

Minutes of Faculty Meeting
held Jan. 5, 1953 at 4:15.

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

The minutes were read and approved. The director announced that he had written to Dr. Hopgood expressing the appreciation of the School for the cooperation she had given during her service at the Nova Scotia Hospital.

An outline of plans for the New Year was given. It is anticipated that some personnel policies will be worked out and it would be hoped that these would include some plan for setting a date by which faculty would indicate their plans for the following year. It would be hoped that this would make possible more long term planning for faculty requirements and avoid emergencies in the fall.

The director reported that the first application for the 1953-54 term had been received and was being processed.

Regret and loss was expressed at the death of Mr. C.N. Bissett, a valuable member of the Executive Committee of the Board of Trustees.

It was felt there had been some confusion about the forwarding of mail over Christmas holidays. Faculty members were requested to leave explicit instructions about mail to be forwarded.

Mr. Hancock reported that he had discussed office congestion with Mr. Dysart who had suggested that a small office on the ground floor or a table in the stacks could be made available for our use. It was agreed that use could be made of an office on the ground floor although it was understood this might only be available temporarily.

A tape recording has been made of the record "Foster Home Study". and is available for school use. Recordings have now been made of three records in this series and will be kept in the school.

It is anticipated that the Board of Trustees will hold a reception for the students in February.

Immediate plans for faculty meetings were discussed. It was felt the next few meetings would be devoted to discussions of marks and examination results, evaluations and student standings. After this the Hollis-Taylor report would be considered. Mr. Hancock felt some attention could be given to consolidating the School Alumni group with a view to their more active support of school program.

Meeting adjourned at 5.05.

Edith P. Hawkins.

Minutes of Faculty Meeting held
January 12, 1953, at 4:15 P.M.

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

The minutes were read and approved.

There was some discussion concerning the material which had been received from the Pittsburg School. Two pamphlets had been received containing reports of workshops at the Annual Meeting of the A.A.S.S.W. It was reported that no notification had been received of the years' annual meeting of the A.A.S.S.W.

Faculty discussed the time table for second term, then in the process of being drawn up.

Plans for an institute this year sponsored by Mental Hygiene funds were discussed. It had been suggested that Group Work be the theme of the institute and this was felt to be appropriate in view of the school's expanding group work program. The director announced that Miss Pauline MacDonald would be giving a course in Group Work for 1st year students and there was some discussion around permitting 2nd year people to audit the course. No decision had been reached.

An additional tape recording "Peter Comes Home" has been added to the library.

Meeting adjourned at 5:30.

Edith P. Hawkins
Edith P. Hawkins.

EPH:ck

MINUTES OF FACULTY MEETING
HELD JANUARY 19, 1953 at 4.15.

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

The minutes were read and approved and it was noted that the A.A.S.S.W. is now called the Council on Social Work Education.

The proposed group work institute to be held late in March was discussed. The Director reported that he had written Dr. Grace Coyle to see if she might be available to lead the institute.

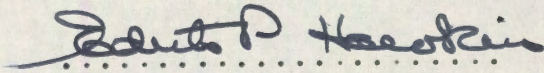
It was announced that a meeting of supervisors would be held on Thursday, January 22. The purpose of this meeting would be to discuss with the group the new program in group work.

It was felt that since all results were not yet in from evaluations and examinations, a discussion of this should be postponed.

Miss Montgomery announced that she was planning a series of visits to universities and would be away from the School from time to time.

The Director reported that he had received a request from Sister Francis d'Assisi and Sister Francis Carmel of Mount St. Vincent College that the School take some responsibility in presenting a course in Institutional work. A course of this kind is being given by St. Patrick's College in Ottawa and the Sisters felt there was a need for it in the Maritimes. It has been suggested that this course might be given in June and would last for a 3 week period. It was recognized that there would be some difficulties in arranging for such a course and it was felt that further discussion of it could be carried over to another faculty meeting.

Meeting adjourned at 5.50.


Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD MONDAY, JAN. 26, 1953.

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

The minutes were read and approved.

Mr. Hancock announced that Dr. Coyle had replied that she would be unable to accept the invitation to lead the institute in group work. An invitation has been extended to Dr. Merrill B. Conover, Pittsburgh to attend. Two possible persons suggested to lead the institute were Matthew Cohen from the N.Y. School and Saul Bernstein from Boston University.

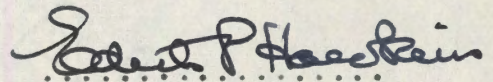
A discussion arose from the supervisors' meeting of the previous week. It had been suggested that supervisors put in writing their suggestions concerning course content and curriculum. It had been felt by some that students were lacking in knowledge of the dynamics of normal behavior and that more focus should be put on this in classroom teaching. It was hoped that individual supervisors would share their thinking on this with the School.

It was reported that no further plans had been made for the proposed course for Institutional workers.

The time for faculty meetings was set for 4 P.M. on Mondays. From this arose a discussion of the second term ^{time table} students. It was felt that the present timetable left little time for individual student interviews with Miss Dunne and Miss Montgomery. It was felt that little could be done about this since there had been great difficulty in co-ordinating the present time table.

Mr. Hancock announced that the reception by the Board for the students would be held on Friday, February 6th from 4.30 to 6.

Meeting adjourned at 5.45.


Edith P. Hawkins

Minutes of Faculty Meeting
held February 2, 1953 at 4.00

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

The minutes were read and approved. The director reported that he had received word from Dr. Osbourne that she would be unable to lead the conference. It was decided that Dr. Saul Bernstein be approached and a wire was sent to him.

Mr. Hancock asked for discussion around school opening and closing dates. It was felt that there was difficulty in meeting University Spring convocation dates and this meant that a very early deadline had to be set for theses. Several proposals were made which it was felt might be considered. One suggestion was that registration in the fall be advanced by as much as a month. This would give 2nd year students an extra month to work on thesis. It was felt that this would have value but that students still might not get down to thesis writing until after Christmas. Another proposal was that academic courses be cut down in 2nd year leaving students with more time for thesis work. It might be necessary to increase class loads in first year to compensate for this decrease. An alternative to this would be decreasing field work 2nd term, 2nd year and increasing it proportionately in 1st term & 1st year. An objection to this was that for some students the length of time in the field is as important as the amount of time spent there and that this plan would perhaps cut down on the length of time they had to achieve certain standards.

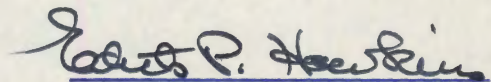
A final suggestion was that granting of degrees be postponed until fall convocations and that the students be given a six week block period, coincident with the block field work period in 1st year, to complete their thesis. One of the chief difficulties in this plan would be getting universities to grant the degrees in fall convocation and it was thought that some universities did not hold fall convocations. Some universities too, hesitated to grant degrees in absentia.

No decision was reached and it was felt that discussion of this could be continued.

The group next discussed the student conference in ^{Toronto} ~~Ottawa~~ to which our students proposed sending delegates. It was reported that no students had asked permission to go or had discussed their probable absence from field work with supervisors. It was felt that this was a problem with which we all had concern. It was agreed that students would be advised to contact the school for permission to go. The director reported that he would base his decision partly on the students field work performance, on which he would expect a report from the supervisor.

Meeting adjourned at 5.20.

EPH:ck
Feb. 9/53


Edith P. Hawkins

MINUTES OF A FACULTY MEETING
HELD FEB. 9, 1953.

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

The Minutes were read and approved and a discussion of the School opening and closing dates arose from them. The suggestion of opening School following Labor Day was considered. This plan would insure first term ending before Christmas. It was suggested that students were not ready to write theses until their 2nd term especially if they continued to write a developmental type of thesis. It was felt that serious consideration be given to having a block period for thesis work at the end of 2nd term and that some effort be made to sound out the affiliating universities on fall convocations.

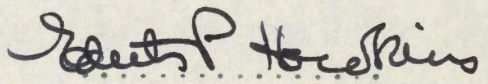
The Director announced that he had discussed the proposed course for institutional workers with Judge Currie. He recommended that the School undertake this project and that the institute be given at the School, by the School in cooperation with Mount St. Vincent. He felt it would be valuable for the persons attending and would make for good Public Relations for the School. The suggestion would have to go before the Executive Committee before it became definite but he would feel that participating faculty should receive additional remuneration.

Because of the Maritime Conference of Social Work in June it was agreed that the Institute should be completed before June 16. The Director asked for cooperation of faculty in speeding up the flow of magazines and literature being circulated. These were not available to students until they had been circulated among faculty.

A letter had been received from the Council of Social Work Education in the United States offering the School associate membership in their organization. This would enable the School to participate in their program and receive their publications but would not permit the School a vote in their proceedings.

Reply had been received from Mr. Bernstein accepting the invitation to lead an institute and giving available dates.

The meeting adjourned at 5.40.


Edith Hawkins

MINUTES OF FACULTY MEETING
HELD FEB. 16, 1953
AT 4.00 P.M.

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

The Minutes were read and approved.

The Director announced that he had written to St. Francis Xavier concerning fall convocations. They had replied that they were planning no fall convocation for this year but might want to consider it sometime in the future. Acadia and Mount Allison had replied that their 1954 spring convocation dates were May 18 and May 11 respectively.

The possibility of having degrees conferred in absentia was discussed. It was felt that some of the meaning of graduation would be lost by this and that there were some students for whom the graduation ceremony had real meaning. Another alternative was that degree granting be held over to the following year.

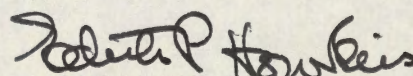
In concluding this discussion it was felt that the difficulties experienced by this year's group might not be typical and that it might be advisable to keep the present method in operation for a time in order for it to have a real test.

Mr. Hancock reported that he had talked to Sister Francis d'Assisi concerning the proposed course for institutional workers. He had reported to her the Board Chairman's and faculty reactions and recommendations. She had agreed with them and was prepared to pass the planning and organization over to the School. It was agreed that a planning committee would be set up to plan content of the course and that Sister Francis d'Assisi and Sister Mary Clare would represent Mount St. Vincent on this committee.

It was announced that Mr. S. Bernstein would be leading the institute in group work on March 19 and 20. A committee was to be appointed to plan program.

Plans for this year's graduation were discussed. Accommodations would be available at the Lord Nelson Hotel. It was felt it might be possible to hold both graduation exercises and the graduates' dinner on the same night this year. The alumni had begun plans for the dinner and cocktail party.

The meeting adjourned at 5.45


Edith Hawkins

MINUTES OF FACULTY MEETING
HELD FEB. 23, 1953.

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

The Minutes were read and approved.

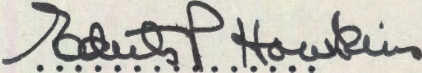
Mr. Hancock announced that the Auxiliary Classes of the City schools had announced an Open House and the School had received notification. Dates for the Open House were March 2 and 3 and time would be divided between observation of classroom teaching and discussion of problems. It was anticipated that the first year group would attend on the morning of March 2 and any additional time for attendance would have to be arranged with individual supervisors.

The group decided to select Social Science and Psychotherapy with Children by Polak as the Basic Book Bonus.

Some discussion arose around arranging a book review period for faculty. It was suggested that each member might take responsibility for reviewing one professional journal monthly. The benefit to faculty of such a plan was recognized but it was felt that present pressures might make it difficult.

The remainder of the meeting, the film "Simple Schizophrenia" was shown and a discussion of the film and its possible use followed.

Meeting adjourned at 6. P.M.


Edith Hawkins

MINUTES OF A FACULTY MEETING
HELD MARCH 2, 1953.

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

The Minutes of the previous meeting were read and approved.

Mr. Hancock reported that the book selected as a Basic Book Bonus was already in the library and a new selection would have to be made.

Dr. Kaplan, professor of psychology of Dalhousie and Chairman of the Committee for Polio Rehabilitation had approached Mr. Hancock to discuss future planning for the Rehabilitation of Disabled Persons. His organization has been working with persons suffering from poliomyelitis and they have felt the need for a rehabilitation centre for which they were interested in making long-range plans. As a first step in this plan his committee would be interested in securing a professional person to handle present organization of the rehabilitation work and to do a survey for future planning. He would be interested in securing the services of such person and referred the problem to the School for advice. Several persons who might be interested in this work were suggested.

In the remainder of the meeting the film Hebephrenic Schizophrenia was shown.

Meeting adjourned at 5.45.

It was felt that this film would be useful for teaching professional groups, its use for lay groups without good interpretation and presentation would be limited.

Edith P. Hawkins
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Edith P. Hawkins

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May 14/53

MINUTES OF FACULTY MEETING
HELD MONDAY, MARCH 16, 1953

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

The Minutes were read and approved.

Mr. Hancock asked for faculty comment on the usefulness of the films we had been seeing. It was felt that they were valuable for teaching purposes but that their use for lay groups without careful interpretation and presentation would be limited.

There were discussions of the Group Work Institute to be given by Prof. Bernstein. Registration to date was reported at 25 persons. Mr. Hancock suggested that it might be possible for Prof. Bernstein to meet with faculty sometime during the Institute.

Plans for the course for institutional workers were reported. Twenty-eight persons have shown interest to date. Financial budget for the course was discussed. It was felt some payment should be made to King's for the additional use of their facilities.

Mr. Hancock then reminded faculty of their responsibility to let the School as well as students know if they were unable for any reason to be in the field.

Faculty attention was drawn to the new rates for the School telephones. After 75 calls have been made a charge of 4¢ per call will be made for the next 75 calls and 3¢ per call for the next 500.

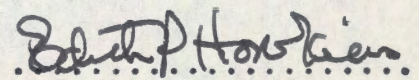
All faculty members spoke of the difficulty in phoning the School and finding the line often busy. The possibility of having another line was discussed.

It was announced that the annual meeting of the Welfare Council of Halifax would be held on March 18 at 4 P.M. All faculty were invited to attend.

The reports of the Director of Child Welfare for 1951 were now available and would be on the library shelves. Red Cross donation cards were given to faculty and they were asked to return them by the end of March.

Mr. Hancock read the tentative salary schedule for social workers which was in the process of being drawn up by the Welfare Council of Halifax.

The meeting adjourned at 5.35.


Edith P. Hawkins.

MINUTES OF FACULTY MEETING
HELD MONDAY, APRIL 6, 1953

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

Mr. Hancock referred to mention of Red Cross donations in the previous week's minutes and said they could be returned to him when convenient.

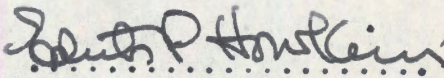
The program for the Maritime Conference of Social Work was reviewed. It was hoped that as many faculty members as possible would attend. The program was still in the process of formulation and it was felt more definite plans would be known soon.

Plans for graduation were discussed. Some members suggested that faculty wear gowns and hoods for the graduation ceremony. It was felt that this plan would have merits provided hoods could be obtained.

The Pyschology Dept. of University of New Brunswick had announced that they were holding a Seminar in conjunction with the N.B. Provincial Dept. of Health. An invitation was extended to faculty to attend.

Mr. Hancock reported that a Students Council representative had discussed with him a council recommendation that the transportation fees for students at N.S.hospital be partially paid for by the School. It was felt that this placement did mean added costs to students but that this was a situation made known to the student before he accepted this placement.

Meeting adjourned at 5 P.M.


Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD MONDAY, APRIL 13, 1953

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

The minutes were read and approved.

A suggestion was made that prize money donated for special expenses could possibly be used for a student placed at the N.S. hospital to help defray transportation expenses. It was felt this could be considered further at a later date.

Dress for graduation exercises was again discussed. It was felt that faculty might wear gowns without hoods and this would avoid the difficulties some members might have in getting hoods. The Director said he would discuss it with the Board.

Dr. Jones had notified the School he would be leaving the city on April 25th which would make it advisable to advance the date for this exam in psychiatry. It was decided to hold this exam on April 20.

The course in Medical Information by Dr. Stuart would be completed on April 13 and it was decided to hold this exam on April 20 also.

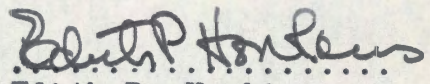
The 4th Maritime Regional Conference on Community Planning had been announced for April 24. Faculty members were invited to attend.

A letter was read from Miss Morrissy re the Maritime Conference on Social Work announcing recent planning for the Conference.

An invitation to the centennial of St. Francis Xavier was received and it was expected that the Maritime School of Social Work would be presenting an illuminated address during the program.

Formal reading of theses was discussed. Proof reading on several had been completed and it was felt it might be helpful to have an outside examiner read some doubtful theses. It was felt that Mrs. Trost should be asked if she would be available for this.

The film scheduled for showing was not usable and so the meeting adjourned at 5.05.


Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD MONDAY, APRIL 20, 1953

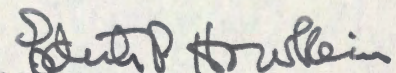
Present: Mr. Hancock, Miss Montgomery, Miss Dunne, Miss Gillis,
Miss Hawkins.

The minutes were read and it was noted that Dr. Stewart's examination would be scheduled for the regular examination period.

It was suggested that a time be set up when faculty could meet for a discussion on integrating basic social work principles and concepts into full school curriculum. It was felt that such a discussion would be valuable before any discussions were held with part time faculty. Miss Montgomery suggested that the University of California be approached for their program around this. Mr. Hancock suggested that each staff member set up his own card index for referral for possible reading.

The remainder of the meeting was devoted to a discussion of the material forwarded from the Committee of Canadian Schools of Social Work. It was anticipated that this material would be forwarded for discussion in C.A.S.W. groups and it was felt that faculty should be prepared to contribute.

Meeting adjourned at 5.30.


Edith P. Hawkins

June 10/53
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MINUTES OF FACULTY MEETING
HELD APRIL 27, 1953.

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

Minutes read and approved.

A request has been received from Mrs. Gladys Porter, C.A.S. of Kentville, for suggestion of names for an Executive Director. Faculty listed names of three graduates still not placed.

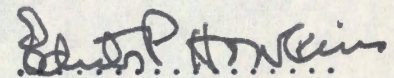
It was reported that if academic dress was to be worn at graduation, hats would also have to be worn by the women.

It was suggested that Mrs. Baker be asked to play for graduation.

Mr. Hancock asked that faculty members submit in writing their requests for vacation periods. The time available for vacations would be from June 21 to September 13.

It was planned to devote the remainder of the meeting to the statement prepared by the Education Committee of C.A.S.W. Since not all faculty members had reviewed this statement recently it was decided to postpone this discussion until the following week.

Meeting adjourned at 5.15


Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD MONDAY, MAY 4, 1953.

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

The minutes were read and corrections made.

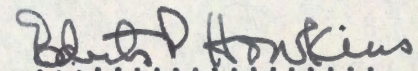
Mr. Hancock asked that any faculty wishing to attend the Mount Allison graduation notify him so that he could order tickets.

A programme and registration form for the Maritime Conference of Social Work was circularized. There was some discussion of plans for next year's conference.

A resolution, proposed by the Welfare Council of Halifax, was read for faculty comment. The resolution asked endorsement of a program for action on penal reform, an extended system of probation and parole, the establishment of a prison farm to readjust prisoners for return to community life. It was moved and seconded to endorse this resolution.

The remainder of the meeting was devoted to a partial discussion of the statement prepared by the Education Committee of C.A.S.W. regarding standards for first and second year graduates.

Meeting adjourned at 5.30


Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD MAY 11, 1953

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

The Minutes of the previous meeting were read and approved.

Mr. Hancock reminded faculty to register for the Maritime Conference on Social Work and to secure room reservations.

It was announced that a film on adoption "In Search of A Home" had been released by the National Film Board and was being shown at the Capitol Theatre. Faculty members were given the program of The Nova Scotia Association of Child Caring Institutions Conference and invited to attend.

There was some discussion around the problem of students asking for time off from the field before a holiday. It was agreed that students should be asked to adhere to the policy of the placement agency in this area.

The remainder of the meeting was devoted to a completion of the discussion of the C.A.S.W. statement of field work achievement for 1st and 2nd year students.

Meeting adjourned at 5.30 P.M.

Edith P. Hawkins
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Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD MONDAY MAY 25, 1953.

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

The Minutes of the last meeting were read and approved.

It was reported that no one on faculty had received confirmation of their reservations for the Maritime Conference of Social Work.

Notice has been received of a meeting of the National Committee of Canadian Schools of Social Work on May 30th at Ottawa. This meeting would follow the scheduled meeting of the Canadian Welfare Council. It was felt the notice had been received too late to make plans for our representative to attend.

There was considerable discussion of a conference to be held between Mr. Hancock, Miss Montgomery, Miss Dunne and the part time psychiatric faculty, Drs. Jones and Marshall. It was felt there should be some discussion around course content and suggestions submitted by supervisors would be made.

The Annual Meeting of the Board of Trustees of the School will be held on Wednesday, May 28th.

The Director announced a new bursary for the School. It had been donated by the Children's Aid Societies of Nova Scotia and Imperial Oil Ltd. and would amount to \$300.00 per year.

Meeting adjourned at 12.05 P.M.

Edith P. Hawkins
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Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD MONDAY JUNE 1, 1953.

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

The Minutes were read and approved.

The meeting between faculty and Drs. Jones and Marshall will take place Monday June 8th at 4.30 P.M. The next faculty meeting was scheduled for Monday, June 8th at 3.30 P.M.

The Maritime School of Social Work display for the Fredericton conference was shown to faculty members and suggestions for its completion were made.

Mr. Hancock announced that a new pamphlet for the School was being prepared and photographs of students and teachers would be taken for it on Saturday at 12.30.

An invitation was received for the closing exercises of the School for the Deaf on June 15th.

Meeting adjourned at 5 P.M.

Edith P. Hawkins
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Edith P. Hawkins

MINUTES OF FACULTY MEETING
HELD JUNE 8, 1953.

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

It was announced that the Annual Meeting of the Children's Aid Society of Halifax would be held on June 10 at 3. P.M. All faculty were invited to attend and Miss Gillis was appointed to represent faculty at the meeting.

The Admission Process and Application were discussed. Mr. Hancock gave a brief historical sketch of the development of our admission process. He outlined the work of the Admissions Committee which meets regularly to review applications. In order that all faculty members would be acquainted with the admission forms and procedure a general description of the complete process was given.

Meeting adjourned.

Edith P. Hawkins
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Edith P. Hawkins