

MINUTES OF FACULTY MEETING  
HELD ON FRIDAY, JANUARY 6, 1961

All full time faculty members were present except Miss Joan Smith, who is attending the International Conference of Social Work in Rome.

Mr. Hancock discussed with faculty a proposed Seminar in Educational Methods, similar to one held in the Department of Dentistry at Dalhousie two years ago. Father Fogerty of St. Mary's is prepared to organize such a Seminar, and faculty members of Education Departments in the affiliated universities will be asked to contribute. The number of sessions and suitable times were discussed. It was felt that possibly four evening sessions and a Saturday be used, preferably not from February 6-17 when the Provincial In-Service Course will be in progress. All faculty were in agreement with the proposal and it was felt that as many sessions as practical be arranged, since more sessions would mean more benefit to those attending. It is hoped that all part-time faculty will avail themselves of this educational opportunity as well as full-time faculty.

Mr. Hancock announced plans to date for the Social Work Seminar for Second Year students held on Mondays in second term, from 3:00 to 5:00 P.M.

January 9 - "Civil Defence" with Mr. Hancock, Mr. Vickery and Miss Gillen introducing the subject for discussion.

January 16 - A tape recording of an interview with a child in an institution, arranged by Mr. Hancock and used as a basis for discussion of the value of using institutions in treatment of children.

January 23 - "The Halifax Welfare Council" - subject introduced by Mr. J. Horricks, Director of the Council.

January 30 - To be arranged.

February 6 - Alcoholism and its treatment. Subject introduced by Dr. Scammell of the Alcoholic Research Commission for N. S.

February 13 - A second session on Alcoholism as above.

February 20 - A.P.E.C. - Mr. Mann or an official from A.P.E.C. to introduce the subject.

February 27 - To be arranged.

Mr. Hancock hopes to introduce into the Seminar a session on "Housing" in view of recent adverse publicity in the local papers on this particular subject.

The marks for First Term examinations which have been submitted thus far were read by the Registrar. Provided the remainder of the marks are submitted by Monday, January 9th, a short faculty meeting will be held following the Seminar at 5:00 P.M. to consider marks so that students may be notified of results. Where marks have not reached expectations, it was agreed that the matter should be discussed with students by their advisers.

There was some discussion with regard to policy in the case of a student with conditional failure in field work, as to results in academic courses where there are failures. How many course failures would constitute complete failure for this student? When all results have been submitted, this matter will be discussed further in Faculty.

Two other matters left over for discussion at a future Faculty meeting are as follows:-

1. Should special consideration be given to employed part-time students who arrive late to write an examination?
2. Arrangements for a visit to the School by the Minister of Welfare for Nova Scotia, when it would be desirable for all Faculty members to be in attendance.

Meeting adjourned, to meet again briefly on January 9 at 5:00 P.M. when the time of the next meeting will be determined.

Respectfully submitted

A. G. Black  
Secretary pro tem

Jan.9/61  
bt

FACULTY MEETING  
HELD JANUARY 11, 1961

Present: L. T. Hancock  
A. G. Black  
W. O. Baker  
J. Gilroy

The Faculty met on January 11th at 5:15 P.M. to consider the results of first and second year examinations. The marks will be released on Thursday, January 12th.

Professor Hancock said that announcements re the Seminar on Education would be sent to the Faculty soon.

Joan Gilroy  
Secretary pro tem

JG/bt  
Jan.23/61

MINUTES OF THE FACULTY MEETING HELD  
ON JANUARY 20TH 1961 AT 4:00 P.M.

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

MINUTES OF THE MEETINGS OF JANUARY 6 and JANUARY 11 were reviewed by the Director.

BUSINESS ARISING FROM THE MINUTES

1. Social Work Seminar. The Director reported that the session on A.P.E.C. had been transferred from February 20th to 27th. No program had yet been planned for February 20th. It was agreed that the Director should ask the students for suggestions for seminar topics.
2. Criteria for "Pass" or "Fail" Status in Total Course for Students with Conditional Failure in Field Work. Prof. Hancock recalled the earlier discussion about the lack of provision in the existing regulations for determining the status of students with a conditional failure in field work. Two considerations were mentioned; firstly, that conditional failure in field work resembled an "incomplete" academic course and therefore should perhaps not create any change in the ruling that a student failed the total course if he failed more than two academic courses; secondly that field work is assumed to equate three course credits and with this consideration a student with any type of failure in field work should not, perhaps, be permitted to continue if he failed more than one academic subject. It was recognized that a student with a conditional failure would be meeting heavy demands in field work in the second term and that it was probably unreasonable to expect that, in addition, he could carry more than one supplemental examination. A decision in this matter was deferred until the whole faculty group was present.
3. Late Arrival at Examination. The Director referred to the experience in December when a partial student arrived an hour late for an examination because the demands of his work did not permit him to leave earlier. He was given half an hour compensatory time in writing the examination. The necessity of a ruling on late arrival for examinations was discussed. It was agreed that, in general, students were expected to arrive at the appointed time for examinations and were not compensated for time missed if they arrived late. However the Faculty should be flexible if unusual circumstances necessitated the late arrival, as in the example quoted. It was felt that no written ruling was required.
4. Visit of the Minister of Public Welfare. Prof. Hancock explained that the Minister had been unable to visit the School before Christmas, as he had planned, but will make this visit.
5. Seminar on Teaching. The Director gave the following details of lecturers for the sessions:

January 28th	Sessions 1 and 2	Father Fogarty (St. Mary's)
February 8th	Session 3	Prof. Mowatt (Dalhousie)
February 13th	Session 4	Prof. Southam (Mount Allison)
February 25th	Session 5	Father Campbell (St. F.X.)
	Session 6	Father Campbell or a member of the Faculty of St. Mary's

Professor Smith commented on the international interest in seminars for teaching and on the desirability of reporting on this experience in the journal "International Social Work". The Director stated that he planned an article on this seminar.

#### NEW BUSINESS

1. Commission on Studies. Prof. Hancock discussed the consideration given by the Board of Directors during the past two years to the establishment of a Commission on Studies to be composed of representatives of the five affiliated universities and the School. This would be one method of creating a closer relationship between the universities and the School, would give the universities more control and would provide the School with an academic body to which it would be responsible. This plan was in line with the suggestion of the Accreditation Commission of the C.S.W.E. that such a body might be responsible for setting standards for the admission and graduation of students and for the appointment of faculty. The Director had sent a letter to the five university presidents, outlining the proposal and requesting comments and suggestions of representatives to the commission. Replies had been received from Dr. Kirkconnell and Canon Puxley. The former supported the proposal and suggested that the functions of the Commission should include review of curriculum. Canon Puxley also endorsed the proposal and added to the suggested functions an exchange of information about course content and progress of individual students.

2. Province of Nova Scotia In-Service Training Course. This course commences on February 6th. Most of the sessions will be held in the Synagogue, but sessions at the School will be held on:

Tuesday, February 7th, 8:00 - 10:00 P.M.

Thursday, February 9th, 8:00 - 9:30 P.M.

Saturday, February 11th, 8:30 A.M. - 12:30 P.M.

Professor Black is participating in the instruction in this course.

3. Article on the School in the Atlantic Advocate. The Director reported that Miss Kerr had not carried out her plan to write this article. However, arrangements had now been made with Mrs. Frances MacLean to complete the article by February 1st. The Atlantic Advocate had indicated continued interest in publishing the article.

4. Hospital Auxiliaries' Bursary. Prof. Hancock referred to Miss Tuck's letter about this bursary, which had been circulated. None of the second year students was eligible, since those in hospital settings were on mental health bursaries.

5. Letter from C.A.S.W. Prof. Hancock had received a letter from C.A.S.W. concerning the Faculty's comments in a letter to the Association concerning poor interpretation of social work in a C.B.C. program in November. It was agreed not to carry out the C.A.S.W. suggestion that the Faculty outline in detail their complaints, since at this late date a protest could not bring any constructive result.

6. Report on Research. Prof. Smith commented on the very responsible attitude displayed by the second year students in carrying on their research activities during her absence. They had consulted maturely with each other about problems and had devoted a great deal of extra time to record reading in order to complete the schedules.

7. Discussion of Students' Progress. Those students with failures in the first term examinations were discussed. Prof. Smith reported on the new field work plans made for the student who had a conditional failure in this course. (Details of these discussions will be recorded by the Faculty Advisor of each student.)

8. Careers Day Programs. The Sacred Heart Convent had asked for display material and had been given the C.W.C. career display poster. Miss Janet Sutherland had been asked, by the Convent, to give an address on social work on the Careers Day.

The Y.W.C.A. had requested a speaker for a Careers Conference on February 23rd. They would be referred to the C.A.S.W. Recruitment Committee.

9. Meetings of the Methods Sequence. Prof. Black reported that the instructors in this sequence had met in January and proposed to hold another meeting after the C.S.W.E. conference.

10. Group Techniques in Field Work. Miss Gilroy and Prof. Smith expressed concern about Miss MacDonald's attitudes concerning students involved in group methods of treatment in field work. These attitudes conveyed to students the impression that group work was a separate entity from social work in general and denied the concept of generic teaching and generic basis of practice. Prof. Black expressed the opinion that Miss MacDonald had special knowledge which could be used in field work training; the unit at the N.S.H. was planning to seek consultant help from Miss MacDonald. It was agreed that a course instructor's function did not include control over any part of the field work program, which was the responsibility of the individual Field Instructor and the Co-ordinator of Field Work, but that any course instructor could, if desirable, be called in as a consultant in the field work program.

Meeting adjourned at 5:15 P.M.

Joan M. Smith  
Secretary pro tem

JMS/bt  
Jan. 23/61

MINUTES OF FACULTY MEETING HELD  
MONDAY, JANUARY 23, 1961

The regular Faculty meeting was held on Monday, January 23, 1961 at 2:00 P.M.

All full time Faculty members were in attendance.

Minutes of the meetings of January 6 and 11 were reviewed.

Business arising from the Minutes.

Policy with regard to a student receiving Conditioned Failure in Field Work plus failures in academic subjects at the end of first term was discussed. It was agreed that in such a case one academic course failure would be permitted but if the student failed two or more academic courses plus a Conditioned Failure in Field Work, he would be considered as a complete failure and be asked to withdraw from the School.

Professor Smith inquired about policy with respect to time allowed to complete the Thesis requirement. It was agreed that inquiry would be made re policy in this regard from each of our affiliated universities in their post-graduate programs. When this information is procured this matter will be discussed further in Faculty.

New Business.

It was agreed that a letter should go forward to Mr. McIvor, second year student, from the Director advising him of requirements for this second term in view of his Conditioned failure in Field Work, first term.

The Director announced that an invitation to be guest speaker at our Graduation Exercises had gone forward to the Hon. J.W. Monteith, Minister of National Health and Welfare.

The Director asked that care be taken with regard to locking the office door, since sometimes the lock did not catch. It was pointed out that some of the other doors in the building also needed checking since their locks were defective also.

Professor Smith brought up the need for the cases of empty bottles to be removed from the back door.

It was announced that extra classes in Research are being held <sup>temporarily</sup> on Mondays from 9:00 A.M. to 11:00 A.M. for Second Year students.

The Director advised that library hours had been extended to cover Tuesday evenings from 7:00 to 10:00 P.M. with Miss Chute in charge, and on Saturday mornings from 10:00 A.M. to 12:30 P.M. with Miss Sutherland in charge. A record will be kept of the number of students making use of the library at these times.

It was pointed out that some system should be instituted with regard to Faculty Library in order to account for transfer cases removed, etc. The Director will secure assistance from Mrs. Fleming, Librarian, in this regard.

The Director asked Faculty members to read Chapters 3,4, and 5 of Vol. XI of Curriculum Studies by Council on Social Work Education, in preparation for continuing our discussion of Group Work in relation to the Methods Sequence in the "Generic" Curriculum.

Miss Black reported that a student had inquired about the change in a Sociology text for prerequisite study and report. Further attention will be given to this matter before another text is recommended.

Miss Black also advised that a possibility for the Seminar, March 13 may be a speaker from Dept. of Indian Affairs since a member of this Department had been asked to speak to B. & P. Women's Club that evening. As soon as the latter arrangement is definite, Miss Black is to advise the Director so that this possibility can be followed up.

The Director invited a discussion of the contents of a recent letter received from Mrs. Elizabeth Richardson, Advisor in Medical Social Services, D.V.A. - particularly with regard to our opinion as to how many years of experience approximated the second year of education in a school of social work. It was felt that experience could not equate this second year of education.

The regular Faculty meeting will be held on Monday, January 30,/61 at 2:00 P.M.

Respectfully submitted,

A. G. Black  
Secretary pro tem

AGB/bt



MINUTES OF FULL TIME FACULTY MEETING  
HELD ON MONDAY, FEBRUARY 6, 1961 AT 2:00 P.M.

The regular weekly meeting of faculty was held in the Director's office with the Director presiding and the following members present:

Professor L. T. Hancock  
Professor J. M. Smith  
Professor A. G. Black  
Miss Joan Gilroy  
Mr. W. O. Baker

The minutes of the previous meeting were read and approved with one minor amendment.

Business Arising Out of the Minutes.

Manual Entry. It was noted that the new conditions relating to academic failures in conjunction with a Conditioned Failure in Field Work should be entered in the manual along with a notation that the Information Sheets to students should be amended accordingly for the fall opening.

Speaker for Graduation. The Director reported that he had talked to the Hon. Mr. Monteith, who indicated that he was planning to speak at the 1961 Graduation barring any unforeseen developments in his governmental responsibilities.

Door Locks. The Director reported that he is exploring the door lock situation and may have to have new Yale locks put on all the office doors.

Faculty Library. Professor Hancock indicated that he had not yet been able to explore this subject fully with the Librarian.

Group Work Curriculum Study. Since the Curriculum Study Book has not completely circulated, it was decided to discuss this topic at a later meeting.

Reading for Deficiencies in Courses. It was agreed that for assigned readings, we would suggest the following texts:

Psychology: Ruch, Floyd L. Psychology and Life  
Political Science: Dawson, R. MacGregor The Government of Canada  
Sociology: Dawson and Gettes. An Introduction to Sociology

The Director indicated some dissatisfaction with this method of making up course deficiencies.

New Business

Social Aspects of Nursing. Mr. Baker asked if the class would be notified of their examination results. Professor Hancock indicated that the passing out of marks would be a decision for the School of Nursing.

Annual Meetings. Professor Black asked about attendance at annual meetings. The Director said that when invitations are sent to the School, an attempt is made to have someone represent the School, although this is not always possible because of so many meetings coming close together.

General. Professor Smith introduced the problem raised by Barbara Wooten's book "Social Science and Social Pathology" because it is so damning of social work without any scientific basis for these conclusions. It was agreed that the Faculty should be aware of this book because of its presence on library shelves and its possible effect on prospective students.

Miss Gilroy asked about Faculty members providing references for students. It was agreed that all such requests should be channeled through the Director and sent out by the School.

The meeting with second year students was discussed and a number of problems noted. It was agreed that there should be improved lines of communication between students and faculty and concern was expressed about the first year students and how they might be affected. It was agreed that more meeting with the students socially was desirable but that this should not begin too abruptly.

Meeting adjourned at 2:50 P.M.

Respectfully submitted,

Walter O. Baker  
Secretary pro tem

Feb. 8/61  
WOB/bt

Minutes of the Faculty Meeting held at the School, February 13, 1961, 2:00 p.m.

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

The minutes of the last meeting were reviewed by Mr. Baker.

The Students' Party is to be held on Tuesday, February 14, 4:30 p.m.. Faculty members have received invitations.

Social Work Seminar. For the February 20<sup>th</sup> Seminar, the second year students will be asked to produce one of their topics and let the Faculty know by Friday, Feb. 18 which one it is to be. They will also assume responsibility for the discussion of this topic.

The subjects for the March 27<sup>th</sup> and April 3<sup>rd</sup> Seminars have not yet been selected.

Mr. Hancock will be away from February 19 to February 25, 1961.

Annual Meetings: Halifax Visiting Dispensary - Dal. Public Health Clinic  
Feb. 13, 4:00 p.m.  
N. S. Division of the Canadian Red Cross: Reception on  
Tuesday evening, Feb. 21<sup>st</sup> at the Lord Nelson Hotel.  
Annual Meeting on Feb. 22, at the Lord Nelson Hotel.  
Annual Dinner, Feb. 22, 7:00 p.m.

When Faculty Members attend Annual Dinner Meetings of Societies and Organizations, the Maritime School of Social Work can pay the required fee.

Lists of Books and Publications received by the libraries of other Schools of Social Work: Faculty members are asked to initial the titles of books or pamphlets on these lists that they wish to have borrowed. When ordering books, the faculty should make out the order slips, after Mrs. Fleming has checked to see whether or not the book is in our library.

Professor Smith wondered whether arrangements for inter-school exchange of theses might be arranged through the Association of Canadian Schools of Social Work. Mr. Hancock, as Chairman of the National Committee of Canadian Schools of Social Work, will write to the Directors of other Schools re this matter.

Students: Professor Smith discussed briefly one second year student whose field work placement has terminated, and another second year student who is behind in thesis work and who will not likely complete it within the time limits.

Library. Mrs. Fleming, Librarian, was present during this discussion. Library privileges are being abused by the second year students. There are:

1. a long list of books overdue, some of which were due in Nov. and Dec.
2. several theses missing from the reference shelf, which were not to be removed from the M.S.S.W.

2 .....

3. two volumes of Smith College Studies missing; these were not to be removed from the School and they are irreplaceable
4. books removed without signing library cards.

Mrs. Fleming has asked individual students to return overdue books, but this has not been done. She gave the names of the students involved. This list included all but four second year students.

The faculty discussed various ways of solving the problem such as a system of fines for overdue books, locking the library during the times when the Librarian is not on duty (it was believed that this would be unfair to the first year group,) suspending library privileges in individual cases.

It was decided to take action against the offenders. Second year students, who have books overdue, will not be allowed to use the library until each book is returned. Mrs. Fleming will advise Mr. Hancock when individuals have returned all books, and he will give permission for the student to use the library again. The names of the students effected will be posted on the library door and they will not be allowed to enter the library until cleared through Mrs. Fleming and the Director.

Joan Gilroy,  
Secretary, pro tem.

JG/st  
Feb. 20/61

MINUTES OF THE FACULTY MEETING HELD ON  
FRIDAY, FEBRUARY 17, 1961 AT 5:00 P.M.

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

No minutes were read.

NEW BUSINESS

1. Annual Meetings. Prof. Hancock announced that the Annual Meeting of the F.S.B. would be held at the Y.M.C.A. on February 27th. The Annual Meeting of the United Appeal would be held at Camp Hill Hospital on February 23rd.
2. The Second Year Students' Communication Committee. Prof. Hancock stated that he had called this meeting to inform the Faculty of his meeting with four second year students who said that they represented the class. They apologized for the students' inappropriate behaviour and negligence with respect to library books. They wanted to assume responsibility for the discipline of the students and to guarantee the group's behaviour. The Director had agreed to give them this responsibility and expressed his pleasure at this move. There was as yet no chairman of this group. It had been agreed that this arrangement needed structure and should probably be incorporated in the Student Association constitution. The group proposed to limit their responsibility to the second year class at present and probably to include representatives from the first year class later. The committee planned to put their aims and responsibilities in writing. They were to hold regular meetings with the Director, the first to be held in three weeks.

The faculty agreed that in general this appeared to be a good plan, but there were questionable aspects. The difficult position of Mr. Burns, the class president, was discussed; he was not included in the committee and it appeared strange that the class should not work through the Executive whom they had elected, but should select another group. It was agreed that the inclusion of the first year class should not be left to the discretion of the second year class, but that the Director should meet with the first year students on February 27th.

Professor Hancock observed that many of the students had a great deal of learning to accomplish in orderly living. Prof. Smith suggested that the Faculty should be aware of the dangers in the plan in order to safeguard the well-motivated students. For example one member of the committee had, after the meeting with the Director, criticized the librarian loudly in the library and complaints had been received from her field instructor of her behaviour in criticising the faculty in a loud voice to the secretary so that the whole office was aware of the School problems. It seemed that this student might be using the committee in her own drive for power. In addition there had been a loss of prestige for the Faculty in that some students were interpreting the present plan as an arrangement between the Director and the committee to control student-faculty affairs. It was not clear what responsibilities the faculty now had for School discipline.

Prof. Black asked if part of the plan had been that students were to make appointments to discuss the matter with their faculty advisors, since many seemed to have this impression. The Director was not aware of this as part of the plan.

There was discussion of the fact that there had been some clarification of which students presented the severe problems. Two of these three were members of the Communication Committee.

3. Social Work Seminar. Prof. Hancock would not be present for the seminar on February 20th. He had arranged with the students to take responsibility for the session. They were planning discussions on C.A.S.W. and Recruitment for Social Work. Prof. Black suggested that Mrs. Vickery, Branch President of C.A.S.W., should be present at the discussion, but it was agreed that this was inadvisable since the students had expressed a desire not to have outside persons present so frequently at the seminar.

Meeting adjourned 5:45 P.M.

Joan M. Smith  
Secretary pro tem

JMS/bt  
Feb. 27/61

MINUTES OF FACULTY MEETING HELD ON  
MONDAY, FEBRUARY 20, 1961 AT 2:00 P.M.

All full time faculty members were in attendance.

Minutes of the previous meeting were reviewed.

The Director introduced for discussion an outline of the functions of a Student Council which he will propose to second year students when they meet for Seminar this date.

The Director pointed out the necessity for such a self-governing body at this particular time, and he proposes to meet with first year students on February 27 to discuss the matter with them.

It was felt that the responsibilities of the Student Association and the proposed Student Council may need clarification, so that responsibilities do not overlap or become confused. In this regard, it was agreed that the Constitution and By-laws of the Student Association should be reviewed.

Following discussion of the suggested framework for a Student Council, one correction (5) three deletions (1) (6) (7), and one addition (7) were made and the resulting statement (see attached) will be presented to second year students this date for study.

Professor Smith brought up a particular situation in Research, where one student is manipulative and is unwilling to meet required deadlines. She asked whether or not the Faculty would agree to the failure of the course for this student, if such practice continued and what such a failure would mean. It was agreed that a failure would mean doing the complete course over again with a new project undertaken. It was also agreed that no extension of time should be granted a student except for a justifiable reason.

The Director advised the faculty that he would be out of town except for Feb. 25, 26, 27, so that time for conferences with faculty and students would be limited for the next two weeks. In view of this, he asked that matters for discussion at the Faculty Meeting on Feb. 27 should, of necessity, be selected carefully.

The Director reminded faculty of the remaining lectures on Education at the School on Feb. 25 at 2:00 P.M. All faculty will be reminded of this final session by letter.

The Director announced the Annual Meeting of the Rehabilitation Council scheduled for Feb. 27 at 8:00 P.M. at St. George's Hall, Cornwallis St.

Meeting adjourned 2:50 P.M.

Respectfully submitted

A. G. Black  
Secretary pro tem

AGB/bt  
Feb. 27/61

## STUDENT COUNCIL

The final authority for the operation and administration of the Maritime School of Social Work rests in the Board of Trustees, as defined in the Act of Incorporation.

The Board of Trustees, to facilitate the administration and orderly conduct of the School, places in the office of Director responsibility for the instruction, discipline, administration and faculty of the School.

Through this instrument the Director may share certain of his responsibilities with the Student Council.

This sharing of responsibility in no way restricts or extenuates the authority and responsibility of members of the Faculty.

### The Student Council:

1. The Student Council shall consist of ( ) members, appointed by a regularly convened meeting of the Student Body, meeting together under the authority of the Constitution and By-Laws of the Student Association of the Maritime School of Social Work.
2. The Student Council shall appoint a Chairman from its members.
3. The Student Council shall be responsible to the Director or to a member of the Faculty designated by him to act on his behalf.
4. The Student Council shall assist the Director and the Faculty, including the Librarian, in matters concerning the discipline and conduct of members of the Student Body.
5. Any student desiring a settlement of any matter pertaining to student conduct shall present the same either in person or in writing to the Student Council and then a special meeting of the Student Council shall be called within five days to consider the matter.
6. The Student Council shall investigate complaints and discipline members of the Student Body by counselling and the weight of group opinion. In instances where such action proves ineffective the Council shall refer the matter to the Director or his appointed representative.
7. Any student may appeal his case directly to the Director or his representative.
8. The powers of the Student Council are granted by the Director and may be withdrawn if these powers are not exercised in keeping with the Constitution and By-Laws of the School and the Code of Ethics of the Profession of Social Work.



FACULTY MEETING HELD MONDAY, FEBRUARY 27, 1961

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

Miss Black reviewed the Minutes of the last faculty meeting.

Student Council - Mr. Hancock met with the first year students (at 10:15 A.M. on February 27) to explain to them the request for student government. The list of the functions of the Student Council was given to them. The decision as to whether or not the first year class will become part of the Student Council was left to the first year students. If they are interested, they will appoint a representative to meet with Mr. Purdy, the Chairman of the Committee of four students representing the second year class.

The second year class believes the Student Council should be part of the Student Association, but separate from the executive of the Student Association.

Good Friday and Easter Monday are holidays.

Research Room - Prof. Smith is not prepared to recommend indefinite use of the research room. It will continue to be closed at certain hours each evening.

The Faculty discussed students' progress and problems in academic classes, research and field work.

Joan Gilroy  
Secretary pro tem

March 6/61  
JG/bt

MINUTES OF MEETING OF FULL TIME FACULTY  
HELD ON MONDAY, MARCH 6, 1961 AT 2:00 P. M.

The weekly meeting was held on this date with the Director presiding.  
Present were:

Professor L. T. Hancock  
Professor A. G. Black  
Walter Baker

Professor Joan M. Smith  
Miss Joan Gilroy

The minutes of the previous meeting were read by Miss Gilroy.

Business Arising out of Minutes.

Student Council. The Director reported that the First Year class is appointing a committee to discuss the proposed Student Council. Mr. Hancock is meeting with students on March 7th but First Year will not be present because of a scheduled class.

NEW BUSINESS

Student Progress. The progress of first and second year students was discussed.

Recruiting. Professor Hancock reported on his visit to Acadia. He had not seen many students and the immediate outlook for students for the coming year from this university was not promising. Professor Black wondered about students returning to their alma mater to recruit and the Director reported that this was being tried and arrangements were already made for one student to go to Acadia for a week-end for this purpose.

Group Work Curriculum Study. Professor Smith pointed out the divergent opinions. The Curriculum Study indicates that one method is generically applicable (i.e. casework in a group, etc.) but there is apparently no one common social work method to be taught or used. It was felt by the Faculty that first term might be used to teach a basic methods course or group work could be taught later than First Term. It was recognized that there was no clear cut answer to the problem of integrating methods courses and it was pointed out that the main end of the School's studies at the moment is to provide objectives for sequence and courses rather than to bring about radical changes in method.

Building Changes. The Director raised the question of renovating the building and the location, if such should be done, of library, offices, common room facilities and classrooms. The various alternatives were discussed and the faculty were asked to think about these and submit any suggestions.

Meeting adjourned at 3:00 P.M.

Respectfully submitted,

WOB/bt  
March 16/61

Walter O. Baker  
Secretary pro tem

MINUTES OF THE FACULTY MEETING HELD ON  
MARCH 13th, 1961 AT 2:00 P.M.

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

THE MINUTES OF THE MEETING OF MARCH 6th were summarized by Mr. Baker.

BUSINESS ARISING FROM THE MINUTES

1. Students at Acadia. The Director amplified the statement made in the minutes to clarify that while the immediate prospects were poor, in the light of the number and qualifications of students who were planning to come to the School in the next 1-2 years, he felt that a basic interest in social work was developing at Acadia and long range prospects were better.
2. School Building. Professor Hancock stated that the architect had visited the School. He did not make any very definite recommendations but suggested that the library required much larger floor space on the first floor.

NEW BUSINESS

1. Student School Council. The Director had met with the second year committee. They saw themselves as part of the student association, responsible to the Director and concerned for disciplinary measures only. The council would not interfere with the present structure of the student association. At present the committee was planning to carry out disciplinary measures by means of counselling and group pressure, but there was not unanimity of opinion about this. The committee representatives of the two years wanted to meet with the total faculty. A meeting was planned for Friday, March 17th at 5:15 P.M.
2. Board Meeting. A board meeting was to be held this evening. A notice would be posted informing students that the first year classroom would be in use.
3. Schedule for Rating First Year Admissions Records. The Director presented a schedule which had been discussed at one session at the C.S.W.E. Annual Program Meeting. The faculty agreed that in general a schedule would be useful. Professor Smith suggested that it was necessary to have criteria for each rating point. It was also questionable whether each of the eleven points (excluding the points 12 - Summary and 13 - Recommendations) should be given equal weighting.

The faculty reviewed the schedule and suggested some changes. The Director will carry out some of the changes and additions and then present the schedule again.

Meeting adjourned at 3:00 P.M.

JMS/bt  
March 16/61

Joan M. Smith  
Secretary pro tem

MINUTES OF THE FACULTY MEETING  
HELD ON MARCH 20th, 1961

All full time Faculty members attended.

The meeting began at 2:00 p.m. and was chaired by the Director.

The Director explained that nothing further had been done towards revising the rating scale for admissions since much time had been devoted towards the preparation of a brochure on the School for use in the campaign for funds.

The Director announced that Miss Sutherland, student librarian, had resigned and that Mr. Hickey was being offered the appointment to finish out the term.

A discussion on students' progress brought out the need for an early decision on a time table for Supplemental Examinations; Monday, April 17th, was suggested as an appropriate date for both Psychiatry II and Public Welfare II. Suitability of this date will be cleared with Dr. Jones by Prof. Smith and with Mr. McKinnon by the Director, before the definite time table is posted. The courses in which examinations will be held for second year were noted, and the time table for these examinations will also be posted at an early date.

Meeting adjourned at 2.55 p.m.

A. G. Black  
Acting Secretary

AGB/dm  
March 24, 1961

MINUTES OF THE FACULTY MEETING HELD ON MARCH 27, 1961 AT 2:00 P.M.

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

Prof. Black reviewed the minutes of the previous meeting.

Business arising out of the minutes:

1. Examinations - second year

Supplementals: Psychiatry II - Monday, April 17 a.m.  
Public Welfare II - Monday, April 17 p.m.

Second year students will have final examinations in two of their current courses:

Law (Mr. Baker will verify this with Mr. Caldwell) -  
Wednesday, April 19 a.m.

Casework II - Thursday, April 20 a.m.

2. Student Librarian. - Mr. Hickey has accepted the position as student librarian for the duration of the academic year.

Annual meeting: N. S. Division of the Canadian Arthritis and Rheumatism Society - April 7, 8:00 p.m. - All Saints Cathedral Hall.

New Business:

Mr. Hancock reported on three possible employment opportunities for first year students. A summary of two of these enquiries from agencies re summer jobs will be placed on the students' bulletin board.

There is an article on Hull House in the March 17 issue of Life magazine. Professor Hancock has given this issue to Mrs. Fleming, Librarian for temporary use by students and faculty.

Professor Hancock reported that Miss Dillon, first year student, had spent the week end at Acadia University for the purpose of interesting students in the profession of social work. Miss Dillon felt this visit was highly successful. She spoke to the psychology class and had informal discussions with the students.

The Faculty discussed the students' progress in the various areas.

(Miss) Joan Gilroy  
Secretary, pro tem

JG/st

MINUTES OF THE FACULTY MEETING HELD ON  
APRIL 10TH, 1961 AT 2:00 P.M.

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

The Minutes of the Last Meeting were read by Miss Gilroy.

NEW BUSINESS

1. New Brunswick Bursaries. The Director reported that the N.B. Department of Youth & Welfare had established six bursaries for graduate study in Social Work. These bursaries were available for N.B. students only. A maximum amount of \$2500 per student had been indicated. The commitment involved working in a N.B. social agency; this could be a private or public agency. It was not known when a bachelor's degree was a pre-requisite for these bursaries. Further information could be obtained from Brigadier J. E. Anderson, Deputy Minister.
2. Progress of Students. First and second year students were reviewed.
3. Program concerning the School to be shown on Gazette. On April 12th still pictures would be taken at the School, also pictures of graduates in social agencies. On April 21st films would be taken of activities at the School, including classroom scenes. For this purpose it had been requested that first year students should be excused field work on that afternoon.
4. Examination - Social Aspects of Nursing. Questions were required immediately for this examination. Each lecturer would set one compulsory and one elective question, with the exception of the Director who would not set a compulsory question. Each question would be worth 20 marks.
5. Advisees. The first year students should be seen in relation to:
  - a. whether they planned to return to the School
  - b. their goals for 2nd. year
  - c. their particular interests in so far as field work placement was concerned.
6. Graduation. The Minister of National Health & Welfare was unable to attend as speaker. Bishop Power of Antigonish had been asked to speak and had consented.
7. Attendance at N.S. Child Welfare Association Conference. Miss Black asked how many faculty could attend this conference. Prof. Hancock said the number was not limited and the School would probably meet expenses.
8. Manual of Accreditation. The revisions of September 1960 were reviewed by Miss Black. These related to withdrawal of accreditation and procedures re the discontinuation of specializations.

Meeting adjourned at 2:55 P.M.

JMS/bt  
Apr. 11/61

Joan M. Smith  
Secretary pro tem

MINUTES OF FULL-TIME FACULTY MEETING HELD ON  
MONDAY, APRIL 17, 1961 AT 2:00 P.M.

The regular weekly meeting was held on this date with the Director presiding. The following were present:

Prof. L. T. Hancock  
Prof. J. M. Smith

Prof. A. G. Black  
Miss Joan Gilroy  
W. O. Baker

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

BUSINESS OUT OF MINUTES

1. Television Program. The Director reported that the still photographs had not turned out and the crew would be returning to take more shots.

NEW BUSINESS

1. Students. A brief discussion of progress of students was held.
2. Students Returning. The Director suggested that with field placements limited, the present first year student should decide fairly soon whether or not they are returning for a second year.
3. Examinations. Professor Hancock indicated that he will be away on the examination dates but said that the rooms could be set up to accommodate 10 students in the upstairs classroom and 5 students in the research room. The registrar is to be responsible for having papers ready for distribution and Professor Smith will be responsible for the overall conducting of the examinations.

First year examinations were discussed and the following timetable agreed on:

Wednesday, May 3, 1961 - 9:00 A.M. - Public Welfare 1  
Thursday, May 4, 1961 - 9:00 A.M. - Social Casework 1  
Friday, May 5, 1961 - 9:00 A.M. - Psychiatry 1

It was agreed that Mr. MacDonald could be asked to poll the first year class if we receive any requests to complete the exams in two days.

4. Graduation. The Director reported that arrangements have been made for gowns for students from King's College. A memo announcing this and indicating the procedure students are to follow with their graduating universities will be circulated to all students this week. The Director announced the dates of Convocation of the affiliated universities.
5. Alumni Party. Professor Hancock announced that the Alumni party for the graduating class will be held on Monday, April 24th at the Flamingo Club. Invitations will be sent to all Faculty Members.

6. Admissions Committee. It was agreed to try to arrange a meeting for Tuesday, April 25th at 4:00 P.M. or Wednesday, April 26th at 4:00 P.M. and members should be warned that it will be a long meeting.

Meeting adjourned at 2:40 P.M.

Respectfully submitted,

W. O. Baker  
Secretary pro tem

WOB/md  
April 18, 1961.



MINUTES OF THE FACULTY MEETING HELD ON APRIL 24, 1961 AT 2:00 P.M.

All full time Faculty members were in attendance.

Minutes of the last meeting were reviewed and accepted.

Mr. Baker announced that there would be a meeting of the Admissions Committee, Tuesday, April 25 at 4:00 P.M. Mr. Baker also advised of a correction in Examination Time Table for First Year Students. There will be an Examination in Nutrition to be held on Wednesday, May 3, at 2:00 P.M.

The Director reviewed arrangements for Convocation Exercises May 1st and advised about borrowing gowns from King's for the occasion.

Miss Black announced that all Second Year students had passed the Examination in Case Work. Mr. Baker advised that the results of Exams in Law and Public Welfare were not received as yet, and Miss Smith reported that she had not yet received final results for Field Work and Theses.

There was considerable discussion of the ruling (top paragraph - page 2 - of "Information for Students") which states that "A failure in a supplementary examination means a failure in the course and the student is required to repeat the course" In view of the failure of a supplementary examination in psychiatry which will prevent one of the students from graduating, it was agreed that this ruling should be altered to include "and may mean that the student is required to repeat the course depending on Faculty decision". In such instances Faculty will review the case, taking into consideration the student's general professional development and an evaluation of the total situation. The Faculty may then allow for a special examination, either written or oral. It was fully agreed that in the particular case under discussion that a special examination be permitted possibly in September. The Director will immediately advise the student in question of this decision.

It was generally felt that repetition of an informational course such as psychiatry, should not be demanded, but that a second failure in a Methods course would demand that the course be repeated. It would be expected that the practise aspect of a methods course would make it necessary to repeat such a course.

The Director reminded Faculty of the Alumnae Reception for the Graduates being held at the Flamingo Restaurant at 8:00 P.M. April 24.

There was further discussion of Students' progress.

It was also pointed out that in the last two paragraphs - page 1 of "Information for Students" the word "write" and "written" should be replaced by "be given" and "given" to allow for another kind of examination such as an "oral" examination as a supplementary examination. Faculty agreed that these changes be made.

Respectfully submitted,

A. G. Black

MINUTES OF MEETING OF FULL-TIME FACULTY HELD ON MONDAY, MAY 1, 1961

The regular weekly meeting was held in the Director's office at 2:00 P.M.  
The following were present:

Professor L. T. Hancock  
Professor A. G. Black  
Professor J. M. Smith  
Miss Joan Gilroy  
Mr. W. O. Baker

The minutes of the previous meeting were read by Professor Black and approved.

Business arising out of the minutes:

The Director reported that the student who failed had been informed of the arrangements for a special examination and an appointment was arranged for him with Dr. Jones.

New Business:

Awards. The Director reported that the Board had decided to continue graduation prizes for this year. It was agreed that field work achievements should be appropriately weighted in relation to academic achievement. On this basis it was decided that Mr. Doyle should be awarded the prize for highest proficiency and Mr. Purdy for second highest proficiency.

Convocations. Professor Black asked about attendance at convocations and the Director stated the Faculty could attend if they wished. Professor Black indicated that she would like to attend the morning convocation at Dalhousie on May 18th.

Meeting adjourned at 2:25 p.m.

Respectfully submitted,

*W. O. Baker*

W. O. Baker  
Secretary, pro tem

WOB/md

MINUTES OF MEETING OF FULL-TIME FACULTY HELD ON WEDNESDAY, MAY 10, 1961

The regular weekly meeting was held in the Director's office at 9:15 A.M.  
The following were present:

Professor L. T. Hancock  
Professor J. M. Smith  
Professor L. G. Black  
Mr. W. O. Baker  
Miss Joan Gilroy

Mr. Baker reviewed the minutes of the Faculty Meeting held on May 1, 1961.

Mr. Hancock reviewed the dates and times of the Convocations of the Maritime Universities. Faculty members specified their intentions to attend particular Convocations.

Mr. Hancock read an invitation from the Girls' Sewing & Physical Education Classes, School for the Deaf to attend their display at the Cornwallis Street Junior High School, Thursday, May 18, 8:00 p.m.

N. S. Child Welfare Conference: May 23, 24, 25 - Truro, N.S.  
Canadian Welfare Council Meeting: May 29, 30, 31 - Ottawa, Ont.  
Commission on Education & Personnel for the Social Services, first meeting, the beginning of June - Mr. Hancock will attend.

Mr. Baker presented the marks for four of the first year examinations -- Community Organization, Nutrition, Casework, Research.

Admission Committee Meeting: Friday, May 12, 11:00 a.m.

Next Faculty Meeting: Thursday, May 18, 9:00 a.m.

(Miss) Joan Gilroy  
Secretary Pro Tem

JG/dm  
May 16, 1961

MINUTES OF THE FACULTY MEETING HELD ON MAY 18, 1961 AT 9:00 A.M.

Present:

Professor L. T. Hancock    Chairman  
Mr. W. O. Baker  
Professor A. G. Black  
Miss J. A. Gilroy  
Professor J. M. Smith

THE MINUTES OF THE MEETING OF MAY 10TH were reviewed. There was no business arising from the minutes.

NEW BUSINESS

1.     Works of Dr. Prince. The sister of Dr. Prince, who had recently visited the School, had donated two of his books. The School now has a complete set of Dr. Prince's works.
2.     Memorial Window to Dr. Prince. A memorial window was being placed in the church at Dr. Prince's birthplace. The symbolism in the window included the crest of the School.
3.     Personal Services Meeting. Details of the Civil Defence meetings related to Personal Services to be held the last weekend in May would be circulated.
4.     Lectures in Nutrition and Social Work. A letter had been received from Miss Roland, stating that she would not be able to continue lecturing as she was being married. She recommended Miss Rae as her successor.
5.     Term Grades. First-year marks had been received in Public Welfare and Field Work. There were no failures.
6.     Secretary. Prof. Hancock announced that Mrs. Tregunno would be leaving at the end of June. However, she would continue with the book-keeping responsibilities which would involve a few days each month.
7.     Convocations. The Director reviewed the convocation ceremonies at the various universities, at which students of the School had received degrees.
8.     Next Meeting. The next faculty meeting would be held on Friday, May 26th in the afternoon following the Admissions Committee meeting.

Meeting adjourned at 9:25 a.m.

Joan M. Smith  
Secretary, pro tem.

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING HELD ON  
FRIDAY, MAY 26, 1961 AT 4:00 P.M.

All full time members of the Faculty were present.

Mr. Baker announced the results for First Year students' marks in Psychiatry, and reviewed the total examination results for First Year students. There were no failures in this group of students. The results will now be forwarded to the individual students by mail.

The Director advised that he will be absent from the School until June 7th. A tentative date set for the next Admissions Committee meeting will be June 9th.

The Director announced that Miss Joan Gilroy will be Acting Registrar during the month of June. Mr. Baker advised that at present there had been a total of 27 admissions for next year - 18 Second Year and 9 First Year students. It was agreed that no further admissions be considered until Professor Smith is able to bring to Faculty an up-to-date report on the Field Work situation for next year.

Meeting adjourned 4:40 P.M.

A. G. Black  
Secretary pro tem

AGB/bt

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting Held On  
Friday, September 15/61

Present:

Professor L. T. Hancock, Director  
Miss Gilroy  
Miss Courtney  
Mr. Ashby  
Mr. Gerald Alton

1. The previous minutes were outline by Miss Gilroy.
2. Miss Gilroy outlined the Orientation Program for the following week. It was agreed that the Civil Defence visit on Wednesday afternoon would be led by Mr. Hancock. On Thursday afternoon Mr. Ashby and Miss Gilroy will assume responsibility for attending the lecture with the students concerned with Social Services in the Armed Forces.

The visit to the Nova Scotia Sanatorium in Kentville will be taken by Miss Courtney and Miss Gilroy in conjunction with the students. On Friday the visit to the Dalhousie Public Health Clinic will be led by Mr. Alton in the afternoon. The visit to the National Employment Service will be led by Mr. Hancock in the morning.

The question was raised concerning students not being present at Orientation. It was suggested that it be noted which students were not present in case it became necessary to deal with this problem.

The weekend conference dealing with social life will take place in the near future. The Parish of St. Thomas Aquinas has volunteered to pay the tuition of four students to this conference. Miss Courtney will assume responsibility for the selection of students in connection with this project.

The question of whether Introductory Field Work Reports were of assistance to the Faculty was raised by Mr. Alton. It was felt that if they could be done, they would be of benefit. Mr. Alton distributed three outlines of the objectives for the proposed Community Organization Major this year as well as an outline of the Field Instructor's Responsibilities and an evaluation form. This outline will be used as a basis for the Community Organization Major this year and suggestions were requested.

Proposed policy re meal expenses for out-of-town placements was raised by Mr. Alton. It was agreed that the following policy would be put into effect. Students assigned to the Nova Scotia Hospital will assume financial responsibility for their transportation to and from the field placement since they will receive their lunch free. Students assigned to the Nova Scotia Training School will assume financial responsibility for his meals. The student assigned to the Children's Aid of Colchester County will assume financial responsibility for his meals over the collected amount of \$1.00 a day. Students assigned to the Children's Aid of Hants County will assume financial responsibility for their meals over the collected amount of \$1.00 a day. Students assigned to the Nova Scotia Sanatorium will assume financial responsibility for their meals over the collected amount of \$.90 per day.

Mr. Hancock raised the need to assign students to their various faculty advisors and the following list was prepared for Second year students.

Miss Joan Gilroy

Terrance Christopher  
Gregory McClare  
Daniel O'Brien  
Joan Chandler  
Peter J. MacDonald

Miss Mary Lou Courtney

Thelma Chute  
Vincent MacDonald  
Shirley Ramey  
James MacIsaac

Mr. G. W. Alton

Mr. L. Gallant  
Vincent MacIntyre  
Gwen Pickering  
Mary Vogt  
John Sutherland

Mr. A. C. Ashby

Edmund LeClair  
Judith Moore  
John Whalen  
William MacKinnon  
Isabel Tanzman

Respectively submitted,

Gerald Alton  
Secretary Pro Tem

## MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting  
September 18, 1961

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The full time faculty of the Maritime School of Social Work met in the Director's office on Monday, September 18, 1961, at 11 am, with all present and Mr Hancock in the Chair.

### Orientation

Miss Gilroy reviewed orientation plans. Only major difficulty was in regard to a visit to the Sanatorium, which would not be feasible until after students were in field work. It was agreed that such a visit was of value, and if arrangements were made before field work began, and field instructors were informed of this, the dislocation would be minimal.

The question was raised as to whether second year students might not profit from an introductory talk prior to beginning agency visits in their orientation program, but no conclusions were reached.

### Files

Mr Ashby asked for ~~information on~~ information on policy about the files, especially whether files relating to courses could be kept in faculty desks. Mr Hancock saw no objection to files being out if they were properly handled, except that ~~some~~ student files should be returned to the office when not in actual use. The Office Secretary should be informed when any file was removed. Consideration of the use of "Out" cards was suggested.

### Field Work Time

Mr Alton sought information on practice with regard to students accounting for their hours in the field. Miss Gilroy believed that other field instructors followed her previous practice of having students keep agency day sheets and agency monthly reports, which were turned in to the field instructor. Students who worked out of agency hours reproted this and ~~Miss~~ arranged to take compensatory time off.

### Student Advising

The previous allocation of students to faculty for advising was reviewed and some revisions made.

### Individual Research Project

Mr Ashby sought and obtained faculty guidance regarding an individual research project that one student might wish to undertake.

### Adjournment

No further business being brought before the meeting it was adjourned.

Respectfully submitted,

A.C. Ashby  
Secretary pro tem.



MARITIME SCHOOL OF SOCIAL WORK  
Minutes of Faculty Meeting Held On  
Monday, September 25/61

Office supplies and equipment were discussed with particular mention made that "Out-Cards" have been purchased for the files and that they are to be used for all files including the student files. Mr. Hancock stated that any need for office equipment should be reported to him and he would be pleased to obtain some if this was feasible.

A copy of the "Canadian Bill of Rights" is to be hung in a conspicuous place in the M.S.S.W. so that the students will have easy access to it. Certification of Membership from the Canadian Welfare Council should also be hung in an accessible place in the building so that students and others may view it.

ORIENTATION: The third week of orientation has been arranged for the first year students. Discussion of the orientation programme will take place for second and first year students at 3:00 p.m. and 4:00 p.m. respectively on Friday, September 29. It is hoped that as many of the faculty as possible will be present at this discussion.

It was decided to cancel the Training School trip for the present but reschedule it should an appropriate occasion present itself.

Mr. Hancock mentioned that the duties and responsibilities of the Field Instructors and Student advisors should be carefully considered by the Faculty. The student advisor decides what should go on the student's record and is responsible for the recording on the file. These duties and responsibilities will be discussed in greater detail at another meeting.

Mr. Alton stated that the introductory field work reports on all students will be available as soon as the stenographers are able to handle them. The first year students will have had their interviews with Mr. Alton by Friday. Mr Alton would like the faculty to check with their students as to the beginning time in the agencies.

The meeting ended with a discussion of C.A.S.W. It was agreed that student membership is important but that the faculty should not "push" the students to join.

Mary L. Courtney  
Secretary Pro Tem

FACULTY MEETING

October 2, 1961 at 11:00 a.m.

Present: Mr. L.T. Hancock, Director and Chairman  
Mr. G.W. Alton  
Mr. A.C. Ashby  
Miss M.L. Courtney  
Miss J. Gilroy

Miss Courtney reviewed the minutes of the Faculty meeting held on September 25, 1961.

United Appeal. Mr. Hancock announced the beginning of the Halifax-Dartmouth United Appeal Campaign. The President of the Student Association has been asked to recruit one student to canvass the student body so that each student will be given the opportunity to participate in the Campaign on a cash basis. Literature will be distributed to Faculty members and students. Mr. Hancock has discussed the Campaign with the second year class, and requested Faculty to discuss this with students whenever appropriate. Mr. Ashby will mention this campaign to the first year last in the High Seminar on October 3rd.

Library. Two students, one in second and one in first year, have demonstrated interest in the position of Student Librarian. There is some question about the second year student on the basis of his carelessness about returning books on the date due. Professor Hancock will discuss with the student the responsibilities involved in the position, and the fact that he will not be permitted to continue as Student Librarian should he not assume these responsibilities. Because of additional library hours, an assistant Student Librarian, a first year student, will be appointed. These appointments will be finalized this week.

Student Handiman. One first year student will regularly put garbage out and will be paid .50¢ per week. He will also work around the school, performing tasks like shovelling the sidewalks, and will be paid \$1.00 an hour. He will keep a record of his time, submitting a bill periodically to the book-keeper. Faculty may use the services of this student when appropriate.

Coffee. The students want to know whether or not the Faculty want to be included in the coffee pool. Faculty members agreed to do so.

Mr. Hancock will be away from the M.S.S.W. October 9-15 inclusive.  
October 9,10,11, 1961: N.S. Association of C.A.S., Woodstock, N.B.  
October 12, 1961: Fredericton, N.B.  
October 13, 14, 1961: Maritime Guidance Association Annual Meeting.

The Office Secretary will have his addresses.

FACULTY MEETING (con)

October 2, 1961

Faculty Committee. Mr. Hancock stated that since the M.S.S.W. does not currently have an Assistant Director, the Faculty is considered as a committee for the purpose of handling matters needing immediate attention, action, or decision in the Director's absence. The Chairman of the Faculty Committee does not decide issues but calls the committee together to discuss issues and make appropriate decisions.

Mr. Hancock suggested that the Chairmanship of this committee be rotated among the Faculty.

Mr. A.C. Ashby suggested that since he, Miss Courtney and Miss Gilroy will be absent from the M.S.S.W. during field work days, Mr. G.W. Alton act as permanent chairman.

Proficiency Prizes. Mr. Hancock reviewed the history of the prizes presented annually to graduating students (selected by Faculty) with the highest proficiency in program. Currently two such prizes (\$25.00 and \$10.00) are awarded. Mr. Hancock asked the Faculty to consider whether or not these prizes should be retained, so that a recommendation can be made to the Board through the Director.

These prizes give the community an opportunity to participate in program, and provide recognition for achievement.

Some persons on the Faculty and on the Board believe that these prizes are not appropriate for a post-graduate School, and should be discontinued or continued in a more appropriate way (e.g. scholarship).

Mr. Ashby suggested that Faculty consider some other form of recognition such as a subscription to basic books, or a book appropriately inscribed. Faculty will consider the matter of the continued awarding of prizes in order to reach a decision at a later date.

Faculty Advisors were assigned for first year students.

Copies of weekly schedules will be distributed to Faculty members, who will submit a completed schedule to the director so that the school will know where Faculty can be reached.

Orientation Program. Miss Gilroy will put a report of the discussions held with first and second year classes in the Orientation file.

During the discussion with second year class, the students were negative about the program, in particular the lack of cohesiveness between orientation visits and total program. Although the majority of comments were very subjective, some points which came out of the discussion will be very valuable in planning the Orientation Program for second year in 1962. (See 1961 Orientation file for complete reports of discussion with both classes).

Meeting adjourned.

JG/jn

(Miss) Joan Gilroy  
Secretary pro tem

MINUTES OF FACULTY MEETING

Monday, October 16, 1961, 11:00 a.m.

Present: Mr. L.T. Hancock, Director and Chairman  
Mr. G.W. Alton  
Mr. A.C. Ashby  
Miss M.L. Courtney  
Miss J. Gilroy

The minutes of the previous meeting were outlined to the group by Miss Gilroy.

Mr. Hancock stated that Mr. McClare from second year and Miss Coughlan from first year would work part-time in the library this year. Mr. Chui is, as was mentioned the previous meeting, the school handyman.

It was confirmed that the full time faculty would constitute itself an administration committee selecting its own chairman, when the Director was out of town.

The Director indicated that he would like to see the full time faculty members be present to meet the Board members at the fall meeting of the Board of Directors.

At the next Faculty meeting it was agreed that policy concerning the area of prizes should be confirmed for the forthcoming year.

There was some concern expressed that copies of the new Nova Scotia Child Welfare Act will cost \$2.25 to purchase. In view of the vital need for liberal distribution of this publication among faculty members it was decided that the Director would contact the Department of Public Welfare about this matter.

One of the second year students has requested permission to attend the Canadian Catholic Education Council during the period March 4th to 8th. Approval in principal was given at this point with the provision that it be reviewed again later in the year in terms of the specific factors affecting the student's loss of the educational experience. Mr. Ashby the Faculty Advisor will send a memo to the student about this decision, and Mr. Alton will inform the Field Instructor involved.

One student was to graduate that evening from St. Mary's University: Miss Courtney and Mr. Hancock will be present to represent the School.

The project of the Canadian Welfare Council concerned with Education and Personnel for Social Work, has submitted to the School three copies of draft brief which it eventually hopes to present to the Government. They have requested comments, suggestions, and criticisms. The document will be circulated for study.

MINUTES OF FACULTY MEETING (Con)

October 16, 1961

Miss Gilroy notified the group that Wednesday, October 25th, has been the date agreed upon by Dr. Hiltz, Superintendent of the Nova Scotia Sanatorium, for the second year students to conduct their annual field trip to that institution. Mr. Alton will inform his class the following morning and ask for volunteers to use their cars for transportation. The volunteers will give their names to the Office Secretary.

Mr. Hancock has arranged to meet with the Student Association the following day, and invited the faculty to join him if they were free at the time of the meeting.

Miss Courtney commented on the difficulty of sharing an office and acting as faculty advisor with students. She wondered if the Periodical Reading Room could be used for this purpose. It was agreed that this should become a standard procedure.

The students in research have asked Mr. Ashby if they can have the use of the Research Room on nights that the Library is closed. Since there does not appear to be any need at this point it was felt best to defer this procedure for the time being.

The outline of the Field Instructors meeting was raised by Mr. Alton for comments. There was some question as to when is the best time to hold the first term evaluations, but generally the faculty preferred them before Christmas; at the same time noting however that this presents some difficulties. This will be more fully discussed at the meeting on Wednesday afternoon.

Meeting adjourned at 12:20 p.m.

Gerald Alton,  
Secretary

GA/jn

c.c. Mr. Hancock ←

Mr. Ashby

Mr. Alton

Miss Courtney

Miss Gilroy

File

MINUTES OF FACULTY MEETING  
HELD OCTOBER 23, 1961

The Faculty of the Maritime School of Social Work met in regular session on October 23, 1961 with all members present.

BUSINESS FROM THE MINUTES

Library. It was agreed that arrangements would be made to have the Library open to students on Thursday nights, additionally, for an experimental period of one month.

Board Meeting. The Director conveyed an invitation to Faculty from the Board of Directors to the Faculty to meet with them on Wednesday, November 8 at 9:00 P.M.

Child Welfare Act. It was reported that there appeared to be no possibility of copies of the office consolidation of the Child Welfare Act (Nova Scotia) being made available to the School except at the regular price.

Student Request. It was reported that the Field Instructor of the student who has requested permission to be absent in March to attend the Catholic Council on Education Conference approved this within the terms of the School's approval. Mr. Ashby, as advisor, will inform the student.

Evaluation Timing. Discussion of timing of evaluations for the pre-Christmas term was deferred, as it did not prove possible to get the views of the Field Instructors' meeting on this.

NEW BUSINESS

Keys. All Faculty were asked to inform Miss Nolan of the keys to the building and offices which they hold.

Photographs. Faculty were asked for information on photographs of School activities and former students.

United Appeal. It was reported that the student body had contributed \$41.00 for the United Appeal.

Book Orders. Procedures on book ordering were clarified: book order forms are turned in to the Office Secretary, who clears these with the Librarian for duplication, then passes them to the Director for approval.

Student Learning. There was some exchange of observations and views in and review of the functioning of individual students.

Respectfully submitted,

A. C. Ashby  
Secretary pro tem

ACA/bt  
Nov. 1/61

MEETING OF FACULTY MEETING  
MONDAY, NOVEMBER 6, 1961 - 11:00 A.M.

Present: Mr. Hancock, Chairman  
Mr. Alton  
Mr. Ashby  
Miss Gilroy  
Miss Courtney

The minutes of the last faculty meeting were outlined by Mr. Ashby.

Hospital Bursary: The hospital bursary was again discussed at this meeting and ended with the agreement that none of the present students seemed to meet the requirements of the Commission.

Library: One of the copies of the book "The Learner in the Profession" by Charlotte Towle has been located by Mr. Ashby. The second copy has not been found. Discussion ensued as to the general policy and rules of the library since these were causing some concern to faculty, students and librarian. It was suggested that Mrs. Fleming, the librarian, be invited to attend a faculty meeting for the purpose of discussing the library.

Mr. Hancock has asked the faculty to submit, in duplicate, book order forms to Miss Nolan if they wish books to be purchased. The Chairman agreed to look into the feasibility of renewing the practice of having new library accessions passed to the faculty for consideration. Difficulty had arisen in the past when the publications were not returned as promptly to the library as had been anticipated.

Commission on Studies: Mr. Hancock related to the faculty that the Board of Director of the Maritime School of Social Work has set up a Commission on Studies. Its purpose is to give the universities, with which the Maritime School is affiliated, an opportunity to participate in and help the program of the School and to, hopefully, help the School become more acceptable to the Council of Social Work Education as far as accreditation is concerned. The Commission will include in its membership faculty members of the School of Social Work as well as representatives, in the names of the following, from the five universities with which the School is affiliated:

Acadia	Mr. S. Fountain
Mount Allison	Mr. I. Campbell
King's	Dr. F. Uhler
St. Mary's	Father Stewart
St. Francis Xavier	Father Mifflin

Mr. Hancock has arranged Saturday, November 25 as the date upon which the first Commission meeting will convene pending the agreement of the members of the Commission. The faculty of the School is encouraged to attend if such attendance is feasible for individual faculty members.

Board Meeting: The faculty was reminded of the Board Meeting on November 8. Members should note that their attendance at 9:30 P.M. will be in order as it is anticipated that the meeting will not end until that time.

Field Instructors' Meeting: Mr. Alton asked for suggestions concerning the agenda for the November Field Instructors' meeting. It has been decided that the topic of evaluations will be included and that the discussion of criteria will be a natural outgrowth of the discussion around evaluations. There were no further suggestions.

Anniversary of School: The School is having its 20th anniversary this year and Mr. Alton asked if this occasion would be suitably commemorated. Mr. Hancock has taken this into consideration and hopes that the Board will look into it more fully.

Cheques: Mr. Ashby asked if an itemized list of salary deductions could accompany the monthly faculty cheques. Mr. Hancock had assumed that this had been done but will check into this. It is expected that a statement re deductions will accompany the November cheques with any changes in deductions etc. to accompany following monthly cheques.

Course for Supervision: Mr. Ashby suggested the possibility of having a course at the School for supervision for agency supervisors in addition to or rather than a course which is restricted to the field instructors. This opened up a discussion around extension courses and purpose of the School. The discussion ended with Mr. Hancock agreeing that much more could be done to increase the functions of the School. He felt, however, that we should gear ourselves towards coping with out present commitments and then move on to other goals.

Students: The meeting ended with a discussion of some of the students who were experiencing learning difficulties.

Meeting adjourned.

Mary L. Courtney  
Secretary pro tem

MLC/bt



MINUTES OF FACULTY MEETING HELD  
MONDAY, NOVEMBER 13, 1961 AT 11:00 A. M.

PRESENT: Mr. L. T. Hancock, Director and Chairman  
Mr. G. W. Alton  
Mr. A. C. Ashby  
Miss M. L. Courtney  
Miss J. Gilroy

Miss Courtney reviewed the minutes of the meeting held on November 6, 1961.

BUSINESS ARISING OUT OF THE MINUTES

Library. Mr. Hancock discussed the matter of certain Reports and Theses not being available to students with Mrs. Fleming. These Reports and Theses will now be available to the students. Mr. Hancock confirmed the suggestion that Mrs. Fleming be invited to attend a Faculty meeting to discuss procedures and other matters related to the library.

Commission on Studies. Thus far the members of the Commission on Studies from the affiliated universities with one exception have approved Saturday, November 25 as the date for the initial meeting. The possibility of having the sessions on Friday evening, November 24 and on Saturday morning, instead of all day Saturday was mentioned. Faculty members felt that it would be better to have these sessions all day Saturday if it is possible to arrange this. Mr. Hancock will advise Faculty as soon as the date and times have been confirmed and will circulate.

NEW BUSINESS

Students. There was a discussion of the progress of all students on which Faculty members took appropriate notes for individual advisees.

Film on Alcoholism. Arrangements will be made for Faculty to preview this film on Monday, November 20 at 4:00 P.M. either at the National Film Board or at the M.S.S.W.

Executive of the Student Association - Faculty Meeting - Tuesday, November 14 at 3:00 P.M. There was concern expressed that the presence of all Faculty members at these meetings might be overwhelming to students and that the Faculty might be too directive in these meetings. It was decided to discuss this at the meeting on November 14 with the members of the Executive of the Student Association.

Examinations. Mr. Hancock reviewed the procedure in connection with examinations at the M.S.S.W., including the fact that Academic Professors are required to evaluate students but the manner in which these evaluations are carried out (e.g. oral or written examinations, series of tests, term papers or any combination of these) is decided by individual professors.

One student has notified the School that he is planning to work at the Post Office during the Christmas period, the hours of work beginning at 4:00 P.M. which would conflict with afternoon exams should they be scheduled from 2:00 - 4:00 P.M. It was decided to schedule afternoon examinations from 1:30 - 3:30 P.M. this year, as these hours would be convenient for those with part-time holiday employment, and would not inconvenience other Faculty members or students.

Research. Mr. Ashby asked Faculty members to consider the <sup>researchable topics</sup> ~~Research~~ courses, and ~~questions related to these~~ with a view to discussing ~~them~~ in the post-Christmas term.

Comprehensive Exam. Mr. Hancock asked Faculty to consider the introduction of comprehensive examinations either oral or written, in future academic years at the M.S.S.W.

Form Letters. Miss Gilroy is proposing to revise the form letters and will circulate these letters for comments and suggestions from Faculty members.

(Miss) Joan Gilroy  
Secretary pro tem

JG/bt  
Nov. 15/61

MINUTES OF FACULTY MEETING HELD  
MONDAY, NOVEMBER 20, 1961 AT 11:00 A.M.

PRESENT: Mr. Hancock, Chairman  
Miss Courtney,  
Miss Gilroy  
Mr. Ashby  
Mr. Alton

The meeting was opened with the minutes of the previous meeting being reviewed. There was no discussion arising out of these minutes.

Under special business, Miss Gilroy mentioned that arrangements had now been made with the Department of Immigration to visit their city headquarters this afternoon. She and Miss Courtney will accompany the first year students on this visit this afternoon at four o'clock.

Mr. Hancock pointed out that unfortunately this field visit conflicts with the showing of the film on Alcoholism scheduled for four this afternoon at the National Film Board.

It was also mentioned that the Commission on Studies will meet in the School as planned on Saturday morning at nine-thirty. This will be a day long conference.

Some time was taken for reviewing some of the problems certain of the students were having in connection with their experience at the School.

The latter part of the meeting was devoted to reviewing some of the problems which the Canadian Schools of Social Work were having in developing a Committee to represent their interests and deal with some difficulties arising in this area. Mr. Hancock is the chairman of this committee. He outlined the history of movement in this area since its inception in 1947 under the sponsorship of the late Dr. Harry Cassidy. At the present time, he is concerned with developing a structure by preparing a constitution and by-laws which will make such a committee's activities operationally effective. Basic to this problem are the factors of geography and cost which influence considerably the effectiveness of not only the committee but any projects which may develop from it such as sub-committees dealing with the various sequences in Social Work Education. Mr. Hancock stated that he would be circulating material within the next day or two among the faculty concerned with this problem and would appreciate any comments or suggestions which may come forth.

Following lunch there was a brief meeting concerned with money available in the Mental Health Grant. Mr. Hancock wondered if we shouldn't use this money to bring to the community an outstanding person in the field of Corrections for the purpose of having an Institute. There was general agreement that this was a good idea but the decision as to whom to get was deferred until later to give everyone an opportunity to consider how best to use this opportunity.

Gerald Alton  
Secretary pro tem

Nov.20/61  
GA/bt

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

Minutes, November 27, 1961

28nv61

The Faculty met ~~mm~~ at the School at 11 am, November 27, with all members present.

Orientation--Immigration

It was noted that there had been some difficulties in the organization of the orientation experience with the Department of Immigration. These might be attributable to the fact that the officer thru whom this was arranged had not had experience in this undertaking before and did not know what presentation would be most helpful to the students, or it might be the shortness of time in which the experience had been arranged.

Planning for Institute

Mr Hancock suggested that it would help greatly if individual Faculty members would give thought to possible topics and organizational framework for the proposed Institute.

Suggested Institute leaders, as recalled by the Acting Secretary, included: Miss Towle, Mrs Perlman, Dr Jocelyn, Ben Meeker and Dr. Rabinovitch from the Chicago area, and Fritz Redl from Detroit.

HAWTHORNE MICH.

CASW Ballot

There was a sharing of information and background on matters relevant to the ballot to be returned to CASW.

Prizes

It was agreed that no action should be taken this year that would alter the expectations that present students might have, and that ~~immediat~~ consideration of what would be done next year would be deferred to the next Faculty meeting.

Tape Recorder

Mr Hancock pointed out that the School has a tape recorder and a number of tapes which Faculty might like to consider as teaching aids. It was agreed that a list of holdings be circulated.

Reference Material

Mr Hancock ~~mentioned~~ mentioned that he would be circulating shortly a loose-leaf book containing a number of basic documents with regard to the school and its curriculum, for guidance and information of Faculty.

Respectfully submitted,

A.C. Ashby, Acting Secretary.

MINUTES OF FACULTY MEETING  
HELD DECEMBER 4, 1961 - 11 A.M.

PRESENT: Mr. L. T. Hancock, Chairman & Director  
Mr. A. G. Ashby  
Mr. G. Alton  
Miss J. Gilroy  
Miss M. L. Courtney

The minutes of the previous faculty meeting were outlined to the group by Mr. Ashby.

PRIZES: Further consideration was given by faculty members to the procedure of giving prizes at commencement exercises. This discussion will be outlined in a memo which will be circulated among <sup>Full Time</sup> ~~permanent~~ faculty members.

CHRISTMAS GIFTS: Mr. Hancock noted that it had not been the practice of faculty members to exchange Christmas gifts with each other. The present faculty agrees with this past policy.

FILING CABINETS: The cabinets have required an extra "push" in order to ensure that they are locked. Mr. Hancock brought this to the attention of the faculty so that we can be aware of this and therefore continue to safeguard the confidentiality of the files.

PUBLIC WELFARE CLASS: Mr. Hancock told us that Mr. Andrews, Deputy Minister of Welfare for the province of Newfoundland, will be talking to Mr. MacKinnon's class in Public Welfare on December 4. Mr. MacKinnon has extended an open invitation to others at the School who may be interested and able to attend this lecture.

RECRUITMENT: Mr. Hancock shared with the faculty that his students in the Administration class seemed quite concerned about the problem of recruitment for social work and showed willingness in offering their services in helping to overcome this problem. It was explained that the School was and is very interested in this problem and had in the past paid expenses for a first year student to return to her Alma Mater to discuss the profession of Social Work with her former colleagues. This seemed to be well received. Mr. Hancock feels that the School should become involved in recruitment on a broader basis. He would like to see a well publicized "open house" held at the School with students in attendance from other universities in the area.

All agreed that this could be valuable in encouraging people to come into the profession. Faculty members related their past experiences with this kind of approach and all had found that the results seemed to be successful where Social Work students and faculty co-operated and participated to present a program which undergraduate people found interesting.

It seemed to be the general feeling that C.A.S.W. should participate in this plan especially since C.A.S.W. is very concerned with strengthening its profession in quality and in quantity. Approaches had been made by the School to C.A.S.W. in the past concerning the possibility of having the co-operation of the professional organization in having an "open house" for the purpose of recruitment. These approaches have not met with any tangible success.

A decision was reached that C.A.S.W. should be approached once again concerning this phase of recruitment. Mr. Hancock will send a letter to C.A.S.W. outlining the School's position with Miss Gilroy and Miss Courtney reinforcing this at the executive meeting of C.A.S.W. on December 6.

The faculty members feel, however, that the program of an "open house" should be held with or without the co-operation of C.A.S.W. even though such co-operation is strongly desirable.

RESEARCH: Mr. Ashby asked that we arrange to have on the agenda for <sup>A future</sup> ~~the next~~ faculty meeting, the use which students make of their time. He is considering this as a possible research topic for the 1962-63 second year class.

Mary Lou Courtney  
Secretary pro tem

Dec. 6/61  
MLC/bt

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING  
HELD DECEMBER 18, 1961

Present: Mr. L. T. Hancock, Chairman  
Mr. G. W. Alton  
Mr. A. C. Ashby  
Miss M. L. Courtney  
Miss J. Gilroy

Miss Courtney reviewed the minutes of the December 4 meeting.

Business Arising from the Minutes.

Prizes. Miss Courtney drafted and circulated a memo following Faculty discussion of this topic at the December 4 meeting. In summary, the Faculty is not opposed to the idea of awarding prizes, but believes these prizes should be more meaningful in form (e.g. books, substantial amount of money).

Mr. Hancock will discuss Faculty thinking with the Chairman of the Board.

Recruitment. Mr. Hancock read a letter from Miss C. M. Campbell, Chairman, Recruitment Committee, C.A.S.W. In her letter (which was in response to Mr. Hancock's letter to the President of the C.A.S.W. N.S. Mainland Branch re the open-house for university students) Miss Campbell said that although the activities of the Recruitment Committee had been in the past primarily geared to high school students, the Committee would be glad to co-operate with the M.S.S.W. in the "open-house".

Miss Courtney reported that the C.A.S.W. executive at its last meeting unanimously agreed that C.A.S.W. should co-operate with the School in this venture and that the Chairman of the Recruitment Committee should follow through on specifics of planning, etc. with the School.

It was decided that a meeting of the Faculty and Miss Campbell, and a representative from the Alumni Association, if this Association is interested, be held to plan for the open-house.

Mr. Hancock reported that Dr. A. E. Kerr notified him that Dr. Beech would act as Faculty Consulting Officer at Dalhousie University, replacing Dr. Frances Marshall.

Mr. Alton reported to the group on his discussion with Dr. F. Uhlir, Sociology Professor, University of King's College and Father D. Rourke, Saint Mary's University re recruitment for social work.

Dr. Uhlir suggested that representatives from the M.S.S.W. meet with the Dalhousie-King's Sociology Club and that this evening be devoted to a discussion of social work (education and practice) to interpret social work to the group and to interest students in the profession.

Mr. Alton mentioned that a film might be used for this meeting, and that the Acting Registrar should be involved in the presentation.

Dr. Uhlir would like the classes which he teaches at King's Theological School and Pine Hill included in this meeting.

The suggestion was made that a joint meeting be held between the Psychology and Sociology clubs at Dal - King's - however, it was believed that the numbers would be too large for group discussion.

Mr. Alton will contact Dr. Beech and discuss ideas for interpreting and recruiting social work at Dalhousie University.

Father Rourke at St. Mary's University suggested talking with students individually at St. Mary's, as representations to groups of students had not been very successful in the past. Father Rourke also commented that it would be advisable to talk with first and second year students, as the majority of fourth years had decided upon their future profession, and had arranged curricula to their goals.

Miss Gilroy mentioned an informal request from Mr. George Caldwell (Regional Administrator of the D.P.W. C.B. office and Executive Director C.A.S. of C.B.) for a representative from the M.S.S.W. to come to Sydney to talk with several persons whose interest in social work education was evident. Faculty agreed that a visit to this area would be valuable.

The Faculty representatives at the universities in this area will be contacted to arrange a convenient date for the open-house.

#### New Business

Examinations. Miss Gilroy referred Faculty to the examination schedule which had been posted December 6.

Mr. Hancock reviewed the purpose and clarified the responsibilities of the Faculty member circulating around the rooms in which students were writing examinations. Faculty does not wish to create the impression that the students are not trusted. However, the School has a responsibility to provide a certain degree of supervision to prevent cheating and the anxiety created for other students when one of their number violates the responsibility placed with them, and to provide the opportunity for students to ask questions, etc. It was mentioned that rules and regulations governing answering of student questions during exams could not be laid down, but that any clarification given to one student should be announced to other students.

If students are late for examinations no adjustment in time is made, unless they are able to produce a justifiable reason for lateness.

An Additional Faculty Meeting was scheduled for 3:45 P.M. on December 20 to discuss general matters related to Field Work and Research, and students whose progress and achievement in both areas represent serious question marks. Some students may not be able to carry both these areas of the program, and some decisions may therefore have to be made about which area particular students should be advised to drop so as to complete other areas satisfactorily. It was agreed that the Faculty should be aware of each other's thinking in these matters and should be aware of and able to interpret any decisions made in relation to particular students.

Dr. F. Uhlir, University of King's College representative on our Academic Council, will not be an active member this year due to other work commitments. He is, however, interested in serving another year. Mr. Hancock will consult with Canon Puxley, President, University of King's College on this matter.

Social Work Seminar. Suggestion made that clergy be invited to one of these seminars to clarify respective roles of the clergy and social work.

Jan. 8/62  
bt

(Miss) Joan Gilroy  
Secretary pro tem