work as well as to academic courses; 2) Grading (and possibly also giving examinations) for a sequence, rather than for a course; 3) Using only "pass" and "fail" ratings. The Director explained that the present system had held some significance in prize-giving, but it was probable that the system of giving prizes should be abandoned. In any event this alone was not a sufficiently important reason for retaining the present system. Further consideration would be given to the grading system.

Unit at the School for the Blind: The Director announced that the transfer of the unit to a new Field Instructor had been delayed. It would probably be accomplished before Christmas.

Future Program: Professor Hancock suggested that Ralph Tyler's material on Curriculum Building should be reviewed by Faculty and could act as an additional basis for discussion of curriculum in Faculty meetings. The Director also referred the group to Volume I of the C.S.W.E. Curriculum Study. There was discussion of the lack of co-ordination between the volumes, which had been produced by different committees, and of the fact that the suggestions for change made in the study had not yet been accepted officially by the C.S.W.E..

Curriculum Conference of the Canadian Schools of Social Work: The Director reported that Father Guillemette and Dr. John Moore, who had been delegated by the N.C.S.S.W. to arrange a Curriculum Conference for Faculty of the Canadian Schools, were now planning for this event to take place prior to the Canadian Conference of Social Work in Halifax. The meeting would be held at some place outside of Halifax, where faculty could work and live together. The Schools would endeavour to have as many as possible of their faculty attend.

Meeting adjourned at 8:15 p.m.

Joan M. Smith
Secretary, pro tem

Minutes of Faculty Meeting - December 7, 1959

All full time Faculty members were in attendance.

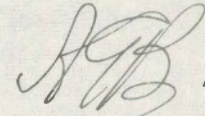
1. There is nothing definite as yet on students' chest X-rays.
2. The present "marking system" for courses, field work, etc. is to be discussed at a future Faculty meeting towards the possibility of suggested changes.
3. The Faculty will meet at as early a date as possible in the New Year, at which time students' marks will be discussed. Following this, decision with regard to student failures will be made.
4. Time Tables for examinations and also for next terms courses will be posted soon.
5. Full time Faculty members will serve as "Observers" during the examination periods.
6. Professor Smith will write a letter of thanks to Dr. Hiltz in appreciation of the excellent field trip to the Sanatorium.
7. The second Faculty meeting for this week will be held on Wednesday, December 9th at 7:15 p.m. at which time the outline "Information for Students" will be discussed.
8. Some discussion took place on the preparation of the "Methods Sequence." It was felt that the work done and recently published by the Committees of the Council on Social Work Education should be studied as part of the preparation, but need not be considered as the "last word." It also was pointed out that considerable time and thought with sharing and discussion by all Faculty should be a necessary part of the development of the sequences in the process of preparation.
9. There was discussion of the outline of three "Curriculum Objectives" for our School. Prof. Hancock advised that they had been carefully chosen from several submitted and it was felt that they covered all aspects. The uniqueness of social work practice as the "way of using" ideas, concepts and philosophy was important, and an attempt had been made to incorporate this in the Objectives. Mr. Baker questioned whether they included the "Social Services." It was felt they did not focus on the different sequences but were "all embracing" in content.
10. Discussion ^{took place} as to whether or not the practice of holding a Social Work Seminar for second year students should continue in their last term. ~~took place~~ This resulted in agreement of Faculty members that this should continue and that two hours per week be set aside for this Seminar. Topics used in the past included lectures and discussions on "Alcoholics Anonymous," "Civil Defence," "Cultural Differences," "Antigonish Movement," "A.P.E.C.," "How to Conduct a Meeting," "Public Relations," "The Place of Volunteers in Social Work," "The Problems of

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Private Agencies," "Trends in Social Work Education" and "Ethics." Prof. Hancock felt that one session should be used for a discussion of the film, "Friend at the Door." It was felt that other films may be used as good teaching material in the seminar. Prof. Black suggested that members of the other helping professions in the community might be included to show the help given by other disciplines in the community team approach. It was also suggested that the 2nd year students be asked for suggestions for discussion topics.

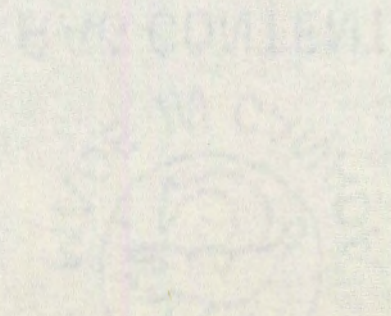
Meeting adjourned - 12:10 p.m.

A. G. Black



Secretary, pro tem

AGB/se



Minutes of the Faculty Meeting held on December 14th, 1959 at 11:00 a.m.

Present: Prof. L. T. Hancock - Chairman
Prof. A. G. Black
Prof. J. M. Smith

The Minutes of the last meeting were reviewed by Prof. Hancock. There was no business arising from the minutes.

New Business

1. Failure in Field Work Course - The Director opened discussion of the failure of Mr. Houston in the Field Work Course. Significant points in the discussion will be recorded in the student's record by his faculty advisor.
2. The Director asked for Faculty opinion about the responsibility of the School for notifying a Provincial Department when a bursary student failed. It was agreed that such notification was desirable for good working relationships.
3. Discussion of the Document "Information for Students." Discussion of this material was continued from the last meeting. The section on Field Work was reviewed and changed. It was agreed that the use of letters to indicate whether a student had passed or failed in Field Work was confusing and should be abandoned. Three ratings (instead of four) for the student's status in field work were accepted as follows: Successful, Conditioned Failure, Complete Failure. Suggestions were made for changes in the definitions of these ratings; this material will be rewritten by the Director.
4. Credits for the Field Work Course. During the above discussion consideration was given to the weighting of the field work course in relation to other courses. This was important in relation to the practice of determining that a student had failed the total course if he failed in more than two lecture courses or if he had a complete failure in field work. The validity of the practice of not allowing a student to continue if he had a complete failure in field work was considered. The Director suggested that the Field Work course merited heavier weighting than other courses insofar that much more time was devoted to it and it had much greater significance in relation to professional practice. The group agreed that the present decision in relation to total failure in field-work, i.e. that the student in consequence failed the whole course, was valid.

The Director raised the question of whether the Field Work Course was divided into two distinct parts in relation to semesters. It was agreed that this was so.

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The group agreed that it was logical to consider the Field Work Course as equivalent to three full academic courses ~~or~~, if a point system were used, equivalent to five points. The Director would give further consideration to the matter of credits for the Field Work Course.

The second meeting of this week would be held on Thursday, December 17th at 7:15 p.m..

Meeting adjourned at 12:05.

Joan M. Smith

Secretary, pro tem

JMS/se

Minutes of the Faculty Meeting held on December 17th, 1959 at 7:15 p.m.

Present: Professor L. T. Hancock - Chairman
Mr. W. O. Baker
Professor A. G. Black
Professor J. M. Smith

Continuation of Discussion of the Paper "INFORMATION FOR STUDENTS." The Director had rewritten this document, which was circulated. The section of "Research," which had not been reviewed, was discussed. It was decided that this section could be dropped from the Information, but that a section on thesis requirements should be included in the Calendar.

The Director explained the rationale for six course credits for field work.

Discussion was held of the credit or point system. The Director pointed out that although the total number of credits required to graduate seemed to have little importance at this School, since there were no elective courses, most schools required a minimum number of points to graduate. Miss Sikkema had raised the question of our credit requirements.

NEW BUSINESS

1. Additional Library Hours: The students had asked Professor Smith to bring to Faculty Meeting their request to have the Library open on Saturday, December 19th and Sunday, December 20th, so that they could study for exams. Miss Brooks would arrange for another student to take responsibility at the times when she could not be here. It was agreed that, on these conditions, the request should be granted.

2. Time-table for Second Term: The tentative time-table was reviewed. It would be mimeographed for further discussion on December 21st.

Meeting adjourned at 8:30 p.m.

Joan M. Smith
Secretary, pro tem

JMS/se

Minutes of the Faculty Meeting held at the School, December 21, 1959

The regular Faculty Meeting was held at the School on Monday, December 21 with all members present.

The minutes of the previous meeting were read by Professor Smith.

Professor Hancock then explained his research into Mental Health Bursaries, pointing out the large increase in numbers of bursary students this year over last year.

Professor Black indicated that Dr. MacKay, Superintendent of the Nova Scotia Hospital, was interested in obtaining the evaluations of the students training in that setting. It was decided that Dr. MacKay should be informed that these are confidential and the property of the School and the student but that information on students for employment purposes can be obtained from the School through the normal channels.

The meeting then moved to the Research Laboratory where Mr. Baker outlined another proposed Time Table for the Spring Term. This was unanimously agreed upon.

The question of the first faculty meeting in the new year was discussed and it was agreed that it would be held on Tuesday, January 5th at 4:00 p.m. or Friday, January 8th at 4:00 p.m., depending on whether or not the course marks were returned.

Professor Hancock outlined the office hours during the holiday season and extended his season's greetings to the Faculty.

Meeting adjourned.

Walter O. Baker

Secretary, pro tem

WOB/se
Dec. 22/59