

## MINUTES

PRESENT: L. T. Hancock  
Katherine M. Dunne  
Miss MacDonald  
Miss Montgomery  
Sister Mary Clare  
Sister John Elizabeth  
Miss Gillis

Mr. Hancock began the Meeting by asking if the Meeting wished to accept the Minutes as read, since they had been previously circulated to everyone. It was moved and seconded and carried that the Minutes be accepted as read.

Miss MacDonald then noted that she had changed her assignment from January 6th to January 9th.

Mr. Hancock referred to the fact that a list of films which have been used has been posted on the wall in the office.

There followed some discussion re the 1st year students' trip to the H.G.A. on Friday in connection with the class Development of Personality. Some suggestions were made in connection with this visit, e.g. concept of separation and different stages of development that could be brought out while observing the children at H.G.A.

Mr. Hancock then said that the time table for examinations is as stated in the Calendar - i.e. January 11, 12 and 13. He read last year's time table suggesting that it seemed desirable for the examinations to be spread over the three days designated.

Concerning Christmas Holidays, Mr. Hancock pointed out that he had said that holidays began on Thursday, December 22, so that there would be no confusion about students leaving early. Wednesday, December 21, is the last day of classes and field work.

There followed a discussion on the progress of each student.

It was then noted that the next Meeting will be in February, 1956.

Mr. Hancock referred to the fact that he will be going to the Annual Conference of the Council on Social Work Education in Buffalo and hopes to share with the Group what comes out of this Conference.

He further said that he would like to do some work in these Meetings on integrating the curriculum.

Meeting adjourned.

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FACULTY MEETING

MINUTES

Feb. 13/56

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

The meeting began with the reading of the minutes by Miss Dunne.

Mr. Hancock noted that the time table has been settled and confirmed with King's.

Mr. Hancock then referred to the fact that he had been asked for  $1\frac{1}{2}$  minutes radio time during Education week and that he had been asked to attend a meeting tonight (February 13th) in reference to this.

With reference to the publication "States and Their Older Citizens", Mr. Hancock asked if we want this. It was felt that even though this is strictly about the States, it would be useful in our library.

Mr. Hancock then referred to the National Steering Committee and the questionnaire sent out by the Committee. It was decided that Miss Montgomery would do the content, etc. of "Fieldwork", Miss Dunne of "Research" and Mr. Hancock and Miss Gillis of "Social Service".

Mr. Hancock noted that all the marks are in. A discussion of student's marks and progress followed.

*Janet Gillis*

Janet Gillis,  
Secretary.

JMG/ct

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

April 15, 1956

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

Mr. Hancock began by asking the faculty to line up what has to be done re theses, admissions, etc. We first discussed the theses. Miss Dunne reported that all the theses are in. They all need a lot of revision and we need to know before they revise whether or not each one can revise and have the thesis accepted for graduation.

Applications for admission were then discussed. There are five applications ready for the Admissions Committee and five others needing interviews.

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*Janet Gillis*  
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Janet Gillis  
Secretary

THE MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

April 30, 1956

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

Miss Dunne read the minutes of the last meeting. Miss Dunne reported that all the theses which had been accepted in rough draft will be revised and ready on May 2nd.

<sup>Mr</sup>~~Miss~~ H. read an invitation from Mental Health Association to a tea next Wednesday afternoon. He also read an announcement notifying us of the change in name from The Halifax Welfare Bureau to the Family Service Bureau of Halifax.

Mr. Hancock then informed us of procedure for Graduation Dinner and exercises. A letter will be sent to part-time faculty asking them to join the academic procession for graduation.

JG/bt

*Janet Gillis*  
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Janet Gillis

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

Monday, May 28, 1956

Present: Mr. Hancock, Miss Montgomery and Miss Gillis.

The meeting began by reviewing what had been considered about Graduation at the last faculty meeting. It had been suggested that

1. we continue asking part-time faculty to take part in Graduation.
2. there needs to be a change in the way of presenting the students - i.e. to give short review of each graduate as he is presented with his diploma.
3. we have graduation in the afternoon and the Board and Faculty have a banquet in the evening. The Alumni Banquet would then be held on a different day and possibly might be exclusively an Alumni banquet in view of the Alumni's present interest.
4. we keep the platform group small.
5. some way be devised to get word to people as to where and when to purchase tickets for the dinner.

Mr. Hancock noted that 8 applications had been accepted with about 5 pending.

One application was discussed in the light of a reference letter from another social agency. It was felt that another interview is indicated, that since the applicant is asking for a Mental Health Bursary, the province concerned would need to know the situation.

The meeting then adjourned.

JG/bt  
May 31/56

*Janet Gillis*  
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Janet Gillis

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING

June 11, 1956

Present: Mr. Hancock, Miss Montgomery and Miss Gillis

The meeting began with the reading of the minutes. There was no business arising out of the minutes.

The faculty then considered the applications for second year, as a review before the Admissions Committee meeting.

Meeting adjourned.

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Janet Gillis  
Secretary

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THE MARITIME SCHOOL OF SOCIAL WORK

Halifax, N. S.

TO: All Faculty Members

FROM: Mr. L. T. Hancock, Director

There will be a meeting of all faculty members at 4:00 P.M. on Wednesday, November 14th at the School.

This is the first time the entire faculty has met this year and it is hoped that all who can will attend.

November 6, 1956  
LTH/el

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

December 4, 1956

A meeting of the full time faculty was held on the above date to discuss and hear from Mr. George Hart about the 2nd year students' research project.

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

Mr. Hart expressed his opinion that a research project on the subject of the aged chronically ill would be appropriate. He felt that the only type of study which could be done in the time limit would be one at the Victoria General Hospital. A possible title suggested was "To Consider the Resources needed for the Care of the Chronically Ill". A time sample would be taken, e.g. four weeks admissions on a certain number of wards admitting aged chronically ill. Certain tentative arrangements have been made with Miss Pauline MacDonald of the Social Service Department of the Hospital.

Time was spent in discussing what times are available to the students for interviewing, compiling results, etc., keeping in mind the deadline dates.

Meeting adjourned.

*Janet M. Gillis*

Janet M. Gillis,  
Acting Secretary.

JMG/cl  
Feb. 13/57



THE MARITIME SCHOOL OF SOCIAL WORK  
Halifax, N. S.

December 5, 1956

TO: All Faculty Members

FROM: L. T. Hancock, Director

It will not be possible to hold a faculty meeting on Wednesday, December 12th as previously planned because both Miss Montgomery and I will be away attending the National Workshop on Social Work Education.

I suggest, therefore, that we plan the meeting for Wednesday, December 19th at 4:00 P.M.

LTH/cl

THE MARITIME SCHOOL OF SOCIAL WORK  
Halifax, N. S.

FACULTY MEETING

December 19, 1956

A G E N D A

I. Minutes-

A. Business out of minutes

1. Examinations-

Dates - Calendar  
Marks A, B, C; F  
Pass 50%  
Return form  
Comments  
Type papers and help otherwise  
Timetable (in hands)

2. Students should be taught to drive a car

II. Communications

III. New Business-

A. Library Accessions

B. Civil Defence-

1. The Profession
2. The School
  - i) In class
  - ii) In practice

C. National Workshop on Social Work Education

IV. Other Business

V. Adjourn

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

December 19, 1956

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

Present: Miss F. L. Montgomery  
Miss Joan Walker  
Sister Mary Clare  
Sister John Elizabeth  
Dr. Mollie A. Brown  
Mr. F. R. MacKinnon,  
Miss Janet M. Gillis

The meeting began with the reading of the minutes.

Re examinations Mr. Hancock noted that courses are graded on examinations, term papers or both. For the term papers there are the three categories - A, B, and C. F. is used to indicate a failure. The pass mark is 50% and grades are given according to that standard. Any other circumstances should be discussed individually. There is a regular examination term form, on which to fill in the A,B,C grade and any remarks on this form are appreciated. Examination papers will need to be in the office a week before examination week. Only the A,B or C grade is required from the Instructor.

The item of students learning to drive a car was put over until some future time when Mr. Crowell is present.

Re Library Accessions, Mr. Hancock noted that no regular lists of Library Accessions have been sent out lately. One has been made of all Accessions since the last list was sent out on April 1, 1956. It was suggested that Accessions be sent out monthly.

Mr. Hancock spoke about Civil Defence and felt that in addition to CASW the Schools of Social Work should be playing a role. Apparently all Schools feel this way but no specific plan has been evolved as to how this would be done. Our responsibility seems to be to stimulate interest, supply knowledge about Civil Defence so that our students will feel a "professional responsibility" to take part in Civil Defence when they go out to work. It does not seem appropriate to have specific courses which is not in keeping with our generic type of program, therefore the only other way is to infuse C.D. in existing courses and this can be done by every instructor in the classroom and in the field. Mr. Hancock asked if the faculty will seek and take opportunities in their teaching to bring in C.D. aspects in courses and field teaching.

Miss Walker noted that at the V.G. plans are being worked out in case of a disaster and that the student has been at staff meetings where this has been discussed.

Mr. Hancock reported that the National Workshop on Social Work Education has taken place at Mont Gabriel Club in the Laurentians. From time to time, there will be reports made to the faculty from the Workshop. Sister John Elizabeth will be making a verbatim report of the whole conference from tape recordings. Mr. Hancock reported that the Workshop decided that there is to be some form of National Organization which will be three-pronged and which will have some relation to the Council on Social Work Education.

Meeting Adjourned.

Janet M. Gillis,  
Acting Secretary.