

MINUTES OF FACULTY MEETING
HELD JANUARY 7, 1963

PRESENT: Mr. Hancock, Chairman
Mr. Ashby
Mr. Alton
Miss Courtney
Mrs. Probert
Mrs. Nelson, sect'y pro tem

BUSINESS ARISING FROM THE MINUTES

Academic Council - Mr. Hancock raised the possibility of scheduling a meeting of the Academic Council for January 17 or 18. There was some question as to whether certain statistical material could be ready for these dates. However, it was decided to tentatively set the date for January 17, subject to approval by the university representatives involved.

Multi-Problem Family Seminar - Mr. Hancock reported that he had written to Miss Thomson suggesting that we might solicit ideas for the seminar from people who are likely to attend. As yet, he had had no reply. Mr. Hancock asked the faculty to submit to him any suggestions which they might have for the seminar.

Mr. Hancock read to faculty a letter from Mr. George Caldwell, Executive Director of Children's Aid Society, Cape Breton. Mr. Caldwell is interested in having Miss Thomson, at the time of her visit to the Maritimes in March, give a one day seminar in Sydney on the subject of the Multi-Problem Family, in this way providing an opportunity for a larger number of social workers in the Sydney area to benefit from such discussions. Mr. Caldwell wished to ask the approval of the M.S.S.W. before contacting Miss Thomson on the subject. Mr. Hancock felt that the decision should rest entirely with Miss Thomson since it would not seriously affect our seminar.

Examination Returns - Exam Returns are due by January 11. It was felt unlikely that all evaluations or exam marks from outside lecturers could be expected even by that date, so that students will not receive their results until January 14 or later.

The advisability of having an interview with a student who has failed a subject to acquaint him with the fact before he receives his marks was discussed. It was felt that this could not be expected of outside lecturers, though faculty lecturers might prefer to handle the matter in this way.

Book Orders - Mr. Hancock referred to his memo of January 3, 1963 concerning the ordering of books. Faculty have been asked to postpone ordering more books, at least until the budget has been completed and it becomes apparent how much, if any, money remains for books this year.

NEW BUSINESS

Mr. Alton alerted faculty concerning a proposal which is to be presented to the members of the Nova Scotia Mainland Branch of the Canadian Association of Social Workers at the January 16 meeting. It is hoped at that time to pass a

motion to present a bill to the N. S. Legislature to provide for registration and incorporation of professional social workers. The Cape Breton Branch of the C.A.S.W. is also involved in this bill, and will be voting on the motion as well. Mr. Alton, as a member of the committee preparing the proposal, felt that unanimous backing of the members of C.A.S.W. was imperative and brought it to faculty attention so that, as individual members of C.A.S.W., we would be prepared to take a stand.

Missing Library Publications - Mrs. Fleming was asked to participate in this discussion. She read to faculty the following list of publications now missing from the library:

Periodicals

Catholic Charities Review - Sept. 1962
Indian Journal of Social Work - Sept. 1960
International Social Work - Oct. 1962
Journal of Social Casework - Nov. 1962
Social Work - April 1962
" " Oct. 1962
The Social Worker - June 1962
" " " Oct. 1962

Bound Volumes

Social Work, Vol. IV 1959
Social Welfare Forum 1948, 1961
Social Service Review 1944, 1954

Book

Haber & Cohen Social Security....Programs, Problems and Policies.

One bound volume of the Journal of Social Casework which had been missing for some time has recently reappeared on the shelf.

Mr. Hancock has enquired about the possibility of replacing missing issues of the Social Service Review and has found that the 1944 issues are unobtainable and that the replacing of the 1954 issues will be much more expensive than the cost of the original publications.

Mr. Hancock felt that the situation had reached proportions serious enough to warrant some action. It was decided that Mr. Hancock should hold a meeting with the students and present the problem to them. The second year class would be available for this meeting this afternoon, but the first year students will not be back at the School until January 28.

Students - This was a brief discussion of two first year students who did not return for field work on January 3 because of ill health.

Spring Timetable - Mr. Hancock explained that a suggestion had been made to have a scheduled coffee break for the students at a specified time during each morning and afternoon of classes. The reason for the suggestion was that,

during the past term, coffee breaks have been held frequently, often during the break in the middle of a two hour class. Since five or ten minutes is seldom long enough to prepare and drink the coffee, the result has been that classroom time has been cut into or coffee cups have been carried back in the classroom, neither of which was felt to be desirable.

Considerable time had been spent in trying to incorporate a scheduled time for coffee breaks into the spring timetable but, for various reasons, it did not appear feasible at this time. As a compromise, the timetable had been worked out in such a way as to stagger classes so that sufficient time would be available for coffee either before or after a class.

The proposed timetable was presented to the faculty by the Registrar and received faculty approval.

(Mrs.) Margaret Nelson
Secretary pro tem

Jan. 9/62
MR/bt

FACULTY MEETING JANUARY 14, 1963.

Business Arising Out of Meeting -

Academic Council meeting scheduled to begin Thursday January 17, at 2: P. M. 3 items on agenda -

- 1 - report on research of records concerning requisites for social work education. Mr. Ashby will report on the student.
- 2 - Memo on faculty appointments.
- 3 - Block versus concurrent field work.

Other Business:

Examination returns are all in except Dr. Marshalls.

Evaluations are not all in - Mrs Nelson asked if the other marks could be given the students, before the field work results are in. There are three second year students involved and they will be given the other results.

Faculty Advisors will make appointments to see all the students after their marks are out.

Library - some periodicals are back. The list of missing ones is on the bulletin board. Mr. Hancock met with the second year students about this and they had no comments.

Mr. Hancock will be out of town next week - January 21st.

Welfare Training Grants: Mr. Hancock has received communication concerning the grants. He will circulate the information.

Course in Law will begin within a week or so. Some new material is being added to the course.

Block Placement. Miss Courtney commented that her students have commented favorably about the program thus far.

Students time off for illness - Mr Alton discussed this re one student. There is no policy on this at the school and make-up time is worked out in the individual case.

Mr Alton raised the question of students attending the school on agency bursaries who are required to return to work after one year training - to an office where there are no professionally trained supervisors. This was with particular reference to the Cape Breton Children's Aid Society.

Mental Health Bursary - policy about placement of graduate students. There have been some awkward situations in previous years around students choosing the mental health setting in which they prefer to work. It was agreed that we invite Dr. Marshall to explain his policy on this to the faculty. Date will be set at the meeting on January 28th.

C. A. Probert

CAP:jc

MINUTES OF FACULTY MEETING

Monday, January 28th, 1963.

Members Present: Mr. L. T. Hancock - Director
Miss Mary Lou Courtney
Mrs Carol Ann Probert
Mrs Margaret Nelson
Mr. A. G. Ashby
Mr. G. Alton Temporarily recording.

Minutes of the last meeting were read by Mrs. Probert.

Business arising from the minutes of the last meeting: Mr. Joseph W. Peirine will be the new course instructor for the course in Law. Unfortunately he was not able to attend for the first week because of illness. Next week Dr. Clyde Marshall, the Chief of the Mental Health Division, Department of Health, will sit in the Faculty Conference for the purpose of discussing the Mental Health policy concerning Mental Health bursary students. Statements of the new outline of curriculum content prepared by the Council on Social Work Education, and obtained in Boston, were given out to various members of faculty to be studied for discussion at another meeting later this year.

New Business: The question has come up in Miss Courtney's unit concerning a student wishing to alternate with her day off in February for another day off when she can attend the Mt. Allison winter carnival weekend. In discussing this case another case arose in the same unit where a student had committed herself to a singing engagement at the University of New Brunswick on another day which was a regular field work day. Thus, a full discussion of students taking time off was generated because of these particular incidents. One of the main considerations that came out of this discussion was the question of whether students understand the importance of field work time, that they were prepared to commit themselves for other activities that bore no relevance to their Social Work education. In both of these cases it was felt that the students were not acting in their best interest as students by involving themselves in these activities, therefore it should be pointed out to them that the School does not look with favor on this kind of alternate activity. Another factor raised during this discussion was the concern on the part of Miss Courtney, and to a lesser extent on the part of Mrs. Probert, that students appear to be somewhat negative towards the School this year, and it is particularly coming out in terms of their block placements. The faculty felt that this should be explored in two ways; one, through the faculty advising sessions with the individual student, and secondly, a further examination of the dynamics within the Units, within the two Units themselves, for possible answers to this particular problem. One specific student who has not completed his first semester was discussed, as well as students switching bursary in the middle of academic year.

Other business to come before the meeting was: A notice of the Halifax Visiting Dispensary for their annual meeting. A schedule prepared by Mrs. Nelson for the evaluation of Students Learning. The meeting concluded with the Faculty going over all the students marks for the first semester.

GA/jc

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

Minutes, February 4, 1963

The regular meeting of Faculty was held February 4, 1963, with all full-time Faculty and the Registrar present. Dr. Clyde Marshall, Administrator of Mental Health Services, Province of Nova Scotia, was a guest at the meeting.

Prior to Dr. Marshall's arrival the Director suggested that two weeks hence it might be of value to invite Mr. Pelrine, newly appointed as lecturer for the Law for Social Workers course, to meet the Faculty and further his orientation to the School and the profession.

In welcoming Dr. Marshall, Mr. Hancock explained that our purpose in asking him to meet with us was to re-clarify our understanding of the Mental Health bursary program, since it was important in our advising with students on such bursary that we know his Division's expectations.

In answer to questions Dr. Marshall offered the following information:

Commitments

Students receiving bursaries are expected to work out a one-year bursary with two years service, and a two-year bursary with three years of service.

The Dominion government regulations stipulate that the setting to which a student goes after graduation shall be a mental health setting. Up to the present this has been interpreted with a degree of latitude, but with the inception of the Welfare grants program Dr. Marshall thinks the lines may be drawn more sharply.

In all other professional training under the health grants the pattern has been for the applicant to sign a contract with a sponsoring hospital or medical service, and the province has made the bursary available on this basis, with the student's commitment being to return to that specific setting on conclusion of his education. This was not done in regard to social work training because at the time the grants were instituted the situation was so fluid that it could have led to difficulties.

However Dr. Marshall thought that serious consideration should be given to establishing a similar pattern with regard to social work education in the near future. As the establishment of community clinics throughout the provinces comes nearer to full coverage and the staffing situation stabilizes it ought to be possible to plan far enough ahead for staff needs to permit of clinics sponsoring students for eventual return to the particular clinic concerned, and the student's contracts could be with the clinic rather than with the Division.

Use of Nova Scotia Hospital

Recognizing that social workers in clinic settings need to be persons with experience as well as graduate education, Dr. Marshall believes that the best policy may be to expect all students to begin fulfilling their commitment at the Nova Scotia Hospital. He recognized the implied obligation to provide good teaching supervision at the Hospital, and the problem of staffing the senior hospital position is very seriously before the Civil Service Commission at the present time.

Discussion touched briefly on the dangers of inadequate leadership which would be reflected in lack of good professional skill and in deficiencies in morale.

Dr. Marshall believed that with adequate senior staff at the NSH it would be possible to be flexible about how long graduates would be expected to work there, and that transfers to other mental health settings could probably be considered.

The question was raised whether or not this use of NSH as a first training center would result in a continually changing staff with little experience. Dr. Marshall thought that it would be possible to retain a core of experienced persons while at the same time training the less experienced, and noted that a similar situation prevails with regard to psychiatry. One of the difficulties in staffing community clinics was the temptation staff felt to stay in the big cities.

Salary Scales

Dr. Marshall recognized some difficulties in regard to salary scales, and said these are being worked on. He had had intimations from community clinic staff that they would like to see upward revision of clinic social work salaries. He had been distressed that they had expected him to deal with salary scales of only one aspect of the total service.

Graduates' Ethics

He had been even more concerned with the attitude of some persons who had held mental health bursaries, and cited a recent incident where a worker had accepted another position and then informed him that he considered his new employment was of a mental health nature and could be considered as continuing to work out the commitment, but with no prior discussion with the Division.

Faculty were concerned about this, and while recognizing that we could not guarantee every student who graduated would never fail in his professional responsibilities, yet thought that we should do what lay in our power to build a sense of professional responsibility in our graduates.

It was recognized that for all of us there are times when our professional discipline seems to be a part of our direct practice but not of our relations with persons other than our clientele. It was also suggested that part of this situation may have been a matter of morale problems, but on balance it was still an unsatisfactory incident.

Other Division Plans

Dr. Marshall also gave the Faculty some background on his efforts to strengthen the community clinics and to encourage them to work in the community in a preventive role as well as working therapeutically with individuals. He would like to see the Division appoint a Consultant on Social Work who could help strengthen his understanding of the profession and with whom he could think through issues and problems as they arose.

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

Minutes of Special Meeting,
February 6, 1963

A special meeting of Faculty was held February 6, 1963 at 12:30 P.M., to review a decision not to approve a student's request for time off from field work to permit her to keep a singing commitment out of the province. All full-time Faculty except Mrs. Probert were present, as was the Registrar.

Miss Courtney, field instructor, had originally acceded to the request. The student had come to her saying "I am singing at the University's Winter Carnival on February 8, and would like to request time off for this." She had offered to make up the time.

Later another student made a request to work during the long week-end (Feb. 22) but take off the preceding Friday, so that she could attend her university's winter carnival, and Miss Courtney was concerned lest she might have gone beyond policy in her previous decision.

The matter was reviewed in Faculty on January 28 and it was agreed that Miss Courtney should inform both students that their requests went beyond policy and could not be granted.

On February 5 the first student spoke to Mr. Ashby, her Faculty Advisor. She said that on the basis of the original approval her university had advertised her performance and she felt she could not let them down. She also found it difficult to see the validity of the policy, especially when she was prepared to make up the time she would have off, and would probably not be very fit to work if she did stay in field work. She implied that she might go to fulfil her commitment with or without faculty approval.

One unresolvable question was whether or not the student had committed herself before she spoke to Miss Courtney or only, as she stated to Mr. Ashby, after she had the original approval.

Another question was the effect of a second reversal of a decision, while a third was the effect of putting the student in a situation where she might feel impelled to violate School policy. It was also asked whether, in view of previous experiences with the student, this was a manifestation of manipulateness.

After considerable discussion it was the concensus that the decision not to approve time off should stand; that the student should be so informed by her advisor; that it should be recognized that she might go nonetheless, and that in such an event she could expect that she and her field instructor would have to examine all the implications of her handling of the situation, and that this would enter into her evaluation, and might be included in any letter of reference given for her by the School. It was also agreed that since the whole situation related to field work the handling of it in terms of her learning and professional maturity would rest with Miss Courtney as field instructor.

A.C. Ashby -
Secretary to the Meeting

March 13/63

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MINUTES OF FACULTY MEETING
HELD FEBRUARY 11, 1963

PRESENT: Mr. Ashby, Mr. Alton, Miss Courtney, Mr. Hancock, Mrs. Probert
Mrs. Nelson

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous faculty meeting, which had not been circulated due to the Office Secretary's absence the previous week, were read by Mr. Ashby. One statement relating to Dr. Clyde Marshall's talk with faculty at that meeting is to be checked with Dr. Marshall by Mr. Hancock since different members of faculty had interpreted one of Dr. Marshall's comments differently.

MEETING WITH MR. JOSEPH PELRINE, initially scheduled for February 18 will be postponed until a later date since Mr. Hancock will be absent from the School the week of Feb. 18 and no faculty meeting will be held that week. Mr. Hancock will be visiting Acadia University and the Atlantic Christian Training Centre at Tatamagouche.

STUDENTS - There was a discussion of further student requests for time off from field work. The faculty's position regarding such requests will be clarified with the students involved.

SEMINAR ON MULTI-PROBLEM FAMILIES - Mr. Hancock pointed out that brochures outlining Miss Thomson's seminar, to be held under the auspices of M.S.S.W. on March 20 and 21, are now being circulated.

FIELD WORK SUPERVISION DURING THE SEMINAR - Miss Courtney raised a question regarding supervision for students, particularly in the units, on the week of the seminar, since the seminar will be held on both Wednesday and Thursday and supervisors will want to attend. It was suggested by Mr. Alton that supervisory periods be reduced to $\frac{1}{2}$ hour for that week only, thus enabling the supervisors to see all their students on Friday.

RECOMMENDED ARTICLES - Mr. Alton recommended to all faculty the reading of the February issue of the Journal of Social Casework which is devoted primarily to discussion of group work.

Mr. Hancock reviewed recent issues of Social Work Education, suggesting several articles which are of particular interest to us. Back copies are kept in a file in the faculty library.

ANNUAL MEETING OF THE WELFARE COUNCIL - Mr. Hancock noted that the Welfare Council's annual meeting will be held on February 28, 3:30 P.M. at the Y.M.C.A.

USE OF FIRST NAMES AT THE SCHOOL - Mr. Hancock reminded faculty members that Christian names should not be used in the School at all, in speaking either to other faculty members or to students.

STUDENT UNREST - Mrs. Nelson told faculty of a discussion with one of her advisees concerning unrest among the students, particularly those in first year, who, there is some evidence to feel, are divided among themselves on issues such as accreditation, school standards, the quality of work required to pass exams, and the system of using alphabetical rather than numerical values in grading exams.

Mr. Hancock stated that he would speak to the students about accreditation, but did not feel that a general meeting of faculty and student body was in order to discuss the sources of student hostility. Mr. Hancock suggested that the matter of examination marks could be discussed at the next full faculty meeting. Mr. Alton feels that he can deal with some of the issues in Casework class.

It was felt that some of this unrest was due to the personality makeup of members of this year's class, some to the anxiety normally aroused by a new learning experience, and some to the fact that for many of the first year students, this is the first educational setting where there is freedom to question authority. It was felt that a degree of this kind of expression is desirable. The questions which faculty felt could still not be satisfactorily answered were, to what degree is this unrest being felt among the students, is there any valid basis for their criticisms of the School, and what is the most effective way of guiding the students' handling of the situation?

Miss Courtney has been approached by some individuals in her unit concerning criticisms of the School and she has advised them to speak to their faculty advisors individually and to come to her to discuss the issues as a group. One student has since discussed the question of her mark in Research I with Mr. Ashby. Mrs. Nelson had suggested to her advisee that the students speak to their advisors and, if as a group the students felt that there was validity in their concern, they might approach faculty through their Association.

(Mrs.) Margaret Nelson
Secretary pro tem

Feb. 13/63
bt

FACULTY MEETING

February 25, 1963

PRESENT

Mr. Hancock - chairman
Mr. Alton
Mr. Ashby
Miss Courtney

Mrs. Nelson
Mrs. Probert, secretary pro tem

Minutes of previous meeting read by Mrs. Nelson

Business Arising out of minutes.

- 1) Meeting with Mr. Pelrine will be arranged at a later date.
- 2) Seminar on multi-problem families - faculty should submit advance registration forms.

New Business

- 1) Student Party Mr. Ashby informed the faculty of their part in the student's party on March 1st. Mr. Hancock and Mr. Alton may not be able to be there because they will be out of town.
- 2) Field Instructors Meeting. January 17th. Mr. Alton read part of the minutes from this meeting re: summer employment opportunities. It was noted that it could be risking public relations for the school to recommend specific agencies to the students, but helpful to have general information on jobs available. This will be discussed again at a later date, as it is unlikely that anything can be done about it this year.

Clinic for deaf children - Dr. Sortini called requesting 1 or 2 girls from the school for volunteer work to help out with the children. Dr. Sortini mentioned a similar program at Simmons College. It was felt (a) that this job is beneath the level of graduate students (b) that the students are too busy at present to take on any extra work and (c) that we suggest that Dr. Sortini contact the undergraduate universities for volunteers from among their sociology or psychology students.

Cups There have been several cups broken and the board has ^{loath}refused to replenish the supply. Mrs. Sas will contact the wholesalers for samples & price quotations on plastic cups.

Annual Meeting of United Appeal - February 26th. at 4:00 P.M.. Mr. Hancock will be out of town.

Child Guidance Conferences Mr. Alton mentioned that four field instructors have received requests from 1st year students to attend the Thursday clinics - The increase in interest arose partly out of the thesis topic for next year.

Overtime Compensation - Some discussion was held on this point, Mr. Alton read from the policy manual on this. There is nothing explicitly stated on compensation for overtime. It was suggested that at the end of the term, after a year's experience with the field work manual that it be reviewed by faculty. Mr. Alton noted the question of overtime for future reference.

FM-Feb 25/63

Academic Council Meets March 7 at 2:30 P.M. Mr. Hancock announced the main topic for discussion will be the Curriculum *Policy* Statement.

Mr. Hancock will be away from February 26th, noon - through Friday, March 1st.

Field Work Assássment. Mr. Alton informed the faculty that Dr. Richard Madhurst will be at the school next week for a review of field work. He will be meeting with field instructors in a group on Tuesday afternoon, and will be at Academic Council on Thursday. The question of integrated field instruction will be discussed with him in faculty meeting on Monday morning at 11:15. Mr. Alton gave some reading references on this subject.

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MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting
March 4, 1963

The Faculty of the Maritime School of Social Work held their regular weekly meeting on March 4, 1963, at the School, with the Registrar and all full-time faculty except Mr. Alton present. (Mr. Alton was engaged with Dr. R. Medhurst, Visiting Professor; see below).

BUSINESS FROM THE MINUTES

Seminar on Multi-Problem Families

Mr. Hancock reported receipt of a letter from Miss Thomson to complete final arrangements about the Seminar on Multi-Problem Families.

Student Attitudes

Various faculty reported incidents which seemed to indicate that the tensions and anxieties among the students, particularly first year, were subsiding to a more normal level.

NEW BUSINESS

The Research Requirement

In the discussion of student attitudes Mr. Ashby mentioned that in the research sequence he found the present first year class still tended to want to be told what to do, and it was reaffirmed that production of a thesis is a requirement on the student, and that any assistance students receive from faculty in this is in effect volunteered and a gratuitous service

New Brunswick Employment

Student advisors reported several students with New Brunswick commitments are feeling some discouragement, as they are having difficulty in making arrangements for employment, and are seemingly finding the situation rather confused and confusing.

Dr. R. Medhurst, Visiting Professor

Dr. R. Medhurst, Visiting Professor from the School of Social Work, University of Toronto, and Mr. Alton then joined the meeting. In welcoming Dr. Medhurst Mr. Hancock noted that this is the first of what is hoped will be a series of such visits to the School by distinguished faculty of other schools, under the new Dominion Welfare Grants program.

Discussion then centered on various aspects of field work, in view of Dr. Medhurst's position as Co-ordinator of Field Work at his own School. This is reported separately.

Respectfully submitted,

A. C. Ashby
Secretary to the meeting.

ACA/jc

MINUTES OF FACULTY MEETING
MONDAY, MARCH 11, 1963

PRESENT: Mr. Hancock, Mr. Ashby, Miss Courtney, Mrs. Nelson, Mrs. Probert, Mr. Alton.

1. Minutes of previous meeting reviewed. Two items were focussed for the minutes.

- (a) Issue concerning New Brunswick students being asked to sign a bursary statement was reviewed. The Director informed the group that he had discussed this with the Deputy Minister of Youth and Welfare and that this is an administrative procedure in connection with cost sharing arrangements and in no way changes the status of commitment of these students.
- (b) Mr. Alton reviewed his impressions of the consultation held the previous week with Dr. Richard Medhurst. Specific reference was made to the possibility of changing some of the terminology used in connection with field work, for example, a recommendation was made that the title "Coordinator of Field Work" be changed to "Coordinator of Field Instruction" to emphasize the importance of the teaching component; that "Field Work" be referred to as "Field Practice" and that "Field Work Agency" be referred to as "Teaching Center".

In discussing this the group felt that perhaps even more explicit terminology could be developed, but because of the shortage of time the matter was deferred until a later meeting.

2. There was no discussion concerning students today.
3. The statement of policy concerning part-time students was discussed. This policy statement prepared by the Director had been precipitated by the Academic Council the previous week. Following the completion of revisions of much of the document, it was decided to continue this discussion at a later date.
4. The policy statement of curriculum prepared by the Council on Social Work Education - The Director suggested that in view of the magnitude of this document it might be appropriate to set aside a specific period of about 15 minutes during each Faculty Meeting to discuss this with the objective of enhancing our understanding of its meaning.
5. Catholic Women's League gift of \$25.00 for the purpose of books for our library - The Director asked the group if they could get their suggestions in concerning this matter.
6. During the miscellaneous discussion at the end of the meeting, Mrs. Probert asked for suggestions for the holding of the forthcoming CASW meeting because of the large crowd anticipated. It was suggested that she contact the University of King's College. Mr. Alton asked permission to borrow the dictating machine while on his trip to Saint John, N.B. This was confirmed. Finally Miss Courtney raised the question of Open House for the forthcoming year. It was agreed to discuss this again next week.

Respectfully submitted,
 Gerald Alton
 Secretary pro tem

March 11/63
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MINUTES OF FACULTY MEETING
MONDAY, MARCH 18, 1963, 10:30 A.M.

All members of full time faculty and the Registrar were present.

Business Arising from the Minutes

The Faculty is still in the process of deciding upon the proper terminology to use in conveying the meaning of the teaching component of the agency settings used as field placements. Some suggestions, such as teaching center and teaching agency, were presented but none was formally adopted at this meeting.

C.W.L.

The Director asked if any further thought had been given to choosing library books so that the names of these books can be submitted to the Catholic Women's League as they wish to donate to the School books to the value of \$25.00. Discussion followed with some books being suggested. Mr. Hancock asked that this matter be considered at the next faculty meeting at which time a final decision should be reached.

Students

Mrs. Probert notified us that the Nova Scotia Hospital is becoming rather concerned because applications for employment at the N.S.H. from the bursary students have not been received up to this date. The School has posted a notice on the bulletin board reminding them of this obligation. Mr. Alton reported that he had talked with Mr. LeBlanc, Director of Child Welfare for New Brunswick concerning the New Brunswick bursary students. It seems that some confusion remains around the placement of some of these students following graduation. The Moncton Family Agency requires workers but it has not received definite commitments from any of the bursary students. Some effort may be made in having the C.A.S. in Saint John employ one of our graduates if the salary can be supplemented by other sources. One of the bursary students, according to Mr. LeBlanc, cannot work in Fredericton due to personal problems.

Discussion followed as to the expectations which the new graduates have of the potential employing agencies. Many students expect good supervision and are not prepared to cope with the less than ideal conditions which they find upon leaving the School. A suggestion was made that the School try to prepare them for these employment conditions. Mr. Alton said the Casework class will focus upon helping the students apply their knowledge to existing conditions in the employing agencies. The statement was also made that the School should help the students remain conscious of the responsibilities which the bursaries carry.

Thesis

Mr. Ashby related that each Faculty member should be prepared to receive two theses for reading on March 25.

Admissions

Mrs. Nelson reported that Miss Ann Keith is ready to accept the terms of the Admissions Committee. Miss Keith has asked if she could be exempt from any courses and if so could there be a reduction in fees. Mrs. Nelson stated that Miss Keith is prepared to accept the School's answers to her questions. She also indicates that she wishes to apply for the job of student librarian.

Dictaphone Belts

Mr. Hancock asked faculty to be careful in using the dictaphone belts, as some of them are creased which prevents words from being taped. Some of the belts are old ones which may cause part of the difficulty.

Seminar

Mr. Hancock reported that the response of the Atlantic region to the Seminar has been excellent. At the present time approximately seventy people have indicated their interest in attending.

Policy re Part-time Students

Mr. Hancock went over the revised policy statement. This statement seems acceptable to Faculty in its present form. It will be appended to the statement of policy re Degree Requirements and therefore will be available in the manual. Mr. Hancock hopes to have sufficient additional copies of the manual completed during the summer so that each full time faculty member and the Registrar will have his or her own manual.

The policy will go into effect immediately and will be applicable to present part-time students if it is to their advantage.

Council on Social Work Education Curriculum Statement

Mr. Hancock in preparing Faculty for considering the Curriculum Statements of the Council on Social Work Education, outlined the most recent effort of the School to test the feeling of the Council re accreditation of the Maritime School. Mr. Hancock and Mr. F. R. MacKinnon met with the Executive Director and Secretary of the Council. Both were sympathetic toward the School's position concerning affiliation with five universities in the Maritime region. The suggestion was made by the Executive Director that the School present a submission on its unique position of affiliation and its regional problems. Mr. Hancock explained that this plan may not be too feasible at the present time as the present Chairman of the Accreditation Commission may not be too receptive or flexible.

Further discussion ensued as to the specific problems which may result if the School affiliates with one university.

Mr. Hancock told Faculty that the publications of the Council on Social Work Education are available in the School if we wish to read them.

Open House

The date for the "Open House" has been set for the afternoon and evening of Thursday, April 4. Two Alumni representatives, Mr. McClare and Miss Joan Walker have been appointed to the "Open House" Committee. Miss Courtney will ask Mr. Blue to have CASW appoint two representatives. A committee meeting is scheduled for 11:45 A.M. Thursday at the School. Mrs. Probert and Miss Courtney were appointed as two of the School's representatives to the committee. They will notify the other representatives of the pending committee meeting.

1963-64 Field Placements

Mr. Alton asked that the Advisors have their advisees indicate their plans around returning to the School for the next academic year as well as their preferences for field placements.

Meeting adjourned.

Mary Lou Courtney
Secretary pro tem

March 20/63
MLC/bt

MINUTES OF FACULTY MEETING
MONDAY, MARCH 25TH, 1963, 10:30 A.M.

All members of full-time faculty and the Registrar were present.

The Minutes of the last Faculty Meeting were read by Miss Courtney, and corrected as follows: in the last sentence of paragraph III. "another" was inserted before "one", "cannot" was changed to "should not" and "personal problems" changed to "family reasons".

Business arising from the Minutes

Regarding the most acceptable term to be used in future in referring to Field Work Agencies, it was suggested by Mr. Hancock that each member of the faculty look at a Calendar from another School of Social Work, so that Faculty will be aware of the other terms which are currently in use before making a decision on the matter.

Books

There was some further discussion on what books might appropriately be suggested to the Catholic Women's League for donation to the School Library. Miss Courtney has been contacted again by the C.W.L., and has assured them that our list will be submitted by the end of the week. Mr. Hancock will consider any other suggestions which are brought to him before Wednesday, March 27th.

Theses

Mr. Ashby reported that faculty members who have not already been given a thesis for reading will receive them shortly. He asked that readers who have, or will be given theses of students who expect to graduate from St. Mary's University, be prepared to return these theses with comments no later than April 1st, in order to leave time for final typing and the reading of the theses by outside readers before St. Mary's Graduation date, which is May 6th. The graduation date of the other four Universities are May 14th and May 15th, which will give more time for the reading of theses.

"Open House"

Miss Courtney and Mrs. Probert reported that Miss Walker and Mr. McClare are the "Open House" representatives from the Alumni, and Mrs. Moore and Mr. Daley are representatives from C.A.S.W. Another meeting will be held by the Committee on April 1st at 1.30, to make final plans for the "Open House", which is to be held on Thursday, April 4th during the afternoon and evening. Faculty members are asked to be present in their offices.

Student's Plans for returning to the School next year.

It was reported that Mr. Jack McNeil will not be returning next year. This is in accordance with the Department's program of sending an employee to the School for one year and then asking him to return to the Department to work for another year before completing his Master's for a Diploma course. This makes it possible for the Department to send another employee to the School for the intervening year.

New Business:

Students: There was some discussion of the progress which certain students have made in Field Work up to the present time.

Mrs. Probert expressed her concern for the total situation at the Nova Scotia Hospital, but felt that she would prefer to wait until she has worked some of it out for herself before bringing the details to Faculty.

Mr. Hancock's Visit to U.N.B.: Mr. Hancock shared with faculty some observations on his recent visit to U.N.B., when he spoke with the President, and several members of the faculty, concerning the possibility of closer affiliation between the School and that University. He felt that the climate at U.N.B. is now much more conducive towards a closer relationship, and it will be followed up as the opportunity presents itself, in the hope that the School might at some future date become affiliated with the University of New Brunswick.

Council on Social Work Education: Curriculum Statement: The discussion on this Statement continued, and will again be followed up at the next regular Faculty Meeting.

Discussion of Part-Time Students: The position of Mr. William McLean regarding the continuation of his studies at the School was discussed. The decisions of the Admissions Committee were reviewed, i.e. that Mr. McLean should not be permitted to take first year casework and field work until he had gained the necessary experience which would qualify him for application as a full-time student. The question remaining for Faculty decision was whether Mr. McLean should be asked to withdraw from Research II at this point, since he will not be able to continue to Research III until he has completed his first year courses. It was felt by Faculty that although it would be unfair to ask Mr. McLean now to drop Research II, that it should be suggested to him that he be prepared to repeat this course when he comes to the School to take casework and field work, since this would give him better preparation for the writing of the thesis during his second year. It was further felt that his own wishes in the matter should be given serious consideration.

General Faculty Meeting: The fact that another General Faculty Meeting is to be held before the end of the Spring Term was brought up by Mr. Hancock. It was suggested that this meeting should not be held until after the second year students had completed their field work.

Curriculum Study: Mr. Alton raised the question as to whether help might be obtained from a member of the Council on Social Work Education regarding the School's curriculum study. Mr. Hancock explained that he wishes to discuss the possibilities of using money from the Welfare Grants for such a purpose with Mr. Wallace Struthers, who is expected to be in Halifax on March 28 and 29. Following this Mr. Hancock will be in a better position to evaluate the best plan for approaching this study.

MINUTES OF FACULTY MEETING
MONDAY, APRIL 1, 1963

All full time faculty and the Registrar were present.

LIBRARIAN - Mrs. Fleming is leaving because of health reasons. Mrs. Brown will replace her beginning this week and will be here every morning until the end of June only, since her family will be moving away then.

TERMINOLOGY RE FIELD WORK - It was decided we would adopt the terms "Field Instruction" and "Teaching Agency".

C.W.L. BOOKS - Miss Courtney has sent a letter to the C.W.L. with a list of suggested books, leaving the final choice with them.

OPEN HOUSE - Mr. Alton and Mr. Ashby will notify the second year students and ask for volunteers.

There will be another Open House on April 16th for board members, the library will be closed on that night.

STUDENTS - All but one of the second year students have jobs.

FACULTY MEETING on April 8th will be at 9:00 A.M. and admissions committee meeting will be at 11:00 A.M.

CANADIAN CONFERENCE ON CHILDREN will be held in Halifax May 29, 30 and 31. Miss Courtney will attend.

CURRICULUM POLICY STATEMENT was studied further.

VACATIONS - Mr. Hancock requested the members of the faculty to begin thinking of their holiday times, so that we may discuss them with Mr. Hancock, so he can plan the summer's work.

FALL REGISTRATION - It was proposed that the second year students register one week early - September 4th - this would allow greater opportunity for the Co-ordinator of Field Instruction to see the students. It was also suggested that the students register in a group instead of individually and that advisors' appointments could be posted on the bulletin board.

CONVOCATION - Mr. Hancock proposed the idea of the School meeting a fall convocation to afford more time for thesis writing.

(Mrs.) C. A. Probert
Secretary pro tem

MINUTES OF FACULTY MEETING
MONDAY, APRIL 8TH, 1963, 9 A.M.

All members of full-time faculty and the Registrar were present.

The minutes of the previous meeting were read and discussed.

Business arising from previous minutes:

The Faculty have been invited to the "Open House" for the Board and Community Leaders on Tuesday evening, April 16.

It was decided that next Fall the second year class will commence at the School on Wednesday, September 4th at 9 a.m. The first year class will commence on Monday, September 9th at 9 a.m.

The Coordinator of Field Instruction questioned whether the first year field placement should not be shifted to another time during the week, to allow more even distribution for the Unit Field Instructors. For example, the first year class could commence their field work on Monday at noon, and finish Wednesday evening. The second year group could commence Wednesday morning and complete field work Friday morning. Some of the arguments against this change would be the lack of identification on the part of the Field Instructors towards the School, and the difficulty of doing School chores while in the field. On the other hand, there would be less pressure on the Unit Instructors with their students.

A discussion of the details concerning research projects presently under way was carried out. The Director informed the group that two T.V. projects will be carried over Channel 3 during Mrs Maxine Cochran's program with Miss Lillian Thomson concerning Family Living. These will be held this Monday at 2 p.m. and the following Monday at 2 p.m.

Next Monday will be Easter Monday. The Faculty Meeting will be transferred to Tuesday, April 16th at 9 a.m.

Thursday, April 25th at 7 p.m. was the time set aside for the General Faculty Meeting.

Material has been received from the Province of Saskatchewan concerning Social Work opportunities in that area. It was agreed that this material would be filed for student information.

Bursaries:

The Director informed the group that Training Grants involving Dominion Provincial participation as far as Nova Scotia is concerned are excessively limited. Although it is not anticipated procedure for students to apply for bursaries prior to acceptance by the School, the Director advised the group to in turn advise students to at least notify Bursary Committees that they intend to apply following acceptance as students to the School.

Open House:

Seventeen attended last week's "Open House". Last year fifty-three attended. It was confirmed that we should continue holding the "Open House" program,

but that it should be in the evening, and it should involve more publicity. Thus, it would seem that we should be planning well in advance for this event. The question was raised as to whether it should not be held earlier in the year.

Vacations:

Mr. Hancock again asked the group to send in a memorandum concerning their preferences for vacation time.

Respectfully submitted,

Gerald Altom,
Secretary pro tem.

GA/LS.

Minutes of Faculty Meeting
April 16th, 1963

The weekly meeting of the faculty of the Maritime School of Social Work was held at the School on Tuesday, April 16th, 1963. All full-time faculty and the Registrar were present.

BUSINESS FROM THE MINUTES:

Open House For Board Members

Plans for the open house for board members, to be held April 18, were reviewed and confirmed.

Fall Term, 1963

There was further discussion of dates for the opening of the Fall term, and it was agreed to defer any decisions to the following meeting, since it would then be possible to have the reaction of agency field instructors to the proposals being considered.

Review of Theses

It had been suggested at the previous faculty meeting that theses which in draft form had appeared to need major revision might be reviewed before they were passed to community readers. The possibility of doing this on an overall basis was—it was agreed—limited by the pressure of time, but as typed theses were turned in Mr. Ashby would discuss with the faculty reader concerned whether or not, in the case of theses that fell in this category, the faculty reader would be able to re-read the student's work.

Vacations

Mr. Hancock reported that the results of the first enquiry as to preferred vacation times for faculty had not permitted formulating a satisfactory schedule, and suggested that faculty discuss the matter among themselves to see what variations could be worked out. It was also suggested that planning for orientation might be done in May, which might permit some faculty vacationing later in August than originally thought feasible.

Graduation Exercises, 1963.

The speaker at the graduation exercises will be Dr. Henry D. Hicks, president-designate of Dalhousie University, and at another point in the program four agency field instructors who have served the School ten or more years will be honored.

Graduating students will wear bachelors' gowns, and arrangements will be made for these to be borrowed from Kings. Whether they also wear caps and hoods is a matter for their decision as a group, as long as uniformity prevails. While no diploma students will be graduating this year, it was noted that diploma students do not wear the hood.

First year students will be recruited to serve as ushers, to give out programs, and to assist persons going up or down the platform steps.

The academic parade will form in the reception room, with Mr. Alton responsible, and proceed to the ballroom, with Mr. Ashby responsible for seating. The order of parade will be: graduating students; MSSW and other guests in academic garb or in uniform; Board members and other guests not in academic garb or uniform. It was noted that the rear of an academic procession is the more honorable position. The platform party will form up separately.

NEW BUSINESS:

Academic Council

Mr. Hancock notified faculty that there would be a meeting of the Academic Council on Tuesday, April 23, at 1:30 P.M. It was proposed to discuss the request from Newfoundland for special consideration around admissions; accreditation, and the proposed statement about part-time students intended for inclusion in the calendar.

The Calendar

A shortage of copies of the current calendar has developed, and faculty were asked to turn over any spare copies they had to the office.

It seems preferable to avoid a reprinting by bringing out next year's calendar shortly. Faculty were asked to consider the present calendar and turn in their suggestions for revision. In view of limited staff time it was proposed that these be kept to the essential minimum.

Dominion Welfare Grants

Mr. Hancock informed faculty that the postponed visit of Mr. W. Struthers regarding MSSW use of Dominion Welfare Grants was now scheduled for May 8 & 9.

Students

Discussion of a first year student's performance brought out a policy issue which was seen as requiring faculty consideration, but about which no consensus was reached in the meeting. This student is performing minimally in field instruction, and it was thought that his level of personal maturity was a major factor.

Thought was being given to passing him in field instruction but on the condition that he not apply for second year until he had completed two years of successful work experience in a social agency or related field.

The issue raised was whether, if a student successfully completed first year work the School had justification for forbidding his taking second year work thereafter, or whether the School had only the right to recommend strongly against his attempting second year at that time.

Also involved was the question of whether, since "successful" completion of a work experience would involve an employer's evaluation of the student's performance, the School ought to delegate this responsibility for assessment to an organization whose judgement would involve other than educational criteria.

A. C. Ashby
Secretary for the meeting.

MINUTES OF FACULTY MEETING

Date : April 22nd, 63.
Time: 10: 30 a.m.

PRESENT:

Mr. L. T. Hancock, Director and Chairman
Mr. G. Alton
Mr. A. G. Ashby
Mrs M. MacKinnon
Mrs. C. A. Probert
Miss N. L. Courtney, Secretary pro tem.

BUSINESS ARISING FROM THE MINUTES:

Registration: Mr. Alton reported that the Field Instructors present at the Field Instructors meeting of last Wednesday did not have any negative reaction to the tentative dates of registration for the 1963-64 academic year. There was concern expressed, however, around the fact that the dates of the Maritime Conference on Social Work coincides with the date that the students begin. It is felt that this can be worked out. Faculty confirmed today that the date of registration for the second year students will be September 4th and September 9th will be the date of registration for the first year students. All academic classes will begin on September 10th with Wednesday, September 11th to be used for "make up" classes. Orientation for first year students will begin on September 12th.

Theses: Mr. Ashby reported that most of the theses which faculty had questions about had been found acceptable by the community readers. Mr. Ashby has not received a report on Mr. McNeil's thesis up to this time.

Vacations: Mrs. Probert and Miss Courtney have revised the vacation schedule of faculty members.

Graduation Exercises: Mr. Hancock stated that he will discuss academic dress with the graduating students tomorrow. Mr. Ashby will recruit first year students as ushers. Mr. Hancock, Mr. Ashby and Mr. Alton will go to Lord Nelson Hotel at 10: 30 a.m. Tuesday, so that they will be in a better position to plan on details regarding graduation ceremonies.

Calendar: Faculty reported that they do not have extra copies of the calendar.

Students: One of the marginal students was discussed during this part of the meeting. The ^{proposed policy} issue which we had considered in our last faculty meeting was raised again. The issue centers around the soundness of insisting that some students who pass on a marginal level, should work in an agency for a period of time before returning to the School for the second year program. Although many opinions were expressed and explored, the problem involved in this issue was not resolved at this meeting.

The student we considered presents many difficulties. His Field Instructor feels he has made progress, but is not able to function on an adequate professional level. She felt that he should receive a minimal pass, and be asked to work in an agency and have more experience in learning before returning to the School for his second year. He has little personal maturity and his professional performance is most questionable. His motivation and desire to help are quite

evident, however, and his Instructor explored with him the possibility of working in an agency before returning for his second year a few weeks ago at which time he was most receptive and enthusiastic around doing this. Recently, however, he has not indicated as positive a feeling for this idea as he had previously. Various courses of action were considered for this young man. Some of these are as follows:

1. Consider his Field Work as incomplete and render it complete only by the student successfully meeting the conditions the School sets.
2. Conditional failure.
3. Consideration of the academic aspects of this problem by the Academic Council.
4. Unconditional Failure.

Members of faculty gave their opinions of this student. Two felt the decision should be unconditional failure with encouragement being given the student to work for a period of time before taking field work and the other necessary course or courses again. A third opinion was that a conditional failure be given. The final decision rests with the Field Instructor.

Field Instruction Manual: Mr. Alton presented a proposed change to the Manual, to come under the section "Overtime" on page 17. This proposed change seems acceptable to faculty. (A copy of this proposed revision has been given to each faculty member)

Respectfully submitted,

Mary Lou Courtney,
Secretary pro tem.

MLC/LS.

MARITIME SCHOOL OF SOCIAL WORK

GENERAL FACULTY MEETING

April 25, 1963.

A G E N D A

- I. Marking System
- II. Policy regarding Part-Time Study
- III. School Opening Dates
- IV. Examinations - 1963
- V. Prospects for 1963-64 Enrollment.
- VI. Curriculum Study to resume in the Fall
- VII. Change of Librarian.
- VIII. 1963 Graduation.
- IX. Student progress.
- X. Other business.
- XI. Adjourn.

LTH/LS.

MARITIME SCHOOL OF SOCIAL WORK

GENERAL FACULTY MEETING
MINUTES

April 25/63
7:30 P. M.

Present: Mr. L. T. Hancock - Director and Chairman
Mr. G. Alton
Mr. A. C. Ashby
Miss M. L. Courtney
Sister John Elizabeth
Sister Mary Clare
Mrs. M. MacKinnon
Miss I. MacLellan
Mrs. C. A. Probert
Mrs. Ruth Smith

Correction to Minutes of Nov. 29/62 - The secretary stated the decision was to begin faculty meetings at 7:30 P. M. rather than 7 P. M. which was the time written into the minutes of Nov. 29/62.

Policy Regarding Part-Time Study - Mr. Hancock circulated a statement of policy re part-time study.

Mr. Hancock emphasized the following statements. (1) Those full time students who are unable to complete the full two year course programme in two consecutive years must complete the requirements for the diploma or degree within a five year period. This rule may be waived by Faculty action under special circumstances.

(2) Part-time students seeking a diploma or degree must complete all requirements within seven years.

(3) Courses are open to part-time students seeking credit except as follows: Casework and Field Work, which must be taken at the same time and Research II may be taken only if the student is eligible to proceed to Research III.

(4) Students seeking to audit courses may do so at the discretion of the Faculty and with permission of the Course Instructor. Such students will not be required to complete class assignments, term papers or write examinations. They will not be awarded marks or given credit for courses. Students who wish to obtain credit for a course audited must repeat the course, completing all assignments and examinations.

Mr. Hancock noted that the "tightening up" of the policy was necessary. The academic council has approved these revisions. This policy statement, particularly around auditing, will be reviewed regularly and revised if necessary.

School Opening Dates - The second year students will register on Wednesday, September 4th. The next two days will be their period of orientation. They will begin in the field the following week. The first year students will register on September 9th with three weeks of orientation to follow. Time is available in the academic week of September 9th for "make up" classes for those lecturers who wish to take advantage of this.

First Year Examination Schedule 1963 - Examinations for the first year students will be scheduled for May 13, 14th, and 15th.

Prospects for 1963 - 64 Enrollment: The School is planning on a total enrollment of forty students. It is anticipated that there will be approximately 25 students in the first year and fifteen students in second year. Mr. Hancock added here that additional property next to the School will become available for the Schools' use in July. Definite plans have not been made as to the use which will be made of the building.

Curriculum Study: The Chairman informed faculty that the curriculum study will be resumed in the fall. Committees will be set up for this purpose. The Curriculum Statement of the Council on Social Work Education has given us stimulation and impetus to resume the curriculum study. Some part-time faculty will be asked to join full time faculty in this study. Major priority will be given to this study in the next academic year.

Librarian: Mrs. Fleming, the School's librarian, is unable to continue in her role as librarian due to reasons of health. A temporary replacement, Mrs. Brown, will be librarian until a permanent replacement for Mrs. Fleming can be employed.

Graduation - The date for the 1963 graduation is April 30th and the exercises will take place at the Lord Nelson Hotel. Invitations to attend were extended to all members of faculty. The speaker will be Dr. Henry Hicks, president-elect of Dalhousie University. Special honour will be extended to some of the people who have given long and loyal service to the School.

Student Progress - The Coordinator of Field Instruction told the group at least half of the graduates have achieved a high pass in their Field Instruction. This brought forth the question "Is our marking system too easy." Some of the present students have brought this to the attention of faculty. A suggestion was made that more courses could be added to first term with more firmness to be exhibited with the students. It may be, however, that some of the students are not emotionally ready to assimilate more content in the first term. The students, however, find the second term a heavy one with many assignments. It was the opinion of some that the complaint of heavy assignments has been a common one. It was felt that the earlier start in the research courses will give more balance to the two terms. It was asked if any thought had been given to a fall convocation. The answer was that consideration had been given to this possibility but the fact that some of the affiliated universities do not have fall convocations prevent this possibility becoming a reality at the present time. Some thought was given to having degrees granted in absentia. The universities do not like doing this and there is the practical consideration of Master's salaries which

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students would not receive if Convocations were delayed. During this discussion the suggestion was made that part of the orientation programme could be used to help students know more of the university from which they will receive their Social Work degree.

Other Business - Mr. Hancock regretfully told us that Sister Louise Adelaide who has cooperated closely with the School over a number of years passed away.

Meeting adjourned.

Respectfully submitted

Mary Lou Courtney
Secretary pro tem.

May 2, 1963.
MLC/jc

MINUTES OF FACULTY MEETING
MONDAY, APRIL 29, 1963

All full time faculty and Registrar present.

BUSINESS ARISING FROM THE MINUTES

THESES - Mr. Ashby reported that all theses but one have been returned by the community readers and all have been found acceptable. The one outstanding is Mrs. Drent's and Mr. Ashby is confident that this will be acceptable.

VACATIONS - The tentative vacation schedule for faculty members was reviewed and accepted by faculty.

STUDENTS - There was further discussion concerning the first year student whose work does not indicate readiness to continue the second year program. Mr. Hancock expressed to faculty the opinion of the Academic Council in such situations, which was that a student who receives a pass in first year may not be prevented from continuing to second year unless the calendar makes it clear that the School reserves this right. It was felt by faculty that a statement should be included in the next calendar to the effect that the School reserves the right to terminate a student's enrolment at any time for reasons of personal unsuitability. A suggestion of the Academic Council that the student in question might not be recommended for further bursary payments was also considered.

The policy manual was consulted and it was evident from this that a complete failure in field work necessitates withdrawal from the School, with no provision for re-admission at any time. A conditional failure in field work, however, "enables him (the student) to take an additional field work period upon successful completion of which he could receive full credit for a field work course." This provision, it was felt, could be interpreted to allow for a period of successful work experience in an agency acceptable to the School. In the case of the student in question, faculty suggested that Mr. Alton discuss the situation again with the field instructor, pointing out that it is faculty's opinion that the student should be given a conditional failure, the condition being that he find employment in an agency acceptable to the School and that he complete at least a year's successful experience in the agency. At the end of this period, the School will re-consider his situation. If his instructor feels, in spite of this, that he should receive a pass, the decision will be accepted by faculty, although it was felt that she should give evidence to support her decision. In this event, Mr. Hancock would express to Dr. Marshall the School's concern about the student's suitability for social work education.

FIELD INSTRUCTION MANUAL - Mr. Alton confirmed that the proposed change in the Manual (Page 17, "Overtime") as discussed last week has been adopted by faculty.

NEW BUSINESS

PROFICIENCY PRIZE - The second year student records for the year were reviewed to determine who should receive the prize for proficiency. Since Mrs. Drent's marks were superior to the others, there was a clear-cut decision in her favour.

C.W.L. BOOK DONATION - A Cheque for \$25.00 for books is to be presented to the School by a representative of the C.W.L. at the graduation ceremony.

UNIVERSITY GRADUATIONS - The dates of the convocations of the five affiliated universities are as follows:-

Saint Mary's U. - May 6 - Mr. Hancock will represent the faculty in the academic procession.
Acadia U. - May 14 - Mr. Hancock will be faculty representative.
Mount Allison U.- " 14 - Mr. Alton, faculty representative.
U. of King's Col. " 15 - Mr. Hancock, faculty representative.
St. F.X. U. - " 15 - Since the one graduate from St. F.X. expects to receive his degree in absentia, it was felt that it would not be necessary to send a faculty representative. Mr. Ashby may attend in this capacity.

Other faculty members may attend any of the above convocations.

Dalhousie convocation will be held on May 16. Arrangements regarding a representative will be made later.

HALIFAX CLINIC FOR THE DEAF - Dr. Sortini has notified the School that he wishes to employ another social worker for his clinic. He would consider a first year student possibly even a summer placement.

OPEN HOUSE FOR HIGH SCHOOL STUDENTS - It was decided that such an open house should be held this year. The date chosen is Friday, May 24. Grades 11 and 12 would be invited. It was suggested that the city high schools of Halifax and Dartmouth receive invitations. Notices should go out by May 6. Plans for the open house will be discussed further at the next faculty meeting.

RECOMMENDED READING - Mr. Alton recommended to faculty two articles in the April issue of "Social Casework". They are: "An Experiment in Applying New Methods in Field Work" by Minna Green Duncan and "A Family Agency Reviews its Educational Program" by Gertrude Leyendecker.

OVER-DUE BOOKS - Since 28 books borrowed by the first year class are overdue, it was felt appropriate to warn students that library privileges would be suspended if all books were not returned by Wednesday, May 1.

GRADUATION - Faculty was asked to be present at the Lord Nelson at 8:00 P.M. on April 30 to prepare for the convocation ceremony beginning at 8:30.

(Mrs.) Margaret Nelson
Secretary pro tem

MN/bt
May 3, 1963

MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting Minutes

May 6, 1963

Present:

All full-time faculty and the registrar.

Business Arising from Minutes.

Vacations: The revised schedule of vacations was approved. The procedure re admission week during the summer is written in the manual. Mrs. Nelson will discuss any phases of the process which are not clear with other faculty members. This schedule is not rigid and circumstances can change the schedule.

Students:

The conditional failure of one student was discussed further. The decision has been discussed with the student involved and a letter explaining all the details will go out to him.

Proficiency Prize.

Mr. Alton recommended that we dispense with this prize as he felt it inappropriate for a professional school. After considerable discussion on general grading systems no decision was reached, and the situation remains the same.

Graduations:

Further discussion was held around reserved seats, academic processions, official representatives etc.

Examinations-

Times and vigilators for the exams were reviewed and confirmed by Mrs. Nelson.

Open House for High Schools

Originally planned for May 24th - but because of previous commitments of the faculty and the absence of students it was agreed to postpone it until the fall.

Library.

Mr. Hancock has discussed library problems with Mrs. Brown, and beginning in the fall, some changes around a fine system, and extended borrowing times will go into effect.

MSSW Graduation -

Because of the increased expenses involved in using the Lord Nelson Hotel, consideration was given to finding other space. This should not be part of a university or religious institution.

Miss Courtney suggested honoring the part-time lecturers for their long services. The recognition given this year was for volunteer services, which does not apply to the lecturers. It was felt recognition could be given to lecturers as they retire. Question was raised about whether space should be reserved for board members, because of the limited number who take advantage of this space.

Orientation Plans.

It was decided that we should exchange ideas at a special faculty meeting on May 17 at 9:30 before the orientation committee begins to work on definite arrangements.

Mr. Struthers will be at the school on Thursday May 9th. The faculty will meet Tuesday 9:30 - 4:30 to discuss ideas that will be presented to Mr. Struthers.

Mr. Alton has a tape by the U. S. Army on brain-washing which he received from the John Howard Society. The faculty will hear it on Tuesday at 10:30.

National Welfare Grants

Letter read from Mr. Struthers re scholarship awards for '63-'64. Twenty awards are available for the coming academic year. Mr. Hancock distributed a bulletin from the Dept. of National Health and Welfare, for our information. A copy of this will be incorporated into the next calendars.

Carol Ann Probert
Secretary pro tem.

May 7th, 1963.
CAP/jc

MINUTES OF FACULTY MEETING
MONDAY, MAY 13, 1963

PRESENT: Miss Courtney, Mrs. Nelson, Mrs. Probert, Mr. Hancock, Mr. Ashby and Mr. Alton.

1. BUSINESS OF PREVIOUS MINUTES was reviewed and during discussion of the previous minutes Mr. Ashby suggested that the School might explore the possibility of using the Governor-General's medal as proficiency prize at Graduation.
2. ORIENTATION PLANS - A meeting had been set up for March 17 for the purpose of discussing orientation plans for next fall. Unfortunately the Director had a previous commitment and therefore it was necessary to change the meeting to May 15, Wednesday morning at 11:30 for this purpose.
3. ARMY TAPE - During the previous week, part of the Faculty had had the opportunity of sitting in on a tape recording of a speech given by an Army psychiatrist who had carried a research project on the American soldiers who were prisoners of war from the Korean war and some of whom had become brainwashed by the Chinese. This particular tape made a profound impression on the Faculty and there was considerable discussion this morning as to how this tape or the experience itself might be used in the program of the School. It was agreed that there did not appear to be any immediate obvious use although its general use has been quite evident in the impression it has made on Faculty.
4. CALENDAR FOR NEXT YEAR - Mr. Ashby submitted to the Faculty this morning a tentative calendar of events for the academic year 1963-64. There was some concern expressed about the short period of the School year and also about creating Monday, December 23rd as a field work day since it was so close to Christmas and students wished to return home for this period. It was pointed out by the Co-ordinator of Field Work that many of the Field Instructors felt that the time gap over the Christmas holiday was too extensive for the kind of service which their students were expected to give to the clients they were responsible for. Therefore it was his feeling that the 23rd of December should be a field instruction day as well as January 3rd. Since this appeared to be an administrative matter within the field of instruction, some Faculty felt that they were prepared to support the Co-ordinator's proposal on this basis.
5. PERSONAL SUITABILITY - A statement was offered to Faculty this morning by Mr. Ashby concerned with setting up the administrative procedure whereby a student would only continue at the School if he was personally suitable for his role as a student and for the profession as a whole. This was agreed to in general by Faculty. The exact statement will be circulated to Faculty later.
6. A request had been made by the instructor in the Group Work course to learn on ~~that day~~ at what time of the year she will be teaching her course. It was agreed that this would be the period from January until May of 1964.
7. A request has been received by the Cormallis Baptist Church for a speaker to meet with the Young People's group on May 31st in the evening. Because of the difficulty of Faculty being free on this evening, the Director will take this up later with certain members of Faculty.
8. It was agreed to have a year end Faculty party but the time and place to be decided later.

GA/bt
May 13/63

Gerald Alton
Secretary pro tem

MINUTES OF FACULTY MEETING
WEDNESDAY, MAY 15, 1963

A special faculty meeting was held on May 15, 1963 at 11:30 A.M. to discuss plans for orientation program for first year students in September '63.

Mr. Hancock suggested we spend one or two sessions on ethics and values of the profession. He referred to a statement by the C.S.W.E. on this subject.

A second recommendation made by Mr. Hancock was a new approach to answering the question "What is Social Work?". Reference should be made to methods. This could occupy one complete session, followed by separate sessions on each method, casework, group work, community organization, and the facilitating methods of research and social agency administration. Mr. Ashby suggested we could correlate this with the outline of the curriculum.

Mr. Hancock also suggested we should not try to put too much into the over-all program in terms of time, allowing more time for reading references. He pointed out that these ideas were not entirely new but were placing new emphasis on some parts of the program. We should also take a new look at the value of agency visits at this time.

Mr. Hancock left the meeting and Mrs. Nelson, as chairman of the orientation committee, assumed the role of chairman for the meeting.

Mr. Alton outlined on the blackboard a proposed plan for the program, with defining Social Work as the theme. After considerable discussion on this draft outline, the following one was devised.

1st. part - What is Social Work - Mr. Alton
- definition of profession
- definition of social functioning and social disfunctioning
- values and ethics of the profession
- helping people to help themselves - by problem-solving.
This session will be mainly on the philosophy of Social Work.

2nd. part - What are the Problems Social Work handles? - Mr. Ashby

3rd. part - What are the Services in Social Work? - Mr. Ashby

4th. part - What are the Methods of Social Work? - Mr. Alton

5th. part - Values and Ethics of the Profession - Mr. Hancock

6th. part - Educational Program - Mr. Alton & Mr. Ashby

It is understood that any part of the program may require more than one session with the students.

It was felt that less emphasis should be placed on the physical orientation to the city, the libraries, and the agency offices. More agencies could be represented by their staff members, meeting with the students at the School.

(Mrs.) Carol Ann Probert
Secretary pro tem

May 22/63
/bt

FACULTY MEETING MINUTES

May 27th, 1963
10:30 A. M.

Present: All full time faculty and the registrar.

Business Arising Out of the Minutes (May 13) Mr. Alton has notified Miss MacDonald that her course, Group Work, has been scheduled for second term, first year. The chairman notified faculty that matters pertaining to the role of the registrar should be referred to her.

Cornwallis St. Baptist Church: Faculty was informed that Miss Courtney will give a talk to the students who are members of the Cornwallis St. Baptist Church on Friday, May 31st.

Business Arising Out of Minutes (May 13) This meeting centered around the orientation programme. Reference was made to the 6th part of the tentative programme. It has been decided that Mr. Alton will give the lecture called "On Being a Student" and Mr. Ashby will talk on the curriculum.

Mr. Hancock mentioned that Dean Reid of the Dalhousie Law School presented a paper at the Faculty symposium held at Dalhousie University last December. Dean Reid focused on the poor preparation which students coming to the law School had in Grammar and sentence construction. This seems to emphasize that the preparation the students have in this area is of general concern. Discussion followed as to the position we as faculty should take with our students. It seemed to be agreed that faculty should be more consistent and more demanding of the students to ensure more correct usage of the English language. Some felt that term papers should be returned to the students who were poor in English, withhold their examination results, or subtract marks from their paper for poor English. This problem can be seen in the field as well as in the academic classes. Mr. Hancock plans to present the problem to a general faculty meeting so that all lecturers and Field Instructors will unite with the School in insisting upon better quality in grammar and construction.

Discussion continued on orientation. The present plan for agency orientation will be carried out during the last week of the orientation programme. The visits will be restricted to those which will have more meaning to the students by visiting. In addition it is probable that representatives from other agencies will speak to the students at the School. Time will be provided for library work and for discussion. It is anticipated that the students will be given an assignment to do on the orientation programme with the advisers to be responsible for evaluating these assignments.

Miss Courtney will draw up a tentative orientation schedule during the last two weeks in June and Mrs. Nelson will continue to work on the plan in July.

The United Appeal Award Plaque has been received by the School. It is felt that this plaque will help the students see the seriousness with which the United Appeal is accepted.

Letter from Dr. Jones: Mr. Hancock will reply to the letter received from Dr. Jones explaining that the School is aware of the problem which some students demonstrate in their poor use of English and that the School will attempt to exert firm controls in this area.

Library: There will be a meeting of the newly formed library committee at 4P.M. on Wednesday, May 29th. Mr. Ashby and Mr. Alton have been appointed to this committee and another member of Faculty, Miss Courtney, agreed to serve on the committee as a result of the request for an additional faculty representative. Other Committee members include Miss Eileen Burns of the Board of Trustees. Mr. Wilkenson, librarian at Dalhousie University, will participate on a consulting basis. Our own librarian, Mrs. Dixon will also be involved.

Mr. Wilkenson stated that Dalhousie library possesses book order forms which the School may be interested in seeing. He will bring copies of this form to the meeting on Wednesday. Mr. Ashby stated that the form he devised is an enquiry form and can be used for other purposes in addition to that of ordering books. This form will be considered by faculty following the Library Committee meeting.

Mr. Ashby wondered if the School librarian could locate books for faculty. It was stated that the librarian has other duties which may make it impossible for her to provide this service at the present time. It was mentioned that there was a possibility that the student librarian could perform this duty. Mr. Hancock said that the former librarian, Mrs. Fleming may be feeling better and may be able to provide some assistance in locating books.

It was reported that the librarians felt that more control was needed in matters pertaining to the library eg. definite library hours.

First Year Student Marks: Mrs. Nelson brought faculty up to date on the marks which have been submitted up to the present time. It is expected that the two sets of marks which have not been received by the School will be submitted in the near future. Two of the students have failed two examinations with a third student receiving one failure in an academic course and a conditional failure in Field Work.

Courses: Consideration is being given to moving the course, Community Organization, to second term second year to provide a better distribution of courses. Discussion then centered around the value of the Social Work Seminar. Mr. Ashby felt that this seminar has been used constructively by the students for two major reasons. He felt the seminar gave them an opportunity to ventilate their feelings and therefore had a sound emotional value and secondly the students were able to initiate topics which were not covered adequately or even were omitted in other areas of their Social Work education. Mr. Hancock and Mr. Alton were of the opinion that the seminar could be omitted with Mr. Alton feeling that as he plans on devoting more time to Casework class during the next academic year such of the content of the Social Work Seminar could be handled in his Casework Class. The Social Work Seminar will be omitted in the next term.

Tuition: After considerable planning and discussing of tuition it was agreed that those students taking classes on a part time basis at the Maritime School of Social Work will be charged at the rate of \$35.00 per full course per term eg. The Medical Information course (2hrs. a week 1st term) will cost \$35.00 but Casework which covers a two term period will cost \$70.00. It was agreed that the scale for Field Work will be based on the premise that Field Work equals three academic courses. In the past the cost for taking the Field Work programme was calculated as if Field Work was equivalent to two academic courses. Therefore Field Work according to the scale of \$35.00 per course will cost \$105.00 per academic year.

Admission's Committee Meeting A meeting will be held on Thursday, May 30th, at 11:30 A.M. Mrs. Nelson reported that three new applications have been received since the last Admissions Committee meeting. Mrs. Nelson stated that

seven or eight admissions interviews are pending for various reasons. Fourteen or fifteen applicants have been accepted up to the present time. Mrs. Nelson will be going on holidays next week and Mr. Ashby will assume the responsibilities of the registrar while Mrs. Nelson is away. Mrs. Probert volunteered to change part of her vacation schedule if Mr. Ashby is unable, due to illness, to assume the registrars' responsibilities.

Meeting adjourned

Respectfully submitted,

Mary Lou Courtney
Secretary pro tem.

May 30/63
MLC/jc

MINUTES OF FACULTY MEETING
MONDAY, AUGUST 19, 1963

PRESENT: Mr. Hancock, Mrs. Nelson, Mr. Ashby, Miss Courtney, Mrs. Probert,
Mr. Alton.

The meeting was opened with a review of the summer's activities. The meeting was to be devoted entirely to the detailed planning of orientation.

After a brief discussion about possible physical changes of classrooms and blackboards throughout the building, it was agreed that both years would be registered in groups rather than individually.

The supplementary examinations will be held on Tuesday, September 3 with one scheduled in the morning and another in the afternoon, the exact details having been arranged by Mrs. Nelson. She also informed the group that there will be an Admissions Committee meeting Tuesday, August 20 at 11:00 A.M.

Mr. Hancock informed the group that there is still a need for a part-time field instructor for the forthcoming academic year and that if there are any suggestions, he would appreciate being informed.

Miss Courtney reviewed the kit for the first year students. The initial item here was whether the orientation assignment should be altered to make it more specific. After some discussion it was agreed that at least for this year it should remain the same.

Some discussion also took place around the problems presently being presented by the library. Because of the nature of the situation, the issues were purely reviewed and no decisions were made.

Referring again to the orientation kit, it was agreed that the kit again this year would include the short mimeographed paper "How to Write a Term Paper".

In examining the "Information for Students" the policy revolving around conditional failure and failure clauses in field instruction was reviewed. The following was added to this statement under the failure clause - "Permission to repeat course is contingent on faculty approval".

The remainder of the meeting was devoted to examining the orientation program for the first year student body. Several minor changes to this program were as follows:

1. Miss Cummings would be meeting with this group on Friday, September 13 between 11:00 and 12:30 in the afternoon and that the reading period previously scheduled for that time would be planned for the afternoon.
2. During the initial reading period on Thursday, September 12, it was felt that Mrs. Dickson, the School librarian, should use a portion of that time to explain the administrative mechanics of the library.
3. The session concerning social assistance and corrections was expanded to a panel to be led by Mr. MacKinnon and involving the total welfare program.

4. The panel of methods was to be changed from Thursday, September 19 to the 26th.
5. The visits to the Nova Scotia Home for Coloured Children and the Nova Scotia Training School were deferred temporarily pending more information being acquired about relative administrative problems and financial costs.
6. The existing orientation program dated July, 1963 will also be modified to show classes on Monday nights, make-up times and alterations in library periods.

Due to the lateness of the hour, orientation concerning second year students was deferred until another Faculty meeting later in the year.

Respectfully submitted,

Gerald Alton
Secretary pro tem

GA/bt
Aug. 19/63

MINUTES OF FACULTY MEETING
WEDNESDAY, AUGUST 21, 1963

Faculty met at the School on August 21, 1963, with all full-time faculty and the Registrar present; the Director was in the Chair.

Maritime Conference on Social Work, 1963

The question of School representation at the Maritime Conference on Social Work, to be held in St. John's, Nfld., September 9th to 12th was reviewed. It was agreed that the School should be represented, and although the date was difficult because of School opening at this same time, it was finally agreed that Miss Courtney should go if arrangements could be made to take care of her school responsibilities, with particular reference to second year students in field work.

Orientation, Second Year Students

Orientation program for second year students was discussed. It was agreed that the approach of last year, of reducing the period of formal orientation and of getting the second year students back into functioning as students as soon as possible, had faculty support, and after discussion it was decided to accept a proposal by Mr. Alton that second year students be given an assignment of relating their summer experience to past and coming learning as the major part of the orientation period. Other aspects would be group registration, a general meeting around administrative matters, a general meeting about field work, individual interviews with the Director of Field Work and a meeting with W.T. McGrath, Executive Secretary of the Canadian Corrections Association (Canadian Welfare Council). (See attached draft program)

Orientation, First Year Students

A number of matters from the program planning for first year orientation were discussed:

METHODS PANEL

It seemed probable that Miss MacDonald could be reached between her return from holidays on September 3 (Tuesday) and her expected departure for the Maritime Conference on September 9 to invite her participation. Mr. Horricks has agreed to hold both September 19 and 26 until Miss MacDonald's availability can be cleared.

NOVA SCOTIA TRAINING SCHOOL

Enquiry revealed that the cost of making the trip to the Nova Scotia Training School by train was prohibitive, but that chartering a bus would cost about \$65.00 for the day, and this could be arranged at relatively short notice. Mr. Hancock will be in Truro on August 22, and will discuss with the Training School the feasibility of having our students visit the School on September 26, with September 19 as an alternative date should it be necessary to have the Methods Panel on the 26th rather than the 19th.

PAN FROM DEPARTMENT OF PUBLIC WELFARE

It was confirmed that what was proposed was a panel with the Deputy Minister as moderator and the four directors of services discussing the programs they were responsible for.

FILMS

It has been ascertained that all films proposed were accessible; when the program is firm it will have to be established if they are available for the dates proposed.

It was suggested that the projector might require a routine servicing, and Mr. Ashby will arrange for this.

WELFARE DIRECTORY

The Welfare Council will send 25 copies of the Welfare Directory on consignment, if they have that many. It was agreed that if sufficient copies are available each student will be expected to buy one.

ORIENTATION READING LIST

While there had been some few suggested additions to the Orientation reading list it was agreed that the available list be used again, with additions offered verbally.

AGENCY VISITS

The question was raised whether visits to both the Training School and Home for Colored Children was too much of a concentration on child-caring institutions. The objective was to show agencies in action. After discussion of hospital visits as alternatives interest focussed on foster care programs for adults, and it was agreed that the Committee should explore the possibility of a visit to Cole Harbour County Home, with major emphasis on the social worker's function in placement and only a limited look at patients on wards.

AFRICVILLE, Etc.

It was agreed that Mr. Hancock would get in touch with members of the panel on Africville and Mulgrave Park. The first thought was to try to reconstitute the identical program to last year's, but it was quickly recognized that there have been changes in the situation and in the closeness of last year's discussions to the situation, and it was therefore agreed that Mr. Hancock should exercise his discretion in arranging this.

Course Timetable -- Community Organization

The Registrar sought and received confirmation that it was the intent of Faculty that the Community Organization course be given in the second term, second year. It was stated that this suited Mr. Horricks, and it was also seen as giving a better balanced learning load for students.

Course Timetable -- Social Work Seminar

The Registrar asked for clarification about Faculty's intent with regard to the Social Work Seminar. Previous minutes indicated an intent to omit this from first term second year program, but the calendar showed it as not given in second term. There was discussion as to whether the intent in the previous consideration had been to forego it for one term or for the year, which led into discussion of the purposes it could serve and had served. It was evident that there was some divergence of opinion as to the intended function of the seminar and how the present seminar was serving the ends desired.

Mr. Hancock suggested that for the present the seminar be given in the second term of second year, and that its intended function of serving as a forum for discussion of those questions which students became concerned with as they contemplated their imminent entry into professional practice (except for those relating to methods) be brought out in first term where appropriate.

This was seen as a satisfactory solution of the immediate difficulty, but it was recognized that a final assessment of the value of the seminar and hence of the part it should occupy in the academic program may have to wait on completion of a full review of curriculum.

Faculty Advisors. Second Year

The list of returning students was reviewed and Faculty Advisors assigned as below:

<u>Mrs. Exbert</u>	<u>Mr. Alton</u>	<u>Miss Courtney</u>	<u>Mr. Ashby</u>
Miss Conlogue	Miss Clark	Mr. Boyle	Mr. Fisher
Mrs. Burbidge	Mr. Gibbs	Miss Leonard	Miss Hart
Miss Losier	Miss MacLean	Mr. Losier	Miss Nickerson
Mr. Richard	Miss Rippon	Miss Tutty	Miss Scott

Adjournment

The meeting was then adjourned by general consent.

A.C. Ashby
Secretary pro tem

Aug. 22/63
AGA/jm

MINUTES OF FACULTY MEETING
MONDAY, AUGUST 26, 1963, 10:00 a.m.

Business Arising from The Minutes

The Library rules and regulations remain to be revised.

Orientation - First Year

The names of some of the personnel who will participate on the panels on Methods and Public Welfare remain to be confirmed due to vacations, etc. Mr. Hancock is in the process of obtaining members for the panel on Africville.

Mrs. Probert will contact Mr. Kevin Burns concerning the proposed orientation visit to Cole Harbour Hospital. Mr. Ashby will attempt to reserve the films for the orientation programme. Most of the remaining part of the schedule is ready.

Faculty agreed that a "social hour" be added to the end of the third week of orientation. Mrs. Roy will be asked if she is able to help prepare refreshments for the students and faculty on this occasion and when the need arises for such help in the future.

Orientation - Second Year

The orientation programme for second year is ready.

Orientation - General Meeting of Students and Faculty

Mr. Hancock asked that any notices which faculty members want the students to receive at the general meeting be submitted to him.

Registration

Registration forms along with the copy of the "Information for Students" etc. should be ready for the students. Orientation assignments have been mailed to the second year students. The second year students should have signed "Application for Candidacy" forms from last year but this will be checked. Special notation should be made of Miss Losier's file re this form as one year has elapsed since she completed her first year.

First Names

Mr. Hancock reminded faculty to omit using first names in order to maintain a professional atmosphere in the presence of the students.

Letter from Mr. MacKinnon

Mr. Hancock noted that Mr. MacKinnon has informed the School that first year students from the Department of Public Welfare should not be encouraged to return immediately for their second year of professional education as the Department is unable to give these students two consecutive years at a School of Social Work.

Plays

Mr. Hancock reminded faculty of a play called "The Pink Telephone" which is available. Mr. Ashby stated that there is a central agency where a catalogue of these plays would be available. It seems that these plays have been valuable and effective for those interested in social work.

Pamphlets

Mr. Hancock asked if the School should subscribe to the pamphlet called "Mental Retardation". A discussion followed as to the great variety of magazines etc. received by the School. The question was asked "How many do we need?" A faculty member expressed the view that only those pamphlets focused towards the professional public should be bought by the School. No decision was made on the pamphlet "Mental Retardation". Mr. Hancock will look into the situation.

Book Orders

The ordering of books has been delayed until Mrs. Dickson's return.

Paper on Social Assistance

Mr. Hancock told faculty that four or five copies of Miss Mary Vogt's paper on Social Assistance are available for those who wish to use them.

Timetable

Mrs. Nelson presented the timetable to faculty. It was noted that the Class schedule is heavy for the first year students on Tuesday. Mr. Baker will be asked if he can change his class from Monday night to Tuesday night. If this can be arranged the schedule will be more balanced. If this cannot be done it was agreeable to faculty that the faculty meeting could be changed to another day so that Mrs. Nelson could reconsider the schedule to see if a better balance of classes could be arranged.

Supplementary Examinations

Mrs. Nelson stated that an invigilator was needed for the Psychiatry examination on Tuesday afternoon, September 3rd. Mrs. Robert accepted this responsibility.

Meetings

An Admissions Committee meeting will be held at 11 a.m. on Wednesday, August 28th. The next faculty meeting will be held on the same day at 10:30 a.m.

Additions to Faculty

Attempts to obtain new faculty members have not been successful. The unit at the Children's Aid Society will have to be suspended for the coming year unless another faculty member can be added. In addition this inability to obtain new faculty means that the National Welfare grant available for new faculty cannot be accepted.

Meeting Adjourned.

Aug. 28/63
MLC/pm

Mary Lou Courtney
Secretary pro tem

MINUTES OF FACULTY MEETING
MONDAY, SEPTEMBER 9, 1963

PRESENT: Mr. Hancock, Mr. Ashby, Mrs. Nelson, Miss Courtney, Mrs. Probert
Mr. Alton, Secretary.

The previous minutes were reviewed.

The first year students were assigned to members of the faculty as their advisors.

The students assigned to Mrs. Nelson were:

Miss Ann Chant
Mr. Robert Haley
Mr. Joseph MacKinnon
Mr. Andre Roach

Students assigned to Miss Courtney were:

Mr. Halston Carrigan
Miss Jacqueline Dutruit
Mr. Roy McInerney
Mr. Douglas Raymond
(If accepted, Miss Makoon-Singh)

Students assigned to Mrs. Probert were:

Mr. Earl Crocker
Mr. William Greatorex
Miss Wanda MacLean
Mr. Lorne Murphy
Miss Sharon Wolstenholme

Students assigned to Mr. Ashby were:

Mr. Kenneth Bendelier
Mr. Gerald Dancause
Miss Ann Keith
Mrs. Winnifred Milne
Mr. John Watkins

Students assigned to Mr. Alton were:

Miss Eleanor Archibald
Mr. Carl Currie
Miss Patricia Hill
Mr. Bernard McNeil
Mr. Evariste Theriault

Mrs. Nelson informed the group that 22 first year students have registered. One student is yet to be heard from and one student is awaiting notification of her acceptance, depending on a field placement.

The 16 second year students have now all been assigned to field placements.

The physical arrangements for the afternoon were discussed and confirmed and the student librarians, Miss Nicola Scott second year, and Miss Ann Keith, first year, were confirmed. Mr. Ashby raised some question concerning the appointment of the first year student librarian because of her background. This was reviewed but it was decided that she would be offered the position to start, with this question being raised by Mr. Hancock in his interview with her.

Mr. Hancock raised the question of whether the library should be open more than three nights per week.

Mr. Hancock informed the group that the occupancy of the new building is presently being deferred because Mr. Manuel Zive is ill. He also informed the group that we had received a cheque from Mr. Heinisch for \$500 in commemoration of the outstanding contribution Mr. Zive had made to the Greater Halifax community.

Some question was raised by the students around the first year orientation assignment. The date was not given as to when this assignment was to be completed. The faculty decided that this assignment was to be handed in on the morning of Monday, September 30.

The orientation assignments for second year were in and were distributed. One student had not completed his assignment and Miss Courtney, his advisor, will deal with this matter.

Gerald Alton
Secretary pro tem

GA/bt
Sept. 9/63

MINUTES OF FACULTY MEETING - September 3, 1963.

PRESENT: All full-time faculty and registrar.

Orientation Program - Final details of the first-year orientation program were reviewed. Everything is in readiness except for one member of the panel on Africville. Mr. Hancock is going to try to get a businessman to sit on the panel; also the trip to the N.S. Training School is still pending. Mr. Hancock will contact Mr. Dick on this.

The Time-Table has been finalized, the only change being that Mr. Baker's class was transferred to Monday evening.

Mr. Hancock asked that a form be included in the registration kit for first year students, showing their Halifax address and whether they own and drive a car. Mr. Alton will get these forms from Mrs. Sas.

The List of Advisors for second-year students will be posted on the Bulletin Board.

It was decided to have an Admissions Committee meeting on September 5th at 11 a.m.

Mr. Alton informed the meeting that he has had two offers from teaching agencies to provide group work experiences for the students this year. The agencies in question are the Mental Health Clinic for Children, and the Children's Aid Society of Hants County. Mr. Alton recommended that we accept this proposal on an experimental basis for this year. This would involve first-year students in Windsor and second-year students at the Clinic. A decision on this was deferred until next meeting. Mr. Alton recommended we read "Casework and Group Work, Is there a Difference?" in the June '62 issue of Social Casework.

CP/LS

Maritime School of Social Work

Minutes of Faculty Meeting
September 16, 1963

The Faculty met in regular session on Monday, September 16, 1963 at the School, with all full-time members and the Registrar present and the Director in the chair.

Student Librarian

Mr. Hancock reported that Miss Scott was of two minds about the student librarianship; she was willing to act if no other student wished to, but ready for another to have the position if they needed the remuneration. It was agreed that Mr. Alton, who would see the second year students next, would mention that applications would be entertained, and would make sure that Miss Scott had keys for the building and library for tonight. The library and building are to be closed at 10:00 p.m. tonight, though other arrangements may be made later.

Group Experience in Field Work

Mr. Alton apologized that the previous minutes had not included a reference to the proposal that students in field instruction at the Mental Health Clinic of Halifax and at the Children's Aid Society of Hants County should have some opportunity to take part in the work with groups that is proceeding at these two agencies.

With regard to the Mental Health Clinic there is pressure for an immediate decision from the School, presumably in order to plan their activity program for the year. Miss Cummings, who would be the field instructor, favors giving her students this experience. The students who will be placed there have expressed their willingness to take part. Miss MacDonald has agreed to work in a consultative capacity with the Clinic in regard to the undertaking, which includes other staff and disciplines as well as the social work students.

Discussion became involved as faculty sought to establish whether or not this was a proposal to add group work experience to a casework field placement. Mr. Alton said that this "will be a group experience but not a learning of group work method. Students will learn the modification of casework methods, not the methods of group work." Some other faculty had difficulty in finding a difference between group experience and group work.

Faculty concern was to ensure that casework learning is not watered down by an experience that does not give group work learning in its place, nor enhance or enrich the casework learning. There was also concern about the marginal student who might be confused or overloaded in such a program.

There was recognition of the need for social workers to be able to work in group situations.

Mr. Hancock suggested that the program would give students an opportunity to practice those casework skills which are shared with group work, in a group setting. Mr. Alton amplified or modified this by saying "It is hoped they will learn an appreciation of the group and to use the group for the group's purposes."

It was suggested that this might be a situation that we should agree to on a pragmatic and intuitive basis, trying it to see how it works and to see if a rationale can subsequently be developed out of our experience with it. It was agreed that the undertaking was experimental in nature.

The question was asked, whether there were the safeguards in Hants CAS' program that had been indicated with regard to the Mental Health Clinic. Mr. Alton reported that the program has been in effect for a year, with two MSSW graduates active and the Director also involved. Mr. Alton had agreed to serve as a consultant as far as MSSW students were concerned, but pointed out that there could not be a guarantee of complete availability in emergencies.

After discussion it was felt that it was not practical to agree to the undertaking in one agency but not in the other.

It was pointed out that faculty found itself in the position of having to make a decision about a complex and serious matter with relatively little preparation, and regret was voiced that more time was not available to assess its potentials for student learning, both positive and otherwise.

It was recognized that seemingly the worst that could happen in either agency to the students involved would be that a student might have to be taken out of the group experience, and that this would hopefully be balanced by positive experiences in the other four-fifths of field instruction time.

It was finally agreed, with voiced reluctance on the part of some faculty, to accept the proposal for both agencies, but purely as an experiment that will be closely evaluated in February and at the end of the year on the basis of its effect on the student, judged by our present casework-based evaluation guide and with the expectation that there should be additional learning from this experience, and also evaluated on the basis of how much clarification comes from the experience of a rationale for continuing the experience subsequently.

It was also understood that if any student's performance appears to be suffering by this experience the student should be taken out of the program. In this regard concern was expressed about two students, one in each agency, who Faculty thought might find difficulty with the fuller program proposed.

Miscellany

A number of other matters received brief mention:

Faculty were asked to keep reminding students about the need to close doors and windows on leaving the classrooms and building.

Sister Thomas Joseph of the Halifax Infirmary requires a social worker.

Mr. Wilkinson, Dalhousie librarian, thinks well of the possibility of having the library in the newly acquired house, and action to that end will begin.

It was noted that Dr. Albert Rose of the School of Social Work, University of Toronto, was being invited to review the Africville situation, and it was suggested that if he accepted the invitation consideration should be given to taking some advantage of his presence. Mr. Ashby would be interested in some discussion of the research sequence.

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The suggestion was also advanced that the orientation phase be continued but that it become a formal course, for which the name of "Introduction to Social Work" was proposed.

The meeting was then adjourned by general consent.

A.C. Ashby
Secretary to the Meeting.

Sept. 23/63
ACA/bt

MINUTES OF FACULTY MEETING
SEPTEMBER 23, 1963 - 10:30 A.M.

PRESENT: Mr. L. T. Hancock - Director
Mr. G. Alton
Mr. A. C. Ashby
Mrs. M. Nelson
Mrs. C.A. Probert
Miss M. L. Courtney

Business Arising from the Minutes

Group Experience - Mr. Ashby will have the statement concerning the Faculty discussion of the group experience for some of the students typed and distributed.

Invitation to Dr. Ross - Mr. Hancock has extended an invitation to Dr. Rose of the Toronto School of Social Work to use one of our offices while he is in the City of Halifax. In addition Dr. Rose has been asked to meet with our Faculty.

Library - Library shelves will be installed in the new building. It is hoped that some of the shelves in the present building can be used for this purpose. Mr. Hancock asked if Faculty members would submit to him the names of the reference books which will be assigned to the students during this term.

Miss Keith, a first year student, has been appointed a student library assistant. Miss Scott has also received this appointment but on a temporary basis until a student who is willing to accept the position on a more permanent basis is appointed. Mr. Hancock stated that Mr. Boyle and Miss Losier are interested in sharing the position of the second student library assistant. The suggestion was also made that a carefully selected student from King's College may be a wise alternative for the job. The third suggestion was to have the students' association appoint a library committee where it could be possible to rotate the responsibilities of the student library assistant. It was the opinion of some Faculty members that the responsibilities should be more centralized.

Mr. Hancock will attempt to engage Miss Losier for the position of student library assistant as the next attempt at filling the position permanently.

A list of library hours will be circulated among Faculty.

Curriculum Study - Mr. Hancock stated that a letter has been received from Alice Taylor Davis. Mrs. Davis was on the faculty of McGill University and on other faculties of Schools of Social Work. She has been involved in studying the curricula of various schools and has shown interest in helping in the development of the curriculum at the Maritime School. Mrs. Davis will be unable to spend an extended period of time with us but indicates that she could come for a few days or so at frequent intervals. Mr. Hancock will proceed to attempt to have adjustments made in the grant to allow travelling expenses etc. Mr. Hancock will gather together a quick reference library on curriculum. Much preparation and reading will be required on the part of Faculty members. Mr. Hancock suggested that we read or reread Tyler's "Curriculum Development" booklet and the "Curriculum Policy Statement" prepared by the Council on Social Work Education. A great deal of work on the part of the Faculty will be required before our position can hope to be seriously considered by the accreditation body of the Council.

Maritime Medical Care - A letter received by the School from Maritime Medical Care has been circulated among Faculty members. Further fact finding has to be done among the student body before a specific plan can be made and accepted. It was suggested that the students' association could help in this area.

Social Work Series - Mr. Hancock brought to the attention of Faculty that CASW has notified the School by letter that a new T.V. series portraying the profession of social work called "East Side, West Side" will begin on October 1 at 8:00 p.m. The letter will be posted on the bulletin board.

Students - A discussion followed on some of the weaker students.

Orientation - Miss Courtney asked that Orientation be considered at the next Faculty meeting in an attempt to assess this year's program from the Faculty's point of view.

Mr. MacKinnon will be reminded of the panel discussion on Public Welfare to be held on Wednesday. Mr. Hancock will notify the "Africville" Panel. The last confirmation re trip to the Nova Scotia Training School in Truro will be made on Wednesday. Miss Courtney will try to arrange for the students to view one of the vacant apartments at Mulgrave Park. The students have been notified of this field trip.

The arrangements to purchase dough-nuts for the social hour at the end of Orientation will be made by Mrs. Nelson and Miss Courtney.

Research - A discussion concerning Research was held by Faculty with Mr. Ashby indicating that the second year class did not seem to be prepared to put sufficient energy into the preparation for their theses although he has given every encouragement for them to discuss their outlines and research problems with him. A deadline for submission of their outlines has been set and it is hoped that this deadline will produce the desired results. Faculty seemed to agree that most students find it difficult to become sufficiently motivated to begin the required amount of work necessary to produce the theses and therefore require strong limits.

Meeting adjourned.

Mary Lou Courtney
Secretary pro tem

Sept. 25/63
MLC/bt

MINUTES OF FACULTY MEETING
MONDAY, SEPTEMBER 30, 1963

The meeting began at 10:00 A.M. due to Mr. Hancock's having responsibilities elsewhere at 11:00 A.M.

Mr. Hancock read an announcement from Saint Pat's to the effect that Miss Carmen Couillard has been appointed Acting Director of that School effective October 13, 1963 to January 30, 1964.

MINUTES OF LAST MEETING

Miss Courtney read the minutes of the previous meeting. The statement regarding "Group Experience" was corrected to read "Mr. Ashby will have the minutes containing a statement concerning the Faculty discussion of the group experience for some of the students typed and distributed".

At this point, Mr. Alton asked that Mr. Ashby read to faculty the statement referred to above. Accordingly, Mr. Ashby read the excerpt from the minutes of September 16, "Group Experience in Field Work".

Mr. Alton pointed out that reference had been made during the meeting of Sept. 16 to Dr. Konopka's article in the April 1962 issue of The Social Worker and to the Council on Social Work Education's Curriculum Statement. Both these references suggest that experimentation in providing group experiences for students would be appropriate for schools of social work. Mr. Alton asked that the Sept. 16 minutes be amended to include these facts and it was generally agreed that this be done.

Following this discussion, Miss Courtney resumed the reading of the minutes of September 23.

LIBRARY

Mr. Hancock reported that it had proved impractical to try to free some of the shelves in the reference library so that they could be used in the new library.

Regarding the appointment of a student librarian from the second year class, Mr. Hancock reported little progress as yet. Miss Losier is not interested in taking this responsibility though she would share it with Mr. Boyle if this was acceptable to the School. Mr. Hancock will contact Miss Rippon and Miss Conlogue as soon as possible in the hope that one of them might be interested. Meanwhile Miss Scott is temporarily acting as student librarian.

ORIENTATION

As noted in the minutes of the September 23 meeting, faculty were asked for criticisms of the orientation programme. The focus at this point was on observations made by various members of faculty as they observed or participated in individual sessions. It was felt by faculty that the programme, as a whole, was well planned and worked out smoothly. Suggestions to be considered when planning next year's programme were:

1. The faculty member responsible for showing a film in connection with a visit or lecture should be present for that visit or lecture in order to be able to lead the students in discussion of the film. Alternately, the individual responsible for the visit or lecture might sit in on the film and help lead the ensuing discussion.
2. More time should be given to "Introduction to Field Work" and "Curriculum" lectures.
3. Care should be taken by those conducting the various lectures to ensure as little repetition of material as possible.
4. On occasion, better use might have been made of time, as when a half-hour break was given following a short film when ten minutes would have been sufficient.
5. Some parts of the programme, such as the visit to D.P.W., the session on Family Service, seemed to faculty to be less helpful than might have been expected.

THESIS

Mr. Ashby asked for a faculty decision regarding the deadline for the presentation of an acceptable draft of the thesis. It was felt that the decision made for this year would be important as a precedent for succeeding classes. It was recognized also, however, that it would be difficult to fail a student in research and thus withhold his degree on the basis that he did not meet a first-term deadline for the first draft of his thesis. Mr. Ashby expressed the conviction that compromising on this matter would defeat the purpose of setting the research sequence ahead. Other members of faculty recognized that Mr. Ashby's judgment in this matter should be accepted and it was unanimously agreed that an acceptable draft of the thesis must be submitted by office closing time on the last day of school before Christmas (which this year will be December 23). Only in very exceptional circumstances will an extension of time be permitted. Any student who might fail to meet this deadline without an extenuating reason would be required to wait until the beginning of the next academic year to re-submit a thesis.

STUDENTS

There was a brief discussion of several of the students. In connection with one of these, Mr. Hancock reminded faculty of each advisor's responsibility to keep the student files up to date on pertinent material from faculty meetings or advising sessions.

LIGHTS AND WINDOWS

Mr. Hancock asked faculty co-operation in reminding students to turn off lights and close windows before leaving classrooms.

UNITED APPEAL CAMPAIGN

Mr. Hancock reminded faculty of the campaign kick-off on October 1 and mentioned that Mrs. Probert is taking responsibility for the campaign among students, staff and faculty.

(Mrs.) Margaret Nelson
Secretary pro tem

Oct. 2/63
MN/bt

MINUTES OF FACULTY MEETING
MONDAY, OCTOBER 7/63

PRESENT: All full time faculty and the Registrar were present.

The meeting began at 10:00 A.M. because of a C.A.S.W. reception being held at the School at 11:00 A.M.

LIBRARY - Mr. Hancock announced that the appointment of Mr. Losier as student library assistant was definite.

STUDENTS - Mr. Ashby expressed his concern about one of the second year students who failed his supplementary in Research II. After consideration of all the possible courses of action and what these involved for the student, it was decided that the student should not be permitted to re-write his Research design outline but that he should discontinue work on his thesis until after completion of the rest of second year. Three faculty members voted in favor of this decision and two abstained. This matter will be discussed in detail with the student by his faculty advisor, Miss Courtney.

Since this student is a recipient of a mental health bursary from New Brunswick, Mr. Hancock will contact Mr. Stan Matheson and invite him to discuss with the faculty the effect the above decision may have on the student's bursary and commitment to New Brunswick.

Because of the length of the discussion and because the meeting had to adjourn at 11:00 A.M., time did not permit attention to the rest of the agenda. Mr. Hancock will circulate memos on some of the things not discussed.

Next week the faculty will meet on Tuesday, October 15, from 9:30 - 11:00 A.M.

(Mrs.) Carol Ann Probert
Secretary pro tem

Oct. 7/63
CAP/bt

MINUTES OF FACULTY MEETING
TUESDAY, October 15, 1963

PRESENT: All the usual participants were present.

MINUTES OF LAST MEETING

The minutes of the previous meeting were reviewed and the matter concerning the student discussed at that time has since been resolved. A reference was made to the memo that Mr. Hancock circulated to the faculty about additional items of concern to faculty. The group was reminded to turn lights off upon leaving the building, particularly relating to the second floor. Mr. Hancock informed the faculty of the Office Secretary's request that any files to be removed should be done through her and returned to her as the 'out cards' in connection with filing have not been used.

Mr. Ashby wondered about changing Field Practice days so that students would not all be at the School at the same time and thus classes bunched together during the first two days of the week. There was general agreement that this should be picked up in early January so that any change that might occur could be incorporated into the Calendar. Some students were discussed.

The Wednesday morning Casework class have requested that their time schedule be changed from 10:30 to 10:00. By moving the class forward a half hour their coffee break would be eliminated but they would have a longer lunch hour in which to reach their Field Placements in the afternoon. It was generally agreed that this plan should be tried for a while and if there are any complications which arise it could be reviewed again by faculty. Mrs. Probert informed the group that some of her students had asked for the last half hour off the previous Friday afternoon as all their work was completed. She had approved this action.

Mr. Hancock reviewed a memo from the Department of Public Welfare concerning the film "Battle of Newburgh". Mr. MacKinnon hopes to show this film on Monday, October 21st to his second year class. Mr. Hancock noted that it would also be shown on Wednesday afternoon, October 23rd at the National Film Board under the auspices of the Welfare Council of Canada. The question was raised as to whether another showing should be held and when this might be fitted in to our regular program. It was felt best to leave this matter and arrange something if it becomes necessary to do so. Mr. Alton informed the group that this would be checked up with the Field Instructors on Wednesday afternoon at the Field Instructors meeting since this may overlap on Field Practice.

The opening session of the Nova Scotia Home Economics Association will be held on Friday evening, October 18th, at 8 o'clock in Worrell Hall, Anglican Diocesan Centre, College Street, Halifax. All are welcome. That session will involve a panel on "Today's Woman and her Pushbutton World".

The Canadian Conference on Family Life will be holding a regional meeting meeting at the School with Mr. Raymond Doyle acting as Chairman. The purpose of this meeting is to concern itself with specific area concerns around this topic. Mr. Hancock will represent the School and would appreciate any comments or suggestions which faculty may chose to make. The meeting will be on October 24th. Time Sheets were given out at this meeting for Faculty to fill in. Mr. Hancock informed the group that he was only concerned with the general pattern of movement of faculty between the School and the Field Agencies.

Some discussion was held around relationship between the Director of the
Hard of Hearing Clinic and the School of Social Work. The final item discussed
on the agenda was the problem of examining blind students in relation to their
overall performance at the School. The possibility of orals, typewritten or
comprehensive exams was discussed. Since the general faculty was involved in this
area it was felt that this topic should be left until later in the month at the
general faculty meeting.

Respectfully submitted,

Oct. 15/63
GA/PM

Gerald Alton
Secretary pro tem

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting
October 21, 1963

Faculty met in regular session at the School on October 21, 1963 with all full-time faculty and the Registrar present.

BUSINESS FROM THE MINUTES

Class Times

The Wednesday section of Casework I will now meet at 10 a.m. rather than 10.30 a.m. It was noted that the Registrar should ensure that all posted time-tables should show this change, and also the change of the film-showings on Mondays to 4 p.m. from 4.30 p.m.

Battle of Newburgh

Mr. MacKinnon has asked that arrangements be made for both years to see the film THE BATTLE OF NEWBURGH, and the proposal was that--if NFB would permit use of their theater after 5 p.m.--that second year students go there for their 4 p.m. lecture in Social Services II; that the first year students after the regular film-showing at the School should report to NFB by 5 p.m., and that the film be shown at that hour.

NEW BUSINESS

Curriculum Review --

Mrs. Davis' first visit in regard to the curriculum review would be from noon November 20 (Wednesday) to November 22. Her second visit is tentatively set for January 9-10-11, but could be for 10-11-12 if a Thursday-Friday-Saturday session seemed preferable. Her third and final visit will be planned for some time in March to be determined later. It is proposed that some work assignments will be made before the work session begins.

Meanwhile it was suggested that faculty members might wish to compare the stated objectives and philosophy of the School with the CSWE Curriculum Policy Statement. It would also be advisable to begin to identify the goals of sequences and classes within sequences, and to arrange for up-to-date outlines for every course. In this regard it was thought best to keep to a minimum discussion of arrangements until it was definite that funds were forthcoming for the undertaking.

Mental Health Community Seminar

The Director noted that Don Hecker, Director of U. S. Probation Services in the Chicago area, and Director of the training program for all new U.S. federal probation officers, had agreed to lead the community seminar which was given annually under a Mental Health Grant. It was proposed that this would take place on two of the three days 11-12-13 March, 1964, and it was

proposed to suggest that out of the four sessions that would be involved three be for community persons and the fourth for M.S.S.W. students.

Lending of
Projector

As a result of a recent request to borrow the School's projector, Mr. Hancock reminded faculty that this equipment could only be borrowed if an authorized person from the School is available to go with it and operate it. There was discussion of possible criteria for designation of such persons, but it was agreed that it was perhaps better to leave this open to interpretation according to the requirements of future requests.

Affiliation and
Accreditation

The Director reported to faculty on a recent meeting with the Presidents of the affiliated Universities to discuss affiliation and accreditation.

GSWE Curriculum
Study Reports

It was mentioned that all borrowings of copies of the GSWE Curriculum Study reports should be reported to the Librarian, as it was proposed to check and bring our holdings up to two complete sets, and there was some uncertainty as to which volumes were on loan and whether some may have strayed.

Policy and Pro-
cedure Manual

Reference was made to the recent memorandum about policy and procedure manuals, and it was mentioned that the expectation was that it should be possible for each faculty member to have a copy of the manual as it evolved from the accumulation of memos.

Students' Courses

Out of discussion of a particular student's situation it was agreed that, as a matter of policy, the Registrar would be responsible for notifying lecturers when a student is excused from taking their courses on the basis of previous work.

It was also agreed that the Registrar would bring to a later Faculty Meeting draft regulations covering students taking over again as full-time students classes which they had taken as part-time students.

Respectfully submitted,

A. C. Ashby,
Secretary for the Meeting.
ACA/LB

MINUTES OF FACULTY MEETING

10.00 A.M. - October 28, 63

PRESENT: Mr. L. T. Hancock, Chairman,
Mr. G. Alton,
Mr. A. C. Ashby,
Mrs. C. A. Probert
Miss M. L. Courtney - Secretary.

Future Faculty Meetings will be held at 10:00 a.m. on.

Business Arising from the Minutes:-

Film, "Battle of Newburgh" - It was a successful film, and was given further meaning by having Mr. MacKinnon introduce it.

Curriculum Study - Mr. Hancock will attempt to prepare some material for Faculty in preparation for the study.

Consideration regarding Repetition of Courses previously taken for Credit - Mrs. Nelson has prepared this statement and a copy has been given to each Faculty member. This statement will be discussed at the next Faculty Meeting.

Remembrance Day - Discussion ensued as to whether this day, November 11th, should be given as a holiday. Mrs. Nelson will check with Dalhousie and Kings to see if this day is given as a holiday at those Universities. The feeling seems to be however that time be allowed for our students to attend the Cenotaph Ceremonies, but that the day not be considered as a holiday.

Students - Discussion focused around the French Acadian students. Some Faculty wondered whether the difficulties the School has experienced with these students in recent years are cultural. Other faculty members have the opinion that the difficulties could be related to the individuals, rather than strictly to cultural differences. The discussion was particularly related to one of the first year students.

Mr. Ashby discussed one of the students in Research I.

General Faculty Meeting - The date for the General Faculty Meeting is Thursday, November 14th at 7:30 p.m.

Procedures for Absence of Students, Cancellation of Classes and Make-up Classes:

The common practice relating to the absence of students is the notification of all Faculty members due to the possibility that others on Faculty may need this information. The outside lecturers directly involved in teaching such a student should be notified by the Office Secretary. The procedure relating to cancellation of classes is the notification of all ~~all~~ regular Faculty and students by the Office, as the School does not have a full-time Registrar. Arrangements for make-up classes should be made by the Registrar, and notification of those concerned, regular Faculty and students, should be made by the Office Secretary. These procedures will be incorporated into the Manual.

Curriculum Objectives - These will be discussed by Faculty members at another Faculty Meeting.

Meeting adjourned.

Respectfully submitted,

MLC/LS

Mary Lou Courtney
Secretary pro tem.

SPECIAL FACULTY MEETING
OCTOBER 29, 1963

PRESENT: All full time Faculty plus the Registrar.

At the Field Instructors' meeting on October 16 there was a recommendation made that the Christmas vacation for the students should be changed. At present the vacation period is from Monday, December 23 to Friday, January 3. The Field Instructors were specifically concerned about the fact that after spending Thursday and Friday, December 19 and 20, in the field, the students were being asked to return to their placement again on Monday, December 23. There was an implication here that the amount that could be achieved during this day would not balance off the loss of the weekend for the students. The Field Instructors also felt that the students might start back on Thursday, January 2.

It was the decision of the Faculty that since initially it had been the Field Instructors who had requested this shorter period of Christmas holidays, there seemed no valid reason for not commencing Christmas holidays on Friday, December 20. The Faculty also felt, however, that since most of our students were from out of town and New Year's Day was culturally significant to many, it was perhaps unfair to expect them back in the Field on Thursday, January 2. Thus the decision was left that Christmas holidays would terminate as arranged on Friday, January 3.

Respectfully submitted,

Gerald Alton

Oct. 30/63
GA/bt

MARITIME SCHOOL OF SOCIAL WORK

General Faculty Meeting

November 14, 1963.

A G E N D A

- I. Call meeting to order
- II. Consideration of minutes of April 25 meeting
 - A. Business arising out of minutes.
- III. Enrolment, November 1st, 1963.
- IV. Curriculum Study Plan
- V. Use of new building
- VI. Examinations
 - A. Schedule
 - B. Term Papers
 - C. Special Student
- VII. Christmas Holidays
- VIII. Other business
- IX. Adjourn

LTH/LS

GENERAL FACULTY MEETING
OF THE
MARITIME SCHOOL OF SOCIAL WORK

Thursday, November 14, 63
7:30 P.M.

PRESENT:

Mr. L. T. Hancock, Director & Chairman	Mr. John Horricks
Mr. G. Alton	Mrs. Hazel Moore
Mr. A. C. Ashby	Mr. F. R. MacKinnon
Miss M. L. Courtney, Secretary pro tem	Miss I MacLellan
Mr. T. Daley	Mrs. R. Nelson
Mr. Robert Doyle	Mr. E. Newell
Sister John Elizabeth	Mrs. C. A. Probert
Miss M. Gibson	Miss Jessie Rae
Miss Doreen Gillen	Miss Mary Vogt

The minutes of the previous meeting were accepted as circulated.

Librarian: Mr. Hancock noted that a new Librarian, Mrs. Robert Dickson, had been appointed to the staff to replace Mrs. Brown, who was with the School for a temporary period of time.

Enrollment: The Chairman stated that the student enrollment at the School was 42 with 39 of this number attending the School on a full-time basis. Mr. Hancock gave further details about the universities and provinces from which the students came.

Curriculum Study Plan: The services of Mrs. Alice Taylor Davis have been obtained by the School for the purpose of helping faculty study the curriculum. Members of faculty will be called upon to help in the curriculum study. It is expected that Mrs. Davis will be visiting the School on three occasions between November of 1963 and March of 1964. Her first visit is scheduled for the 21st, 22nd and 23rd November. The full-time faculty will be spending a lot of time on curriculum development, and the Director suggested that the total faculty meet with Mrs. Davis. It was agreed to meet with Mrs. Davis on Saturday morning, November 23rd from 10:00 a.m. to 12 noon. If any change becomes necessary in this arrangement, faculty will be notified. Material relating to curriculum will be made available to faculty.

New Facilities: The building next door to the School has been acquired, and its first floor will be devoted to the Library. It is hoped that the Library will be moved to the new building during the Christmas holidays.

Examinations: The Christmas examinations are scheduled for the 16th, 17th and 18th December. If term papers are to be assigned, the School would appreciate having this knowledge.

Christmas Holidays: Christmas holidays for the students will begin on December 20th.

Time of Meeting: It was decided after considerable discussion that the beginning time for the faculty meetings remain at 7:30 p.m.

Meeting adjourned.

Mary Lou Courtney,
Secretary pro tem.

MLC/LS.

MINUTES OF FACULTY MEETING
NOVEMBER 18, 1963, 10:00 A.M.

PRESENT: All full time faculty and registrar.

The minutes of the October 28 and 29 meetings were reviewed and the following unfinished business was discussed:-

Considerations Re Repetition of Courses Previously Taken for Credit

The paper on this subject which had been prepared for faculty discussion by the registrar was briefly considered and it was suggested that the registrar check further on points raised regarding the interpretation of previous policy statements relating to the crediting of part-time courses. It was also suggested that mention should be made in the paper of the policy regarding the time limit imposed on part-time studies leading to a degree or diploma. The paper will be considered further at the meeting of December 2.

Procedures for Absence of Students, Cancellation of Classes and Make-up Classes

Faculty were referred to the two memos which have been issued regarding "Temporary Changes in Class Meeting Hours".

It was agreed that notices of changes in class time or of make-up classes should be duplicated so that each faculty member would have one for reference rather than having the notice circulated.

Plans for Mrs. Davis's Visit

It is expected that Mrs. Davis will arrive in Halifax at about 12:15 P.M. on Thursday, November 21 and the first meeting with her is planned for 3:00 P.M. that day. All full time faculty members who are able to be there are urged to attend. Details of meetings to be held with Mrs. Davis on Friday will be arranged after her arrival. A meeting with all faculty is slated for 10:00 A.M. Saturday, November 23 but it was recognized that this might have to be changed if Mrs. Davis should prefer to take the early morning flight on Saturday rather than wait for the next flight which is not until early evening. However, since Mrs. Davis offered in her most recent letter to remain for Saturday morning, it is expected that this meeting time will be agreeable to her.

Mr. Hancock plans to set up an office for Mrs. Davis in the annex. Meetings with her are tentatively planned to be held in the Second Year classroom.

Students

It was agreed that an extension of time for the research project should be granted at the Research Director's discretion to a student whose father has recently died.

During a discussion of students who have recently required counselling from their advisors, it was pointed out that the policy regarding periodic conferences between the advisor and the field instructor concerning student progress has not been carried out and that confusion of the roles of the advisor and the Co-ordinator of Field Instruction has resulted.

It was suggested that the advisor might take responsibility for contacting the instructor periodically, possibly once a month, to discuss student progress. It was felt by some of faculty, however, that this might be unacceptable to the instructors. Mr. Hancock will meet briefly with the field instructors at the beginning of their regular meeting on November 20 and will discuss the matter with them.

Arising from the discussion was the suggestion that full time faculty and instructors might profitably meet together occasionally to discuss common concerns of a general nature regarding student learning.

Respectfully submitted,

Margaret Nelson
Secretary pro tem

Nov. 29/63
MN/bt

MINUTES OF FACULTY MEETING
NOVEMBER 25, 1963, 10:45 a.m.

PRESENT: All full time faculty and registrar.

Mr. Hancock reviewed the minutes from the last meeting. Mr. Ashby commented that Miss Clark will attempt to meet the deadline for thesis but would appreciate the extension if she finds it necessary. Mr. Hancock referred to the Field Instructors' Meeting where communication between field instructors and faculty advisors was discussed. It was agreed at that meeting that the advisors would contact the field instructors regularly for progress on their students.

Dr. Rose will be here tomorrow, November 26th, at 2 p.m.

Mr. Alton was requested by the Registrar to notify the students of their class changes in Psychiatry II and Social Services III.

Human Behaviour and Social Environment Seminars will be held on November 27th and December 11th.

Students

Several students' progress was discussed.

Mrs. Davis' Visit

Reactions to last week's consultation with Mrs. Davis were shared - the reactions of all faculty members were very positive.

Mr. Ashby requested that we order additional copies of the report of the co-operative project. Mr. Hancock agreed to order another ten copies.

Respectfully submitted,

Nov. 26/63
CAP/PM

Carol Ann Probert
Secretary pro tem

MINUTES OF FACULTY MEETING
DECEMBER 2, 1963 - 10:00 A.M.

PRESENT: All full time faculty and Registrar.

1. Items from previous minutes - The Director pointed out that Mrs. Davis, during her recent consultation, had recommended that individual and faculty time should be set aside for curriculum planning. It was agreed that Monday, December 16 at ten o'clock be set aside for faculty time in connection with this project and that a second session be held if possible on Monday, January 13. Mr. Hancock offered to present to the group a "Unit of Learning" for discussion and wondered if perhaps we could not adopt some of the techniques used by the School of Social Service Administration, University of Chicago, around their curriculum project. When this was outlined there were some reservations expressed about the teacher being absent for the discussion of his course outline.

Faculty were strongly urged to set aside individual time for curriculum planning.

2. Some discussion of students was held. Two students, one first year and one second, have decided to withdraw from the school.

3. A request was made to the Director by the second year students that the library be permitted to be opened on Saturday and Sunday afternoons. He contacted the Director of Research and they agreed jointly that because of the pressure from the theses at this point such arrangements should be carried out for the weekend just ended. Mr. Hancock was now wondering if this procedure should continue until the theses deadline on Monday, December 23. It was generally agreed that this would help the students and therefore should be allowed to continue until after the deadline.

4. The Mount Saint Vincent lecture - Some confusion has cropped up over this matter with apparently two requests being made. The question is - are these two requests the same or separate events? Mr. Hancock will make inquiries to determine the answer.

Respectfully submitted,

Gerald Alton
Secretary pro tem

GA/bt
Dec. 2/63

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting
December 9th, 1963

The regular weekly meeting of full-time faculty and the Registrar was held Monday, December 9, 1963, with the Director in the chair.

BUSINESS FROM THE MINUTES

Mt. St. Vincent Speaker

Mr. Hancock reported that it had been established that the two requests for a speaker to go to Mt. St. Vincent referred to the same undertaking, and Miss Courtney had agreed to do this.

NEW BUSINESS

Library Budget

The Library budget has now been spent, and the Executive Committee have authorized spending beyond the budget on a very selective basis. There was discussion as to how best this could be handled, with suggestions of a selection committee and of individual budgets for each sequence being proposed. After discussion it was agreed to test the "sequence budget" suggestion, provided that the Director and Treasurer could propose an overall figure for the remaining period of the fiscal year. The allocations as between sequences would have to be decided by faculty, or possibly by the board-faculty committee.

Council on Social Work Education

It was noted that the program meeting of the Council on Social Work Education will take place January 29 thru February 1, at Toronto, and registration and other forms were distributed. It will be necessary for one full-time faculty member, at least, to remain at the school during this period and faculty were asked to reach agreement on this among themselves.

Human Rights Day

Mr. Hancock pointed out that James Dumpson, Welfare Commissioner of New York City, would be speaking under MSSW auspices at 10 a.m. Tuesday - Human Rights Day - in King's Gymnasium. Students from Dalhousie, Kings and St. Mary's have been invited, and Mt. St. Vincent students will be invited today. There was discussion as to how arrangements could be made so that MSSW students could be free to attend. (This was subsequently arranged).

Provincial Alcoholism Clinic

Dr. J.M. Snow has taken over the provincial alcoholism service at 569 Spring Garden Road, and is prepared to take a limited number of referrals at the present time. He expects to add other disciplines to the service in time.

Decisions re Course Expectations

Out of discussion of students it was proposed that there should be later discussion of the possibility of course instructors assuming more direct responsibility for decisions about students having special requests for consideration in dealing with the work of a course, rather than bringing such matters to faculty for discussion. The specific situation prompting the discussion was whether or not a student should be permitted an extension on the thesis deadline.

The meeting then adjourned.

Respectfully submitted,

A.C. Ashby
Secretary for the meeting.

Dec. 10/63
ACA/PK

MINUTES OF FACULTY MEETING
DECEMBER 16, 1963 - 10:00 A.M.

PRESENT: Mr. L. T. Hancock, Director & Chairman
Mr. G. Alton
Mr. A. C. Ashby
Miss M. L. Courtney
Mrs. M. Nelson
Mrs. C. A. Probert

BUSINESS ARISING FROM THE MINUTES

Library - Mr. Hancock stated that he has been unable to contact the treasurer of the Board of Directors for the purpose of discussing the amount of money which could be allotted for new library accessions.

Council on Social Work Education Conference - Mr. Hancock will be leaving Halifax Sunday, January 26 to attend the pre-conference sessions in Toronto for Directors of Schools of Social Work. The other faculty members who will be attending the later sessions will be Mrs. Probert, Mr. Alton and Mr. Ashby. Mr. Alton will be leaving here on Monday, January 27 and Mrs. Probert and Mr. Ashby will be leaving Halifax for the conference on Tuesday, January 28.

NEW BUSINESS

Most of the time remaining for the faculty meeting was spent in discussing students.

Curriculum Study - The discussion of assignments re the curriculum study has been postponed to Monday, January 6 due to other pressing business which had to be discussed at today's meeting.

Meeting adjourned.

Respectfully submitted,

Mary Lou Courtney
Secretary pro tem

MLC/bt
Dec. 16/63