

File

MINUTES OF FACULTY MEETING
MONDAY, JANUARY 8, 1962

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

- 1) The Minutes of the previous meeting were reviewed. Business arising from the previous meeting concerned the School's role in Recruitment. Mr. Hancock stated that he had sent a letter to Mr. Henry Bourgeois of the Alumni asking if they would wish to participate in such an endeavour. A letter was also sent to Miss C. M. Campbell, the Chairman of the Recruitment Committee of C.A.S.W. informing her of this move.
- 2) The marks which have thus far been submitted by the various course Instructors to the School were reviewed for both the second and first year classes. It was decided to post out the marks as soon as possible although the Field Work Reports would not all be in before the end of the month.
- 3) Special Lecture: A telegram has been sent to Professor Dorothy Aiken of the University of Chicago School of Social Service Administration concerning her participation in this project. As yet a reply has not been received.
- 4) A Sub-Committee of the Board has been formed to explore and plan for the future of the Field Work Program of this School. It is expected that this sub-committee will examine the value of Block Placement as opposed to the present procedure of using a concurrent placement primarily centered around the Halifax area.
- 5) The Social Work Seminar II due to commence next week was reviewed in terms of what had been done in the past. There was some doubt voiced as to whether this has been the most effective use of this experience. Mr. Alton volunteered to assume leadership for the course allowing the students to take responsibility for outlining method and content and setting goals. This was agreed.

Meeting adjourned.

Gerald Alton
Secretary pro tem

GA/bt
Jan. 8/62

FULL TIME FACULTY MEETING MINUTES
MONDAY, JANUARY 22, 1962

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

The only business arising from the faculty meeting of January 15, 1962 was that of the newly proposed library book order forms. The faculty gave its consent to this form. Mr. Hancock will discuss this with the librarian, Mrs. Fleming. Copies of this form will then be mimeographed.

The Department of Public Welfare will be holding an in-service training program beginning on February 6th. The Maritime School has been asked if there is a possibility that three rooms could be made available to the in-service training group for the dates of Friday, February 9 and Friday, February 16. The faculty confirmed that the periodical room, the common room and the first year classroom could be used for this purpose.

The rest of the meeting was devoted to discussion of problems as they related to some students.

(Miss) Mary Lou Courtney
Secretary pro tem

Jan. 23/62
bt

MINUTES OF FACULTY MEETING
JANUARY 29, 1962 - 11:00 A.M.

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

Miss Courtney reviewed the minutes of the January 22 meeting.

Students. Faculty discussed two first year students: one who did not meet requirements in first term, first year field work and whose evaluation was held during the block period; one who has decided to withdraw from the M.S.S.W. Miss Courtney, Field Instructor for both students, reviewed the problems with students and the reactions of the student who failed in field work. Procedure for Faculty contacts with these students were outlined with appropriate Advisors taking notes on the discussion.

Supplemental Exam in Psychiatry II is being written by the second year student who failed this course at Christmas on January 29 from 1:00 - 3:00 P.M. in the first year classroom. It was suggested for future discussion that Faculty consider seriously whether the six week period which must elapse between a course failure and a supplemental examination is long enough, or whether general procedure should be that supplementals be scheduled during or near the examination period following the course failure.

Mr. Hancock enquired about anticipated requirements for stenographic service during second term, commenting that because of heavy demands in certain areas during first term, e.g. mimeographing, the office staff had not had time to complete other projects such as the research on records of former students for the Academic Council. Mr. Ashby anticipates that the student research requirements (mimeographing schedules, etc.) will be lessened considerably during second term.

Mr. Hancock called Faculty's attention to the letter from Miss Dorothy Aitken, University of Chicago, School of Social Service Administration, stating that she would be unable to do an institute on field instruction for the M.S.S.W. as requested.

In view of the little time between now and the end of March for planning and obtaining a competent person to do the institute, Faculty decided to change the focus of the institute to family counseling or multi-problem families, and to select a social worker in Eastern Canada to lead the sessions. Some suggestions for appropriate persons were made. Faculty were to consider these suggestions and discuss final planning very soon.

Meeting adjourned.

(Miss) Joan Gilroy
Secretary pro tem

Jan. 30/62
bt

MINUTES OF FACULTY MEETING
FEBRUARY 5th 1962 - 11:00 a.m.

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

The minutes of the previous meeting were reviewed.

New Business arising from these minutes. The Director informed the group that he had written Miss Lillian Thomson, Executive Director, Neighborhood Workers' Association, Toronto, Ontario, concerning the possibility of holding a one or two-day Seminar on hard to reach families. He is expecting to hear from her this week. Other alternatives were discussed and the reasons for their rejection were mentioned.

The question of supplementary examinations was raised, and it was noted that all but one student have requested writing these examinations as soon as possible.

The question of referring the student for a psychiatric assessment was discussed, and a review of student conferences was mentioned.

Mr. Ashby stated that he was in need of readers in connection with the research project for the purpose of sharing the load. It was agreed that some suggestions would be required around this problem.

Bursary and Scholarship forms. Mr. Hancock informed the group that a form had been devised for the purpose of recording bursaries and scholarships which students were receiving while in attendance at the School. The students will be asked to fill out this form twice a year, so that we might be kept informed of their financial commitments. For those who are on leave of absence from their respective agencies - they are asked to note this under the item "Others".

Five copies of the "Family Life Research Committee" Report on Juvenile Delinquency and Working Mothers, have been received. These will be placed in the Library.

Mr. Ashby raised the question of whether it was feasible for the first year students to undertake a time-study project for the course in research. It was generally agreed to.

A letter has been received from Miss Dorothy Walker, who is Head of the Halifax Branch of the Nova Scotia Association for Retarded Children, wondering about the possibility of a student co-ordinator for a project in this area.

Minutes of Faculty Meeting February 5th 1962 (con)

It was generally agreed that it was too late in the year for such a project to be undertaken by one of our students.

It was noted that the Faculty are increasing the use of first names while in the building. It was felt that this created a problem in terms of student relationships with faculty and staff, and therefore it was recommended that only surnames be used amongst faculty members while in the building.

The problem of recruitment of personnel. A student had volunteered to visit his undergraduate University (St. Mary's University) and speak to a class as well as write an article to the local student paper. It was generally felt that although this could be helpful, it would need the guidance of a faculty member to keep from becoming a potentially difficult project.

Some general comments and discussion about the student party, which Mr. Ashby had been approached about, followed, and whether the Faculty should be involved in this. No decision was made at this time.

Respectfully submitted,

GA/jn
Feb.8/62

Gerald Alton,
Secretary pro tem

MINUTES OF FACULTY MEETING
HELD FEBRUARY 19, 1962

Present: Mr. L. T. Hancock - Chairman & Director
Mr. G. Alton
Mr. A. C. Ashby
Miss J. Gilroy
Miss M. L. Courtney

The minutes from the previous faculty meeting were outlined by Mr. Ashby.

BUSINESS ARISING FROM THE MINUTES

It was agreed that Miss Lillian Thompson be contacted again to outline our request to have her speak to us in the fall of 1962.

OPEN HOUSE

A committee meeting concerning the "Open House" is scheduled for February 26 at 2:00 P.M. Mr. Hancock will contact the Committee members concerning this arrangement.

MR. JOSEPH WILLARD

A letter has been circulated to the full time faculty concerning what is thought to be a plan to integrate and consolidate welfare services across Canada. Mr. Hancock will write Mr. Willard to obtain further information and this will be discussed at another faculty meeting.

MR. HANCOCK has presented the tentative plan to the faculty that since the School has been unable to obtain a visiting lecturer for this term that efforts should be made to follow up on a series of lectures which were held last year at the School concerning the educational components in Social Work Education. It was agreed that Mr. Hancock will attempt to engage Reverend Father Fogarty of the Education Department of St. Mary's University to present lectures to the full time and part time faculty.

ADVISING

Miss Gilroy presented her concern around the use of Student Advisors. It was felt that we, the full time faculty, should be clear on our role as Advisors and referrals to Advisors should be made as and when the situation warrants it. Many students seem to have hesitancy around seeing their Advisors. This is a topic which seems to need a lot of consideration and time will be devoted to discussion of this at future faculty meetings.

(Miss) Mary Lou Courtney
Secretary pro tem

Feb. 21/62
MLC/bt

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING
FEBRUARY 26, 1962, 11:00 A.M.

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 previous meeting.

BUSINESS ARISING OUT OF THE MINUTES

Mr. Hancock reported that he had answered Dr. J. Willard's (Deputy Minister of Welfare) letter requesting additional information on the frame of reference for the Welfare Council being proposed. To date, there has not been a reply.

Mr. Hancock has written Father D. Fogarty, Saint Mary's University, asking whether it would be possible for him to carry out a series of three or four lectures related to or a follow-up on the series on Education presented in 1960-61 year. This letter did not specify the content of these lectures. To date there has been no reply.

MISS MAINE'S VISIT TO THE M.S.S.W. Faculty commented that the students prepared well for and participated well in their discussion with Miss Maines and Mrs. Vickery. Their questions indicated an interest in understanding the problems of accreditation, C.A.S.W., provincial incorporation. They were stimulated as a group by this meeting with Miss Maines.

Faculty agreed that there was no follow-up indicated from this meeting, except Mr. Hancock's letters of thank you to Miss Maines, Mrs. Vickery and Mr. V. MacDonald, President of the Student Association. (The letter to Mr. MacDonald would also contain the Faculty's official expression of appreciation and enjoyment for the Student-Faculty party held on February 23, 1962.)

NEW BUSINESS

M.S.S.W. Personnel Policy had been circulated to Faculty members for comments prior to this meeting, as it is being considered by the Board of Trustees. There were few changes or modifications suggested by the Faculty. There was general agreement of the retirement age at 68 rather than 65, and that the individual Faculty member, upon reaching retirement age, may be reappointed by the Board if such is in the best interests of the School. There was a suggestion that these reappointments might be considered on a year-to-year basis, as is done in some universities.

It was suggested that this Policy should include provision for visiting professorships, although it was recognized that the M.S.S.W. would probably not engage a professor on this basis for some years.

Mr. Alton raised a question about the number of employment years required before one became eligible for sabbatical leave and this was clarified from the Policy as seven years, with the possibility of leaves of absence.

Mr. Hancock mentioned the objection on the part of one Board member to the hours of work being designated as 9:00 A.M. - 5:00 P.M. in the Personnel Policy, because the Board member believed that academic personnel should be free to work whenever it best suited their schedules and temperaments. Mr. Hancock commented that the School's identification with agency practice made the designation of the normal hours of work more acceptable in our Policy, although this may be dropped or modified in the revised Personnel Policy.

Schedule for Rating Admissions Records. A copy had been circulated to each Faculty member. This schedule will be a basis for a more orderly and scientific approach to the examination of admission records. It is not intended to remove responsibility for reaching decisions about applications from the Admissions Committee. It was agreed that this schedule be utilized in reading application files circulated from this date on for Faculty comments, suggestions and opinions before the application interview and before Admissions Committee decisions.

Graduation Speaker. Mr. Hancock reported that the Honourable Mr. Monteith, who has been asked to address the graduates, has requested that the invitation be held open until the end of March at which time he will be able to advise us whether it will be possible for him to speak. Mr. M. Zive, Chairman of the Board, is prepared to await a final reply until sometime in March (although not as late as the end) and to accept the difficulty in obtaining another speaker at a later date should Mr. Monteith be unable to come. Mr. Hancock asked Faculty to consider other persons who might be asked to address the graduates.

(Miss) Joan Gilroy
Secretary pro tem

JG/bt
Feb. 27/62

MINUTES OF FACULTY MEETING
HELD MARCH 5th 1962

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

(1) The minutes of the previous meeting were reviewed.

It was noted that there was a letter from Dr. Willard stating that he had no further questions concerning the Advisory Welfare Council. A letter has been forwarded to Father Fogarty, but as yet no answer has been received.

Letters of thanks have been sent Miss Maines, ^{and} Mrs. Vickery, concerning their meeting with the students, and a letter of thanks has been sent to Mr. V. MacDonald in connection with the student party.

(2) NATIONAL ASSOCIATION OF CANADIAN SCHOOLS OF SOCIAL WORK

Mr. Hancock reported to the group on the two-day conference held the previous week in Montreal. All the Schools of Social Work in Canada, with the exception of St. Patrick's, were present. There was some concern expressed by the group about the Director of St. Patrick's.

From a historical point of view the Constitution and By-Laws were drawn up in 1948. No reference, however, indicates that they were ever adopted, nor were Faculty personnel ever involved in this organization, so that during the meeting last week the Constitution and By-Laws were again drawn up by the Chairman Mr. Hancock, and sent to Mr. Nicholas Zay of the Montréal School of Social Work. Within the Constitution and By-Laws is an obligation of an annual meeting of Directors and Department Heads of the various Schools, with strong emphasis on Faculty representation.

It is expected that a meeting will take place in Winnipeg later this year, when the new officers will take over and the work project will be instigated for the forthcoming year.

Some discussion was devoted to priorities, and it was felt that the three areas of Field Work, Research, and Admissions rated priority, but it was undecided in what order.

The support of the N.C.C.S.S.W. was indicated for the non-accreditation of the Maritime School, and the fact that this organization had previously noted this discrepancy and no action had been taken at that time.

Minutes of this conference will be circulated when they are available.

(3) Some discussion took place on students who were presenting problems.

Minutes of Faculty Meeting March 5/62 (con)

(4) Committee on Juvenile Delinquency

The Committee on Juvenile Delinquency will be meeting in the Halifax area towards the latter part of March. The question was raised as to whether a brief should be presented to this group. Opinions were presented both favoring and against such a proposal, and it was finally agreed that Mr. Alton would take responsibility for the preliminary draft.

(5) Curriculum Changes


Some discussion was given to a proposed curriculum revision submitted by Mr. Ashby and Mr. Alton. However, it was felt best to consider this next week when more time would be available.

(6) Mr. Hancock informed the Faculty that Judge Harold Comeau would be in the School that afternoon to interview students.

(7) Reference was made to the fact that the Canadian Association of Social Workers meeting will be held in the School on March 31st, at which time there will be a shower for the School. Time was devoted to assessing the various items the School needed.

(8) A general discussion occurred around the proposed Admissions Evaluation Form, which Mr. Hancock had submitted to the group about two weeks previously. It was agreed that we would start using this form on an experimental basis.

Respectfully submitted,


Gerald Alton,
Secretary pro tem

GA/jn
Mar.6/62

MINUTES OF FACULTY MEETING
MONDAY, MARCH 19, 1962

Present: Prof. L. T. Hancock, Chairman & Director
Mr. G. Alton
Mr. A. C. Ashby
Miss M. L. Courtney
Miss Joan Gilroy

Business Arising from the Minutes

The "Open House" has been scheduled for the same date as has been tentatively arranged for a meeting of the Academic Council. The decision was reached that the next Academic Council meeting be postponed until the fall of 1962. It was the feeling of the group that the material which was to be presented at the April 5 meeting would not be ready and this, added to the busy schedule, warranted a postponement.

Mr. Hancock reported to Faculty that we shall be unable to engage Father Fogarty prior to the expiry of the Mental Health Grant.

New Business

Film - Mr. Alton is in the process of making arrangements to have a film from the Family Institute in the U. S. shown in Halifax. This film focuses upon new techniques of family therapy. It has been suggested that the Faculty, second year students, members of C.A.S.W., Maritime Psychological Association, and the Maritime Psychiatric Association be invited to view this film.

Brief on Juvenile Delinquency - Changes have been made in this brief and the brief will be ready to be discussed at the next Faculty meeting.

Lecture Time-Table - Mr. Ashby shared with the Faculty that he had restudied the proposed lecture time-table. The changes in the time-table will affect the Administration, Community Organization and Research courses. It seems that the newly proposed time-table is practical.

Part-time Faculty - A discussion followed around the possibility of greater involvement of the part-time Faculty in the School program. Little has been done about this deficiency during this School year as the pressures have been heavy. It is hoped that further consideration will be given to this problem in the future.

Memoranda - Mr. Hancock brought to the attention of the Faculty that he would like us to consider at some future date the memoranda concerning (1) Counselling and advising re bursaries, (2) maximum time limit between the taking of the first year and the second year at the School of Social Work.

The meeting ended with discussion of Mr. Alton's draft of the Field Work Manual.

Respectfully submitted,

Mary Lou Courtney
Secretary pro tem

/bt
March 21-62

FACULTY MEETING
MARCH 26, 1962 - 10:30 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 previous meeting.

BUSINESS ARISING FROM MINUTES

Film re family. Mr. Alton reported that the plan to obtain this film for the second year students, the qualified social workers, psychologists and psychiatrists, in the community, was moving forward. It was decided to send a memo to C.A.S.W., M.P.A., M. Psychiatric Association stating the details about time and place of showing, and inviting interested members of these associations to attend. The film will probably be at 4:00 P.M. on April 17 at the National Film Board.

Brief to be presented to the Committee on Juvenile Delinquency. Mr. Hancock stated that the School's revised brief would be circulated to Faculty for discussion at the next Faculty meeting. This Brief is to be presented on April 4 at 11:00 A.M.

NEW BUSINESS.

Mr. Hancock informed the Faculty that he had received a letter from the President of the Sisterhood, Beth Israel Synagogue, about the Sisterhood Spring Fair, to be held on March 28. The four complimentary tickets were distributed among Faculty.

Mr. Hancock will write Mrs. Vickery, President, Mainland Branch of C.A.S.W., thanking the group for gifts given to the M.S.S.W. at the March meeting.

Professor John Morgan will be at the M.S.S.W. on April 17, 1962 to meet with the students from 9:00 - 10:30 A.M., and Faculty at 11:00 A.M.

Research. Mr. Hancock advised the group that Mr. Ashby may have to be away from the School for personal reasons, and that this would involve other members of Faculty assuming responsibility for Research. Mr. Ashby has prepared a statement of what must be done, when, etc. He will be away the week of April 8, if he does not have to leave before.

Each Faculty member will have four or five theses each to read, using the Reader's Guide. Should there be serious doubts about a thesis meeting requirements, the Faculty reader should inform the student's advisor who would share this information with the student. The student would decide whether to revise thesis (which would mean his not graduating) or to risk submitting it as presented.

Faculty discussed and revised additional sections of Field Work Manual.

(Miss) Joan Gilroy
Secretary pro tem

JG/bt
March 30/62

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting
March 12, 1962

BUSINESS FROM THE MINUTES

Mental Health Grant for Advancement of Teaching, 1961-62

Mr Hancock reported that there had been difficulties in getting in touch with Fr Fogarty, but it was hoped to arrange for one or two lectures before the expiry of the grant.

MSSW Open House

Mr Hancock reported on the Committee meeting of March 13, in which it was agreed that the Open House be held April 5, from 2 to 5 pm and from 7 to 10 pm. Students and faculty of local universities were being invited through stories in student and other newspapers, public announcement systems at the universities, posters on university bulletin boards, and other media.

It was desired that there be faculty in attendance in each classroom during the periods indicated, with a class list on the blackboard, to explain the activity carried on, and one faculty person in the office for the same purpose. There would also be two CASW members and two alumni members available as consultants, and six students serving as guides. It was proposed to serve tea and coffee in the common room.

In discussion consideration was given to selection of students as guides. It was the concensus that Faculty should not be autocratic and designate students, but that a statement should be circulated pointing up considerations that students should take into account (including permission of field instructor) before volunteering.

It was suggested that in future years, if this is done, ~~town~~ faculty and students of out of ~~town~~ town universities also be invited; that it might be held soon after Christmas, and that MSSW Board members might also be invited, unless it was felt more suitable to have a separate open house for Board members, with possibly a somewhat different orientation.

The Committee believed that the same persons should participate throughout the full day so that the experience could be more accurately assessed on conclusion, to help in future planning.

Altho limited, the reaction to date has been favorable.

NEW BUSINESS

Bursary Questionnaire

Mr Ashby agreed to follow up with both years in regard to the enquiry form about financial assistance; it was suggested that requesting "nil returns" from those students who were financing their own education might close the gap between returns in and those not received.

Housekeeping

Faculty were asked to help students remember the importance of attention to blinds, windows and the general appearance of the building.

Student Executive-Faculty Meetings

Question was raised about joint meetings of faculty with the student association executive. It was agreed that though there have been no urgent matters arising it would be well to keep this communication channel open.

Alumni Bridge

Faculty were reminded that the MSSW Alumni were holding a bridge in the School on Thursday, March 15, and that they were invited; also that the premises would be unavailable that evening for other purposes.

Professor John Morgan, Toronto

Faculty were informed that Professor John Morgan of the School of Social Work, University of Toronto, would be in Halifax from April 10 to April 19, in connection with his study of public administration and welfare programs.

Lecture Time Table

Considerable attention and discussion was given to a suggested revision of the lecture schedule prepared by Mr Ashby to make possible the beginning of the research sequence in the first term of the first year, which had been the major proposal growing out of discussion of the research sequence in the Academic Council meeting. After some changes were proposed it was the concensus that the ~~minanga~~ revision was feasible, but it was thought that consideration needed to be given to the demands on lecturers specifically during the year in which both the present and the new patterns would be in effect, as the changeover was made.

Field Work Manual

It was agreed that discussion of the proposed revision of the field work manual would be held at the next meeting.

Respectfully submitted,

A.C. Ashby, Secretary.

File

FACULTY MEETING MINUTES

held on MONDAY, APRIL 2ND,
1962.

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

Mr. Hancock informed the group that he had received correspondence to the effect that the Honorable Mr. Monteith, Minister of Health and Welfare, Canadian Government would be the Speaker at the Graduation Exercises in May.

BUSINESS ARISING FROM PREVIOUS MINUTES:- Arrangements were confirmed that the film from the Family Institute in New York would be shown in the National Film Board Studio on Dresden Row on Tuesday, April 17th at 4 o'clock.

Final arrangements were discussed for OPEN HOUSE to be held at the School this Thursday, April 5th, in the afternoon and evening.

The Brief to be presented to the Committee on Juvenile Delinquency, Government of Canada by the School was in the process of being typed, and would probably be circulated to the Faculty later in the day. Presentation to the Committee would take place this Wednesday morning at 11 o'clock in the Conference Room of the Provincial Building.

NEW BUSINESS:- Mention was made of the Card of Thanks received from Miss Nolan following her departure from the School.

The new Office Manager is Mrs Sas, and all office work should be given to her.

Some discussion took place around students.

Mr. Alton raised his concern about a conflict developing between certain Mental Health Field Placements, and the Nova Scotia Department of Health, concerning the Department's policy towards students on Mental Health Bursaries. It was generally agreed that the school could do nothing about this matter at this time.

Mr. Ashby wondered about a letter from the Department of Veterans' Affairs, Federal Government, concerning the new policy governing Social Work "Interns" in Department Hospitals. Since the School does not use the local resource, Camp Hill Hospital, exact clarification over the letter was not necessary at this time.

Miss Gilroy wondered about holding an Admission Meeting within the near future to consider applicants to the School. It was tentatively agreed to hold this meeting on Friday afternoon, April 6th at four o'clock. It was also agreed to hold meetings every other week until further notice as a routine procedure.

The remainder of the meeting was elevated to completing the revisions of the first draft of the School's new Field Work Manual, Part 1.

Respectively submitted

GERALD ALTON.

MINUTES OF FACULTY MEETING
HELD APRIL 24, 1962

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

Training Grants: Mr. Hancock mentioned the Training Grants which the Federal Government plans to initiate. He asks that the Faculty give this matter some thought and be prepared to discuss it at some future date.

Annual Report: Mr. Hancock stated that he will be preparing his report for presentation at the annual board meeting. Mr. Alton will prepare a report on the field work program.

Social Casework: Mr. Alton reported to Faculty that the first year students had approached him concerning the examination in Social Casework. The students have asked to have the examination cancelled due to pressures of their term papers and other responsibilities in relation to their courses at the School. The Faculty felt that this decision should be left with Mr. Alton.

Evaluation and Advising: Mr. Alton reminded Faculty that the second year evaluations are due on Friday, April 27. Mr. Alton also asked that in our advising sessions with the first year students we consider with them their preference as to the type of field work placements for their second year.

Students: The Faculty discussed two members of the second year class who will not be graduating at the 1962 spring convocation.

The meeting ended with a decision to hold another Faculty meeting later in the week if it is found to be necessary.

Respectfully submitted

Mary Lou Courtney
Secretary pro tem

MLC/bt
Apr. 27/62

MINUTES OF FACULTY MEETING
HELD APRIL 27, 1962 - 1:00 P.M.

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

Second year examination, Thesis and Field Work results were discussed. Miss Gilroy is to notify the sixteen second year students that they have met requirements, as soon as Mr. Ashby and Mr. Alton confirm a number of last minute returns.

The consideration of students to whom the proficiency prizes would be awarded resulted in a decision that Miss Gwen Pickering and Mr. John Sutherland would share equally in this distinction.

Mr. Hancock announced that the annual meeting of the Hants County C.A. S. will be held on May 4 at 3:30 P.M. in the Hants East Rural High School. Mr. Alton will attend and Mr. Hancock if at all possible.

Academic Regalia - Faculty who need gowns, hoods, caps should see Mrs. Power, Registrar, University of King's College at 10:30 A.M. on Monday, April 30.

Mr. Hancock announced that the Board were having a dinner in honour of the Hon. Mr. Monteith and his wife at 6:00 P.M., May 1 at the Lord Nelson Hotel. The Faculty and their wives are invited to attend.

Miss Grace Reynolds, Moncton Child and Family Service Bureau, requested details of publisher, etc. for H. Aptekar, Basic Concepts in Social Casework. Mr. Hancock will forward these to her.

Mr. Hancock reviewed the procedure for the academic procession and graduation, and gave the dates of the convocations of affiliated universities:

Acadia	May 8	10:00 A.M.
Univ. of King's College	" 10	3:00 P.M.
St. Mary's	" 14	8:30 P.M.
Mount Allison	" 15	2:00 - 2:30 P.M.
St. Francis Xavier	" 16	2:00 - 2:30 P.M.
Dalhousie	" 17	

(Miss) Joan Gilroy
Secretary pro tem

JG/bt

MINUTES OF FACULTY MEETING.

Monday, April 30th, 1962.

PRESENT:- Mr. L. H. Hancock, Miss Courtney, Miss Gilroy, Mr. Ashby and G. Alton, recorder.

1. Business arising from previous minutes. There was nothing of importance arising from the minutes of the previous meeting.
2. An application for admission has been received from a young lady in Hong Kong. Since she has not undergone any training in a western university the school cannot consider her application.
3. A discussion of examinations for the first year class was held. There will definitely be examinations in Psychiatry I, Social Services II, Research I, and possibly an examination in Social Casework I.
4. The details concerning the graduation the following evening were reviewed. Everything appeared to be under control.
5. Under the heading "Future business" there will be a need to examine Training Grants from the National Health and Welfare, and a need for some discussion of curriculum rearrangement for next Fall.

G. Alton.

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting
May 7, 1962

Business from the Minutes

DOMINION TRAINING GRANTS Inasmuch as deputy ministers of the Atlantic provinces will be meeting next week to pool their thinking on the newly announced welfare grants, it was seen as important that Faculty formulate their thinking to share with Mr ~~MacKinnon~~ MacKinnon prior to the meeting.

It was agreed that this would be done at a special Faculty meeting Wednesday, May 9, and that a meeting with Mr MacKinnon be proposed for Monday, May 14.

FALL CURRICULUM & PROGRAM It was agreed that discussion of fall program and curriculum should be deferred to a later Faculty meeting.

New Business

ADMISSIONS COMMITTEE It was agreed that if possible an Admissions Committee meeting should be held Monday to review a number of applications.

There was also policy discussion with regard to applications of diploma students and the grounds for rejection in the light of the calendar statement and what further requirements could be placed on such students: if an applicant had grade twelve or equivalent, but other information indicated limited intellectual ability, had the School the right to demand further proof of intellectual capacity? It was agreed that in the specific situation which led to the discussion the further requirement stipulated in the admissions interview ~~minimum~~ could not be rescinded. There was less certainty as to whether it should have been asked for, and discussion was not pushed to a conclusion.

The suggestion arose from ~~the same~~ discussion of the same specific situation that it might be worthwhile to seek for an easily administered and relatively valid personality test--one suggested was the pencil-and-paper version of the Minnesota Multiphasic Personality Inventory--which would be given all first-year or new second-year students. This was not seen as any sort of weeding-out procedure, but rather as a way of alerting faculty to students who might have difficulties, and also as of value if a student should prove to be having difficulties in his learning later in his school career. These were tentative views, and it was felt that it would be important that the School should be clear as to how such test results would be used before any such plan was implemented.

It was definitely seen as not being suitable as a part of the admissions process.

It was agreed that ~~preliminary~~ discussion of this proposal might be sought in the Admissions Committee.

REFERENCE ENQUIRIES

Faculty to whom agency reference enquiries have been passed were asked to ~~prepare~~ prepare draft notes from which the Director could answer the letters for the School, with little delay.

STUDENT ADVISING

Faculty advisors were asked to be sure to see all first-year advisees and ascertain who would be returning for the second year next year. A quick count indicated six planning to return, two not returning, and four believed uncertain.

OTHER GRADUATIONS

Plans for attendance at graduation exercises of our affiliated universities and Mount St Vincent were reviewed.

FACULTY MEETING

MINUTES

May 25th, 1962.

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

MARKS: The marks which have been received from the lecturers of the first year students were read to Faculty by Miss Gilroy.

REGISTRATION: It was agreed that a letter be forwarded by the Registrar to the First Year students on July 1st, 1962 advising them that a definite decision around returning to the School for the 1962-63 academic year is immediately required within the week following the reception of the letter.

ADMINISTRATION: Mr. Hancock stated that the Faculty members will be responsible for the School's administration while the Director is away. Miss Gilroy accepted the responsibility of handling the correspondence, and for informing Mr. Hancock of any situations which require his attention and cannot be handled by Faculty members.

WORK LOAD: Mr. Hancock asked that the Secretary be notified of pressing and important priority correspondence or other secretarial tasks which require priority.

DICTAPHONE: The Faculty members were informed that a new dictaphone had been purchased for their use. The meeting ended with a discussion of the vacation period.

Respectfully submitted

MARY LOU COURTNEY
SECRETARY PRO TEM.

FACULTY MEETING

MINUTES

August 7, 1962

PRESENT: Mr. L. Hancock - Chairman
Mrs. M. Nelson
Mr. A. C. Ashby
Mr. G. Alton - Secretary

- (1) Proposed changes in the curriculum sequence for the forthcoming academic year were considered. It was agreed to change the Community Organization course to the first term second year; the Group Work course to the second term first year and the Nutrition course to the first term first year. It was also agreed to change the name of the General Seminar to Social Work Seminar and have it in both terms of both years. The Research courses will now start in first term first year and continue on different academic levels and around different content until the end of first term second year.

A further review of the education value of the V. G. H. Clinic Demonstrations will be necessary for the students in their second year this year. It was felt that perhaps this year it should be made optional.

- (2) Orientation for the forthcoming year on both levels was discussed purely for the sake of sharing ideas. It was agreed that a thoughtful review was necessary and the following suggestions were considered.

- (a) Fuller preparation and written follow up of Field visits with more attempt to integrate the total pattern and with greater communication between students and faculty.
- (b) A project around which the whole orientation period might be planned.
- (c) A session for the first year students on how to write term papers.
- (d) A wider use of films including one on how to listen.
- (e) A session on the rationale for the present school curriculum.
- (f) A greater use of fiction for first year students including a book such as "Social Insight" - through short stories edited by Josephine Strode, Harper & Brothers, N. Y. 1946

- (3) The next meeting of the Faculty will be at 10:30 Monday August 20th., to plan specifically the initial period of the curriculum.

MARITIME SCHOOL OF SOCIAL WORK

Minutes of Faculty Meeting
August 20, 1962

The Faculty of the School met at the School on Monday, August 20, 1962, all members being present and the Director in the Chair.

Welcome to New Faculty

Mrs. Probert and Mrs. MacKinnon were introduced and welcomed by Mr. Hancock.

Time Table Changes

The Director reported that as a result of moving the Research Sequence forward one term it became necessary to make other changes in the time table. Part-time lecturers involved had--all but one-- been spoken to and all had reacted favorably to the proposed changes, so that these could now be considered as confirmed.

It had not yet been possible to discuss the proposed change with Mr. Horrocks, but as the change proposed was to move his Community Organization class from first year, second term to second year first term the transition would mean that he would not be called upon to teach this class in the coming year, and in view of his own plans as understood by Faculty it seemed certain that this would not be any difficulty.

School Opening

There has been discussion last school year in Faculty of possibly moving the date of School opening forward, but no final decision was reached. During the summer a number of factors led to the decision to make no change this year, so that the opening date had been set as Monday, September 10, 1962. This did not invalidate the proposal for earlier opening in the future, and a decision should be made at a later Faculty meeting on this.

Orientation

Much of the meeting was devoted to discussion of plans for the orientation period. Mrs. Nelson and Miss Courtney submitted tentative proposals which were discussed and to which further suggestions were offered. (Notes on this discussion were taken by Mrs. Nelson.)

Faculty Advisors

During the discussion of orientation there was a divergence to discussion of Faculty advising. It was suggested that the first appointment might be focused around a review of each student's written reports on the orientation phase. It was also suggested that as each student completed the registration process the Registrar refer the student to a Faculty Advisor in sequence, except where previous consideration by the Faculty had indicated reasons for referring a particular student to a particular advisor, or to other than a particular advisor.

Seminar on Multi-Problem Families

Mr. Hancock reported a letter from Miss Lillian Thompson in which she said that she would be in Halifax from September 12 to 21, and would like to discuss the proposed seminar with Faculty during that time. Mr. Ashby referred to Mr. Crowell's probable interest in discussing the question with Miss Thompson at some appropriate opportunity.

Faculty Meeting August 20, 1962

- 2 -

Absence of Director

Mr. Hancock informed Faculty that he would not be available from Tuesday, September 28, through the rest of the week.

Next Meeting

The next meeting will be at 10:30 a.m., Monday, August 27, to be preceded by an Admissions Committee meeting at 9:00 a.m.

A. C. Ashby
Secretary to the Meeting.

ACA/kk

MINUTES
FACULTY MEETING

Date: August 27th, 1962.
Time: 10:30 a.m.

PRESENT: All Faculty members with the Director, Mr. L. T. Hancock in the Chair.

The meeting opened with Mr. Hancock presenting the following three points for consideration.

1. Special Convocation: Dalhousie University has extended an invitation to the M.S.S.W. to send a representative to a special Convocation to be held at Dalhousie on Thursday, August 30th. Miss Courtney will represent the School at the Convocation.
2. Names: Mr. Hancock reminded Faculty to be careful to use last names when addressing other Faculty members.
3. Definition of "Job" Responsibilities: Mr. Hancock reminded Faculty that we should become aware of the responsibilities carried by Advisors, Field Instructors and the Coordinator of Field Work. A summary of the duties which each of these positions carries was given verbally and typed copies are also available. It is the feeling that the more knowledgeable we are of the functions of each role the more clarity we shall have of our own responsibilities, and therefore less risk will exist for us to go beyond our own functions.
4. Office Facilities: It was obvious to the group, due to the physical limitations of the building, that each Faculty member will not be able to have his or her own office. It is hoped that office space will be made available by those of us fortunate enough to have office facilities to other Faculty members as the need arises.

The Registrar asked what suitable office arrangements could be made for registration day. It was felt that the Research Lab. would be the most adequate room for this purpose.

Business Arising from the Minutes.

Orientation: The only business to be considered as a result of the last Faculty meeting was the orientation program.

Further concrete plans regarding orientation will be made by the Registrar during this week, and, if necessary, Faculty can meet again before the next regularly scheduled Faculty meeting, if changes to the orientation program are considered necessary. In any event Faculty members will be prepared to discuss orientation at the next Faculty meeting.

Preamble to Orientation: Mr. Hancock felt that the students should receive instruction as to the reasons for the orientation program, e.g. most first year students are new to the Welfare field, and will require knowledge of community resources very early in their Social Work experience as they will be working with clients.

It was suggested again that reasons for orientation vary for first and second years. The second year class, e.g. have been away from their educational

experience at the School during the summer months and during these months may have had a minimum of supervision. The result could be that regression on the part of most students took place, and that a reorientation to the educational experience at School is necessary in order to help the students adjust more quickly and easily.

Next Faculty Meeting: The next Faculty meeting will be held on Tuesday, September 4th at 10:30 as next Monday, Labour Day, is a holiday. Mr. Hancock noted for the benefit of the newer Faculty members that the Faculty usually meets each Monday at 10:30 a.m.

Bursaries: Mrs Nelson was interested in knowing if the School is officially notified when Government Bursaries are granted to our prospective students. It was observed that the School is not always notified, and that some students planning to enroll for the coming year may be unable to obtain bursaries, and that this could affect our Enrollment figures.

The meeting ended with Mr. Alton presenting to the Faculty for consideration a tentative matching of second year students and specific field work placements.

Respectfully submitted,

Mary Lou Courtney,
Secretary pro tem.

MINUTES OF FACULTY MEETING
TUESDAY, SEPTEMBER 4, 1962

Mr. Hancock advised Faculty at beginning of meeting of regulations regarding poll tax in City of Halifax.

The main business coming from the previous meeting of August 27 was the plans and arrangements for orientation. Detailed plans were made at this meeting for the first week of orientation for the first year and second year students. The Registrar took notes of the tentative program outlined at this time.

Mrs. Myles MacKinnon
Secretary pro tem

MMK/bt
Sept. 19/62

MINUTES OF FACULTY MEETING

Sept 5/62
at 10.30 a.m.

PRESENT:

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

The Classroom Timetable was discussed. Mrs Nelson questioned the plans for the Social Work Seminar. Mr. Hancock stated that the main purpose for this Seminar was to coordinate the Human Growth and Behaviour Sequence. He also pointed out that the addition of a course should be carefully considered, taking into account that the students have limited time for Library work and study. Mr. Alton said that this Seminar has value in providing solidarity to the courses, and in filling in gaps in the professional development. Some discussion was held on the focus of these Seminars and the proportion of time that should be allotted. It was decided that for the first year students the Seminar will be called "Human Growth and Behaviour Seminar", and will be held on alternate weeks, beginning October 8th. In the second year students it will be Social Work Seminar and will be held weekly, beginning September 17th.

Some confusion has arisen out of the numbering of courses. In the present, the courses will be identified by the year (first or second) within brackets after the title, e.g. Casework (first year).

Monday.

9 - 10 Nutrition (first year)
10-12 Faculty Meeting
12-1 Psychiatry (second year)
2-4 Medical Information (first year)
2-3.30 Social Work Seminar (Second year)
4-6 Social Services III (second year)
7.30-9.30 Social Services I (first year)

Tuesday.

9-10 V.G. Clinic (second year) optional
9-11 Development of Personality (first year)
10.30-12.30 Social Casework (second year)
11-12 Human Growth and Behaviour Seminar (first year)
2-4 Research I (first year)
4-5 Psychiatry II (second year)

Wednesday.

9-11 Social Casework (first year)

Friday.

2-4 Research (second year)

P.T.O.

Discussion on Orientation. The following changes were made in the schedule:-

1. Mr. Hancock will show the film "Angry Boy" and handle discussion of same Friday a.m.
2. Delete Friday morning general discussion 11.30 - 12.30.
3. Miss Courtney will take the film and discussion on "Family Affair" Friday p.m.
4. Second year visit Wednesday p.m. changed from V.G. Hospital to Cole Harbour Hospital.
5. Second year visits to Home of Good Shepherd and auxilliary class change to full day at N.S.T.S. in Truro. Mr. Alton and Miss Courtney will go on this visit. This cancels Mr. Alton's meeting with unit instructors.

All the visits for the first week will be confirmed with the Directors of the Agencies today, and schedules be submitted for typing.

Agenda for Thursday meeting will include completion of statement of objectives and schedule for second week of orientation.

Agenda for Friday meeting will include assigning students to their Faculty Advisers.

C.G.Probert.

LKS-6.9.62.

FACULTY MEETING MINUTES

Monday, September 17th, 1962 - 10.30 a.m.

PRESENT: Mr. Hancock, Director,
Miss Courtney,
Mrs MacKinnon,
Mrs Nelson,
Mrs Probert,
Mr. Ashby and
G. Alton, Secretary.

The meeting commenced with a discussion of the changes in the schedule for the orientation program.

Mrs Nelson stated that there were now twenty students registered in first year with one to be registered at a later date. Ten students were registered for the second year class and there were at the present time four part time students registered for courses.

The planning for orientation was approved by the group, and Mr. Hancock stated that the material from the United Appeal will be circulated shortly.

Apparently there has been no response from a member of the second year class concerning the position of Student Librarian. This class have been notified of the vacancy. A student from the first year has applied for the vacancy for that group.

The carpenter will be visiting the School shortly in connection with some routine projects. Any additional projects which might be undertaken at this time should be referred to the Director.

The Orientation reports which are to be prepared by all students should be submitted to the Students' Advisors within two weeks after the completion of the Orientation period.

For those who are not aware of its existence a policy manual is assigned to the business office.

A memo from the Hospital Services Commission is available for reference to students' hospitalization expenses and procedures. Mr. Hancock has explored with Dalhousie, St. Mary's and King's Universities the possibility of using their diagnostic and treatment facilities in connection with our students, but this has proved unsatisfactory at the present time.

Material is being circulated to the Faculty on the Commission on Education and Personnel, and a memo. from Professor Charles E. Hendry, Chairman of the National Committee of Canadian Schools of Social Work.

The National Conference of Mental Retardation in Halifax this week was noted, and its value to our students was discussed. Since two second year students will be attending it was felt that this would be sufficient.

Miss Lillian Thompson, the Executive Director of the Family Service Association of Metropolitan Toronto is expected to be in town shortly for the purpose of examining the possibility of an Institute in November on the "Multi Problem Family". Some discussion was held on the structure such an institute might take.

Mr. Hancock also referred to an article by Dr. Gisela Konopka in April's issue of the "Social Worker", and stated he had learned that she would be in Quebec this winter. He wondered if we should explore the possibility of seeing whether she would be interested in conducting a Seminar at the School around the Generic Base of Social Work. It was generally agreed that this would be a good idea.

Mr. Alton stated he would appreciate the opportunity of reviewing with the group the Student Development Outline for the first year, which is to be inserted in the manual. It was agreed a meeting will be held around this matter soon.

A conflict has arisen around the Field Placement interviews and the first year orientation program. It was agreed that when the Orientation program was being held in the School, students may have their interviews, although they conflict.

An Admissions Committee meeting has been called for next Monday morning to consider what is meant in the School Calendar by the statement "12th grade or equivalent" in connection with Admissions procedure of Diploma Students.

Meeting adjourned, 12.15.

G. Alton.

MARITIME SCHOOL OF SOCIAL WORK

✓ FACULTY MEETING

Minutes, September 24, 1962.

The Faculty of the Maritime School of Social Work met in the first year classroom at 10.30 a.m., Monday, September 24, 1962. All full-time Faculty and the Registrar were present, with the Director in the chair.

Calendar: Christmas Holiday

A number of matters were reviewed in settling the School Calendar for the 1962-1963 term.

Because of the need to terminate the second year prior to the date of graduation exercises in the affiliated universities, which sets an early cut off date for this School as compared to other Canadian Schools, it was felt that there was justification for reducing the Christmas holiday period to ten days from December 22 to January 3, inclusive.

Calendar: Research Block Period.

It was recognized that this year's second year class was the last that would entail a need for a block of time after Christmas for research. In view of the nature of the project it was not certain that there was a pressing practical need for this as a time for information-gathering, but it was likely that the students could use the time for other work on their theses, and in any event might react negatively if it appeared that this time was being taken from them. It was therefore agreed that Monday, Tuesday, Wednesday and Friday afternoon of the first full week after Christmas holidays would be designated for research.

Calendar: Field Work Block.

There was some discussion as to whether the block period for first year field work should run to January 28 or only to January 21. It was finally agreed that the term would run a further week, to May 15, 1963, and the block period to January 28.

Field Work Manual.

It was agreed to hold a special Faculty Meeting from 9 to 10.30, Tuesday, September 25, to review the proposed revision of the Field Work Manual.

Social Agency Administration

Mr. Hancock had reported receiving a delegation from the second year students asking if the course on Social Agency Administration could be given in the Fall rather than the Spring term. They saw this as lessening the strain in their last term when they would be engaged in thesis-writing. Since the change had been proposed in connection with the shifting forward of the Research sequence it was the consensus that the request was a valid one for this particular year. As Mr. Hancock foresaw no major difficulty in giving the course this term, and as no other objections were evident it was agreed that this change could be made for this year.

Respectfully submitted,

A. C. Ashby,
Secretary for the meeting.

Mr Hancock

MINUTES OF FACULTY MEETING - October 1st, 1962.

PRESENT - All members of the Faculty were present with the exception of Mrs M. MacKinnon. Mr. Hancock chaired the meeting.

Student Association: Mr. Hancock advised the Faculty that Mr. MacNeil, President of the Student Association, feels that it will be unnecessary for representatives of the student body to meet regularly with Faculty.

Administration: Mr. Hancock told us that the course in Administration will be taught during this term on Tuesdays from 2 p.m. to 4 p.m.

Advisors: Assigning of first year students to Faculty Advisors was completed, and Mr. Alton will have this list typed and circulated to Faculty Members.

Interviewing Signs: It was suggested and accepted that signs be purchased for Faculty offices to prevent unnecessary interruptions when Faculty members are interviewing.

Retarded Children: Mr. Alton informed Faculty that the School had been asked if any of our students would be interested in supervising a group of retarded children in their organized recreational activities. It was agreed that the second year students should be given the first opportunity to consider this request and that the first year group be notified if second year students were unable or unwilling to accept this responsibility. Mr. Alton assumed responsibility for notifying the second year group. Faculty felt that if a student expresses interest the student should consider this proposal with his or her advisor in order that the implications concerning this activity will be considered fully.

Communication: Mr. Hancock brought to the meeting his views around the increased complexity and communicating with staff members. He felt that this was due, in part, to the following reasons:-

1. The increase in the number of staff over the years;
2. The necessity for the Director and some other Faculty members to be absent from the School at various times during the year.

Faculty looked at this break down in communication and the following possible solutions were offered and considered:-

1. The appointment of an assistant Director and Director of Curriculum.
2. The appointment of an ^{Executive Assistant} ~~Office Manager~~
3. The broadening of the responsibilities of the Registrar to include those areas where confusion and complications normally arise.
4. The definition, clarification and the practice of the rules of procedure in communicating through the Office Secretary.

It was felt that all of these suggestions were theoretically sound, but that in terms of the immediate future the last solution would be of the most practical value.

The Office Secretary was welcomed to the Faculty meeting at this time. The following specific suggestions were made and accepted:-

1. That items of business arising from Faculty meetings which would be helpful to the Secretary should be shared with her through the Faculty member responsible for the taking of minutes of Faculty meetings.
2. That Faculty members interpret to the Secretary the reasoning when necessary, involved in asking her to perform duties with and for them and to prepare her for any eventuality which could involve the office staff to a minor or major degree e.g. dates of Faculty meetings, etc.
3. That the Secretary should feel free to ask for interpretations or clarification from Faculty when she is in doubt.
4. That the Secretary be asked to attend Faculty meetings when the content of the meeting focuses around the areas with which she is concerned as Office Secretary.
5. That memoranda and other material circulated to Faculty members be placed in the Secretary's box by the last Faculty member receiving such material.
6. That seven copies of the minutes of Faculty Meetings be typed and distributed to Faculty members with one copy remaining on file.
7. That Faculty members absent from the School be notified by the Secretary via telephone when important events such as meetings, etc. are to occur in the immediate future.

Next Faculty Meeting: This is to be held on Tuesday, October 9th at 9 a.m. The Agenda will include further discussion on communication and lines of authority with consideration to be given to the suggestions around office procedure which have been submitted by the Office Secretary to Faculty. A copy of these suggestions has been attached.

Respectfully submitted,

Mary Lou Courtney.
Secretary pro tem.

MLC/LS.

September 27, 1962

TO : MR. HANCOCK

FROM : MRS. SAS

SOME SUGGESTIONS RE OFFICE PROCEDURE

1. FILING SYSTEM: It is suggested that no files be removed from the Cabinet except by the Office Secretary or her assistant.

On removal of a file, a card bearing the name of the borrower and the date shall be inserted in its place.

If files are needed during lunchbreak- 12.30 - 1.30, or after 5. p. m. the prospective borrowers should place their requests before 12.30, or before 5. p.m.

To keep track of the file traffic the borrowed file should be returned personally to the Secretary or her Assistant, who will see that they are reinserted in the appropriate place in the cabinet and the name of the borrower deleted from the card.

2. FRONT DOOR -- RECEPTIONIST DUTIES. It is suggested that a notice be affixed to the Front Door with the words PLEASE RING AND ENTER on it.

It would also be appreciated if members of Faculty would refrain from answering the door and receiving visitors to the School. The Secretary will do this, and will, if necessary, direct visitors to the appropriate Faculty member.

3. RUSH JOBS. It would be appreciated if at least 24 hours notice could be given, if at all possible, by Faculty to the Office before such work is given, so that the work program may be planned accordingly.

4. PRINTED LETTERS. To save time and labour would it be possible to have printed acknowledgment slips as per sample (for acknowledging letters of reference and transcripts.)

5. FORM LETTERS IN MANUAL: Mrs. Nelson mentioned that these would have to be revised and brought up to date.

6. TELEPHONE CALLS. A directive on this subject has been typed and circulated and will in future, be adhered to literally, by the office staff.

Mr. Hancock

MINUTES OF FACULTY MEETING - October 9th, 1962.

<u>PRESENT:</u>	MR. ALTON	MR. HANCOCK
	MR. ASHBY	MRS NELSON - ACTING SECRETARY.
	MISS COURTNEY	MRS PROBERT

CORRECTION OF MINUTES: Miss Courtney reviewed the minutes of the last meeting (October 1st) and voted a correction in wording, replacing "Office Manager" by "Executive Assistant" in number 2 of the suggestions for possible solutions to communication break-down. It was noted that "Office Manager" is one of the roles of the Office Secretary.

INTERVIEWING SIGNS: Mr. Hancock reported that Interviewing Signs will be made by Mrs. Tregunno.

STUDENT VOLUNTEER FOR RETARDED CHILDREN: Mr. Alton reported that he had notified the students regarding the request for a volunteer to help in supervising a group of retarded children, and that no student had offered his or her services. Accordingly, he has notified the group leader concerned that the students will be unable to help in this activity this year.

POLICY RE. COMMUNICATION: The meeting went on to consider further "the definition, clarification and the practice of the rules of procedure in communicating through the Office Secretary". The specific suggestions in this regard which were made and accepted at the last meeting were reviewed and confirmed.

The "Suggestions re. Office Procedure" (memo to Mr. Hancock from Mrs Sas, Sept. 27, 62) which were prepared by Mrs. Sas, Office Secretary, for Faculty consideration were studied further.

Regarding the filing system, it was agreed that paragraphs one and two stand as suggested in the Office Secretary's outline. Paragraph three is to be deleted and the following paragraph inserted:

"If it becomes necessary for a Faculty member to refer to a file when the office is closed, the Faculty member will be responsible for removing and replacing the file and recording the transaction on the card".

Paragraph four was accepted as is.

Further it was decided that, as has been the general rule in the past, student files and administrative files should be kept in the office filing cabinet when not in use. Under no conditions should student files be removed from the building.

Suggestions 2,3,4,5 and 6 were noted. A "PLEASE RING AND ENTER" notice will be placed over the front door bell as requested.

CLOSING OF SCHOOL DURING NOON HOUR: Concern was expressed regarding the fact that the School is closed during the noon hour. Since it is necessary that the doors be locked as long as no responsible person is in the building, a suggestion was made that Mr. Hancock investigate the possibility

of staggered lunch hours for the staff, so that someone would be present in the building, except for half an hour of the one-and-one-half-hour break.

A further decision regarding office procedure was that the Office Secretary be asked to place in the box of the Faculty member concerned the usual file copy of letters, etc. This would serve as a reminder to the Faculty member that the work assigned had been done. After being checked the copy would then be returned to the Secretary's box to be filed.

SCHOOL KEYS: It was suggested that there be clarification of the question of what use is to be made of the keys to the School which are entrusted to the student librarians. Mr. Hancock stated that the keys were for the sole purpose of opening the building on the regular library evenings, and locking it when the library closes. It is not to be passed on to anyone else. Mr. Ashby suggested the students be made aware of these regulations.

STUDENT WITHDRAWALS: Mr. Alton gave official notice to the Faculty that Mrs. Stewart and Miss Chase, both first-year students, have withdrawn from the School.

SPECIAL WORK IN DEVELOPMENT OF PERSONALITY: Mr. Hancock brought to the attention of the meeting that Dr. Marshall is prepared to assign special work to students who are enrolled in the Development of Personality course, but who, because of previous study or experience, are prepared for more advanced work than this course normally offers.

STUDENT ASSOCIATION OFFICERS: Mr. Hancock notified the Faculty that the new slate of officers for the Student Association is as follows:-

President	Mr. William Mac Neil
Vice-President	Mr. James Boyle
Treasurer	Mr. Willie Gibbs
Secretary	Miss Janice Beacom

STUDENT DIRECTORY: Mr. Ashby stated that a Student Directory is being prepared. It is to contain the following information regarding students:- name, home address, Halifax address, phone number, field placement and agency phone number. The directory prepared for Faculty use will also include the name of each student's advisor.

Mr. Ashby requested a Faculty decision as to whether names, addresses and home phone numbers of Faculty members should be included in the directory. It was agreed that this information should be included.

To avoid the danger of too many personal calls being made to students at their field placement, a note of caution regarding use of agency phones is to be included in the directory.

MINUTES OF FACULTY MEETING
HELD OCTOBER 15, 1962

Present: Mr. Hancock Mr. Alton
 Mr. Ashby Mrs. Nelson
 Miss Courtney Mrs. Probert

BUSINESS ARISING OUT OF THE MINUTES:

The interviewing signs have been delivered.

A memo concerning the use of files will be circulated and will eventually be incorporated into the policy manual.

A notice re the use of the student librarian keys will go on the bulletin board.

The student directory has been circulated.

FOUNDER'S DAY: Mr. Alton suggested that we set aside one day between the Christmas and Easter breaks, to be known as Founder's Day. On this day the students will either be given a holiday, or a special program will be arranged to suit the occasion. Mr. Alton felt that there is a period of lethargy about this time which could be relieved by a break in the regular program. There was considerable discussion on this matter, and it was decided that it should be discussed again at the next faculty meeting. A recommendation should go to the Board before their fall meeting on November 6.

BLOCK FIELD WORK: Miss Courtney led a discussion on a plan for a new program for the field work block in January. The original objective of this block was to give the student some concentrated time in the field. However, field instructors have experienced difficulty in providing enough short term cases to fill in this time. The proposed plan would broaden the students' knowledge of various agencies in the community and the services they offer. This would be done by the presentation of a case study of a multi-problem family (from the files of the Family Service Bureau) and visits and lectures would be held focusing on the many disciplines and agencies which were involved in the case. This would fill in 7½ days of the 17 day block period.

Mr. Hancock suggested that if this plan is used and is successful, it should be written up and published in a professional journal.

CIVIL DEFENCE orientation program will be conducted at the Municipal Building for the County on November 1. Mr. Hancock will circulate a memo on this.

UNITED APPEAL DISPLAYS: Mr. Hancock read a letter of congratulations for the School's receiving honorable mention for their display.

PLACE FOR FACULTY MEETING: Henceforth the Faculty meetings will be held in Mr. Hancock's office, because the research room should be more available for the students.

READING: Because there is not enough time for all Faculty members to read all the periodicals which come to the School, it was agreed that each member would be responsible for reviewing certain periodicals and referring on to other members of Faculty articles which may be of special interest to him. A list of the periodicals will be circulated this week, so that we will be prepared to make our selections at the next meeting.

(Mrs.) Carol Ann Probert
Secretary pro tem

Oct. 19/62
bt

MINUTES OF FACULTY MEETING
HELD OCTOBER 22ND

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

1. BUSINESS ARISING FROM MINUTES OF THE PREVIOUS MEETING: Founder's Day was again discussed. It was decided to try this as an experiment, calling it "The Winter Long Weekend". It was noted however that this is purely an experiment, and does not commit the School in any way to perpetuate this policy. It was also suggested that this day be held on a Friday.
2. STUDENT NOTICE BOARD: Comment was made about out of date notices remaining on this Board. This is normally the responsibility of the Office Secretary, but the Faculty should take responsibility for removing their notices when they become out of date.
3. CIVIL DEFENCE: A schedule has now arrived at the School for Thursday's program in this area, and Faculty were asked to notify the Director later in the day if they wish to attend.
4. UNITED APPEAL: Faculty were asked to make their commitments as soon as possible so that this situation might be clarified. Mrs Tregunno informed the group that this month's cheques will be made up on Thursday and therefore she should be told of deductions before that date.
5. READING OF NEW MATERIAL THAT COMES INTO THE SCHOOL: Each member of Faculty will take responsibility for reading certain periodicals as they arrive in the School:-

Miss Courtney	-	Catholic Charities Review
		- CONCERNING FAMILIES AND CHILDREN.
Mrs. Nelson	-	Child Welfare
	-	Children
Mrs. Probert	-	Mental Health
	-	Mental Deficiency
	-	American Association of Mental Hygiene
Mr. L. T. Hancock	-	All publications from the Council on Social Work Education.
Mr. Ashby	-	American Journal of Sociology
	-	Inter
	-	National Social Service Journal
	-	The Social Service Review
	-	Public Welfare
	-	The Journal of Jewish Communal Services

- Mr. Alton - Social Casework
- Social Work
- Canadian Welfare
- Federal Probation
- The Alcoholic Research papers from Ontario and Manitoba

Publications not covered:-

- Journal of Corrections
- Crime and Delinquency
- Social Services Journal
- Ageing
- Journal of Social Psychiatry

6. ATLANTIC REGION ECONOMIC COUNCIL: First Regional Seminar sponsored by the National Federation of Canadian Students. We have been asked to send two representatives to this Seminar. The students were deciding (on October 22nd) as to whether they would send representatives, and who these would be. The dates of the Seminar are Thursday evening, November 15th, all day Friday, and Saturday morning, November 17th. The School will share half the cost of registration, \$15.00 for the two students. The Students' Association will decide on the remainder.
7. SPECIAL DALHOUSIE CONVOGATION: This Convocation will take place Wednesday afternoon, October 24th. The School has been invited to send two representatives. Faculty were asked if they would consider this matter.
8. HOMEMAKER'S COMMITTEE, CANADIAN RED CROSS: Miss Courtney, who has been the School's representative on this Committee finds that she can no longer continue with this activity, since it conflicts with her role as a Field Instructor. Meetings have provisionally been held on Wednesday or Thursday afternoons at 4 p.m. Because of this situation no other members of Faculty felt they could become involved, and therefore it was felt that since this was a vital service, we should perhaps recommend to the Committee that they change their meetings to Monday or Tuesday, so that our representative would be free to attend.
9. THE LETTER FROM MISS LILLIAN THOMSON, EXECUTIVE DIRECTOR OF THE FAMILY SERVICES ASSOCIATION OF METROPOLITAN TORONTO concerning an Institute at the School later in the year is missing. Faculty were asked if they could make a search for this letter.
10. PINS' REPORT: Copies of this report have been circulated to Faculty for their own use, and if any members of Faculty felt that they would like this report sent to others in the community, will they please

give their names to Mrs. Sas, so that they might be distributed.

10. SPECIAL CONVOCATION AT UNIVERSITY OF KING'S COLLEGE: The Director will be attending this Convocation on Tuesday, October 30th, and asked the group if there was any problem with his transferring the course in Administration to Monday morning between 9 a.m. and 10.15 a.m. of that week. There was no comment.
11. THREE COPIES OF SOCIAL WELFARE FORUM WERE MISSING FROM THE LIBRARY: Faculty were asked if they knew where they had gone.
12. TWO STUDENTS WERE DISCUSSED:
13. FIELD INSTRUCTORS' MEETING: A resume was given Faculty of the meeting held with the Field Instructors the previous Wednesday. Miss Courtney outlined to the group the submission of the January block placement plan for the first year students to be held this year. The reaction to this plan was considerable question, and after discussion it was agreed to continue with this topic at the next Field Instructors' meeting. In view of the importance of this area, namely, the responsibility that the Field Work Instructors have for planning field work curriculum, it was suggested that a strong effort be made to have all the Field Instructors attend the next meeting if possible. This will be done.

Also arising from the Field Instructors' meeting was the question of whether the School should begin to consider in detail the feasibility of the implementation of a block placement plan for the School. Due to the considerable time needed to discuss this area, it was left to the Director's discretion to add this to the Agenda of a future Faculty meeting.

G. Alton,
Secretary, pro tem.

MARITIME SCHOOL OF SOCIAL WORK

FACULTY

Minutes of Meeting
October 29, 1962

The Faculty met on Monday, October 29, 1962, in the Director's Office, with all full time faculty and the Registrar present.

BUSINESS FROM THE MINUTES

Long Weekend

It was agreed that the Spring Term long weekend would be initiated for the present year only, experimentally, and that February 22 would be the Friday involved, unless the Welfare Council's Calendar contraindicated this.

Atlantic Region Economic Council

Mr. Alton reported that he understood that two students had been designated to represent our student body by the Student Association.

Homemaker's Service

Mr Hancock had discussed this matter with the Red Cross and they will give consideration to our request. He suggested also—as discussed in previous meeting—that they might consider other professional representation, as from CASW of the Welfare Council as alternatives.

Students

There was some discussion of individual students difficulties.

January Field Work Block Placement

Previous discussion was reviewed, and it was the concensus of faculty that preliminary arrangements should go forward for the plan outlined by Miss Courtney; that some faculty field instructors would participate and that other field instructors would be free to participate or not as they chose. In this way it would be possible to test the values of the proposal. The suggestion was also advanced that an effort to evaluate its meaning to the students by means of a questionnaire or alternative device might be made.

NEW BUSINESS

Block Placement for Field Work

Mr Hancock pointed out a number of factors which indicated a need for

Faculty to review the potentials and pitfalls of block placement for field work, since the time may be coming when the School might either wish to change to this pattern or be forced to do so, by rising enrollments and the difficulties of finding further placements of suitable quality in the local area.

He referred all Faculty to the file on the subject as a basis for future discussion. An effort will be made to compile a list of possible agencies for consideration for such use, and to project a rough outline of costs involved.

Respectfully submitted,

A.C. Ashby
Secretary to the meeting.

FACULTY MEETING

November 5, 1962

PRESENT: Mr. E. T. Hancock - Director & Chairman
Mr. G. Alton
Mr. A.C. Ashby
Mrs. M. Nelson
Mrs C. Probert
Miss M.L. Courtney - Secretary - Pro tem

BUSINESS ARISING FROM THE MINUTES:

Mr. Hancock reported that two students have been chosen by the Student's Association to attend the Atlantic Region Economic Council. It is anticipated that these students will discuss this with their field instructors.

NEW BUSINESS:

Welfare Council: Marion Murphy of the Canadian Welfare Council will be in Halifax on November 29th. Discussion was held around the feasibility of having Miss Murphy talk to faculty and students while she is in Halifax. It was decided that we find out more information about Miss Murphy's itinerary before making a decision around having her speak at the School.

UNITED APPEAL: Mr. Hancock reported to faculty that there was in excess of 80% participation by the School in the United Appeal Campaign. Application will be made for a United Appeal Plaque.

GENERAL FACULTY MEETING: Mr. Hancock reported to faculty his concern around the omission to have General faculty meetings. He felt that the need for such meetings was great enough to warrant discussion of this with full time faculty.

Faculty members who were present seemed to be in agreement that such meetings are necessary if we are to be aware of the thinking of the part-time faculty and to help them contribute to the School's programme in the most constructive manner.

The frequency and the timing of such meetings created the most discussion. It seemed to be agreed that at least two meetings a year should be held with one coming before the opening of the term or at the beginning of the first term with another being held during the second term. It was also suggested that perhaps the timing of the meetings could be geared to the changes which take place in curriculum etc., so that all faculty members could be aware of the changes before they become effective.

It was agreed that the first meeting for the 1962 - 63 Academic year would have to be set arbitrarily. Thursday, November 22nd at 7.30 p.m. seems to be the most suitable arrangement for our full-time faculty. It is realized that some faculty members will not be able to be present and that circulation of the minutes of the G. F. meeting among the members would be advisable.

STUDENTS:

The request by one of the students for time off was considered and the decision was left with the field instructor with provision to be made for the student to compensate for this loss at appointed times to be prescribed by the field instructor.

This led to a restating of faculty's attitude towards these requests. The faculty feels that each request should be considered on an individual basis since the needs and performance of each student vary.

MISSING PUBLICATIONS: Mr. Hancock reported that some Social Welfare Forum publications are still missing along with one of the bound volumes of the Journal of Social Casework. Faculty expressed grave concern, especially as it appears that a student or students may be responsible. Mr. MacNeil, President of the Student's Association was asked about this. He reported to faculty that many of the second year students have been queried about these losses without any productive results. He intends to approach the first year group and will report back to Mr. Hancock.

Faculty members tried to find a method of solving this problem but none was able to arrive at an adequate plan. Mr. Hancock asked that we give further thought to the problem and to share our thinking if we arrived at a workable plan.

STUDENT GROUP DISCUSSION ON ORIENTATION PROGRAMME:

Mrs Nelson raised the topic of the Orientation Programme. She understood that the students as a group were to discuss their impressions of the orientation programme following their first interviews with their advisors. Mr. Hancock asked that discussion around this be deferred until the next faculty meeting.

WORK PAPER RE BLOCK PLACEMENT:

Faculty gave consideration to Mr. Alton's work paper concerning proposed change of the School's Calendar from Concurrent Field Placement to Block Placement. It seems to me that nine major questions for further consideration came out of this discussion. They are as follows:

1. What agencies are willing and able according to the standards of the Schools to participate in this plan?
2. Are the part-time lecturers able to concentrate their lectures which they now give over a term or two terms, into a prescribed period of time which is different from the present plan?
3. Is the cost of financing such a project prohibitive?

4. Are the theoretical and practical aspects of learning going to suffer as a result of this plan?
5. Would an educationalist e.g. Father Fogarty, Richard Medhurst etc., be able to help by sharing with us their knowledge of the theoretical components of Education?
6. Will a special course for Field Instructors need to be introduced to help them become familiar with the methods the School expects Field Instructors to employ to accomplish the goals set for the students in the Field?
7. Would the geographical distances of agencies from the School and their accessibility create difficult problems to overcome?
8. Is the Block Plan a positive one in terms of public relations in the Communities where the plan would become operative for the first time?
9. Has it been proven that those Schools which are using the Block Plan find it more advantageous than the concurrent field placement plan or is the only positive factor that of expediency?

SUMMARY:

It was obvious to the group that a great deal of thinking, planning and research would have to be done before any decision could be reached. It would be necessary as well for the entire faculty to be aware of this proposed change with every opportunity to be made available to staff to contribute their thinking so that they will feel involved and a part of any decision to be made.

It was agreed that full-time faculty would have to reconsider this Block proposal again and that a consensus of opinion should be reached by full-time faculty before bringing the proposal to a full faculty meeting.

Respectfully submitted,

MLC/sa

Mary Lou Countney

FACULTY MEETING

Nov 12/62

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

Business Arising from the Minutes:

Mr. Hancock reported that Miss Marion Murphy of the Canadian Welfare Council has been invited to meet with the students at the School on the evening of November 28.

General Faculty Meeting: It was noted that the date for the General Faculty Meeting has been changed to November 29. The change was necessitated by requests that out-of-town visits be made by Mr. Hancock on the date originally agreed to, November 22.

Missing Publications: Mr. William MacNeil, President of the Students' Association, was asked to report again to Faculty the results of the students' attempts to locate the volumes of SOCIAL WELFARE FORUM missing from the Library. He stated that he had spoken to the students in both years, but had had no positive results.

Faculty again considered what action could be taken to control this situation in future. It was generally agreed that some restrictions must be placed on the freedom which the students have been enjoying in the use of the Library. Mr. Hancock will speak to both classes to impress upon them the seriousness of the loss of these books. It was decided that the rule must be enforced requiring the Library to be closed and the building cleared when the student librarian leaves at 10 p.m. Mr. Hancock will speak to the student librarians about this, and will remind them again that the keys to the School are not to be given to anyone else under any circumstances.

Student Group Discussion of Orientation Programme: This topic had been raised at the previous meeting, and was placed on today's agenda. The Faculty questioned the value of a group discussion of orientation by students and Faculty at this point. It was suggested that a discussion near the end of the second term might be more fruitful.

As an alternative to a group discussion, the suggestion was made that a schedule of questions be drawn up, to be applied by the advisors to the orientation assignments and first advising sessions, in order to collect observations made by the students which would be helpful to Faculty in future orientation planning. Mr. Alton moved that the orientation committee be given the task of making up, using any means they saw fit, a schedule of questions to be used by the advisors to gather this information into a usable form. This proposal was generally agreed to.

New Business:

Mr. Hancock brought to the attention of the Faculty the fact that some of the information in the Student Directory is incorrect. Mr. Ashby will take responsibility for its correction.

Students: Mrs Nelson notified the other members of Faculty that one of her advisees, Mr. John MacNeil may be absent from classes and field work for a period of three weeks due to a back injury. Faculty will be kept informed of this situation.

Miss Courtney raised the matter of requests for time off from field work by the students. Miss Courtney has become concerned about this as it has become evident that a number of students are making frequent requests without what appear to be valid reasons. The matter has been brought to a head by an insistent request by one particular student.

It was felt by the Faculty that in general, the attitudes of the first year students towards requesting time from their field work agencies was not as responsible as it should be and that the field work supervisors should be less lenient in future regarding such requests. In future, requests for time from field work will be granted only when the field instructor is satisfied that the reason for the request is valid and important. Mr. Alton will notify all field work supervisors of this policy.

In the course of this discussion, Miss Courtney expressed her understanding that it was the School's policy for first year students to be given no active cases in the field until they had been in their Agency for three weeks. Accordingly, this has been Miss Courtney's policy with her unit at D.P.W. Other Faculty members had not shared this impression. Mr. Alton stated that this is not general policy regarding field work placements, but that the situation varies according to the needs of particular Agencies, and is left largely to the discretion of the Field Instructor.

Since this was a matter of Field Work policy, it was left to Miss Courtney and Mr. Alton to seek further clarification if they felt that it was required.

Block Placement: Mr. Hancock received the list of questions for further consideration which came out of last week's discussion of Mr. Alton's work paper regarding block placement.

It was pointed out that question No. 2 (i.e. "Are the part-time lecturers able to concentrate their lectures which they now give over a term or two terms into a prescribed period of time, which is different from the present plan?") should be broadened to include the following aspect, "What, if any, will be the role of the Unit Field Instructors during the periods devoted solely to academic instruction?"

Other questions arising from the discussion were as follows:

- (1) What constitute the best kind of learning experience in the field under the block plan?
- (2) What effect would the shorter period of student participation in Agency programs have on the total functioning of the Agency, and client-worker relationships?
- (3) What scale of values should be used in evaluating potential field placements and instructors for the block plan?

On this point it was generally felt that the standard of Agencies used under the Block Plans should be as high as, if not higher than, the standard of those now available to the School

- (4) What effect will the inaccessibility of the School while students are in the field have on their professional development, and how could adequate library facilities be ensured?
- (5) What effect would the Block Plan have on the research program, particularly during second year?

During the course of the discussion, two points were clarified. First, the consideration of a Block Field Work Plan is based on the assumption that the program for students of both years would operate on the Block Plan since the operation of a concurrent plan for second year students and a block plan for first year would introduce many more administrative problems.

Secondly, Mr. Hancock made it clear that the consideration of a block field work plan will be raised at the full Faculty Meeting on November 29th for the sole purpose of making all Faculty aware of the fact that the School is studying this as only one possible answer to the problem of expansion and will study alternative plans as well.

Mr. Hancock suggested that, although there are undoubtedly other points

relevant to the block placement plan to be considered, it might be wise to move on at our next meeting to a consideration of alternative ways of providing an increased number of Agency placements.

There will be no Faculty meeting on Novmeber 19th as Mr. Hancock will be out of town.

MM/jc

Minutes of Faculty Meeting - November 26/62.

Present: Mr. Hancock
Mr. Alton
Mr. Ashby
Mrs. Nelson
Miss Courtney
Mrs. Probert - Secretary pro tem.

Business arising out of the minutes:

It was confirmed that Miss Marian Murphy will be at the School to meet with the students on November 28 at 7:30 p.m. A notice is on the Board to this effect. The announcement will also be made in class.

LIBRARY: Miss Beacon asked Mr. Hancock if she may stay in the Library later in the evening, and that other students stay with her. This has been approved and the ruling is now changed to read that students may remain in the Library as long as there is a Librarian on duty.

ORIENTATION COMMITTEE - will report to the Faculty on January 14th, the results of their study of this year's orientation program.

FILED WORK: In regard to assigning initial cases in Field Work, the wording of the minutes of last meeting were changed to read: "the situation varies according to the needs of the students, and circumstances of the agency". This way the focus is primarily on the student.

NEW BUSINESS:

Events of the week were outlined by Mr. Hancock as follows:

Tuesday, Nov 27, General Meeting of the Welfare Council at the Y.W.C.A., 8 p.m.

Wednesday, Nov. 28, Marian Murphy visits the School at 7.30 p.m.

Thursday, Nov. 29, Full Faculty Meeting at the School at 7.30 p.m.

MR. McGRATH'S VISIT - A message was received from Mr. Grandy that Mr. McGrath will be coming to the School at 2 p.m. on December 8th. There is some confusion around time as he was scheduled to lecture to the students from 4 - 6 p.m. Mr. Hancock will clear this.

AGENDA FOR FULL FACULTY MEETING: Mr. Hancock outlined the Agenda, and asked for further suggestions. The Agenda is:

Missing Books

Assignment Schedule for Students

Block Plan

Changes in Time Table - especially for Field Work

Examination Time Table - dates, duration, schedule.

How often and towards what purpose should we have General Faculty Meetings.

STUDENTS: Several students were discussed.

PUBLICATIONS: Mr. Hancock asked that a list of publications that have been circulated be returned to the Library.

CALENDAR: Some changes in the calendar are now being made. The names will be changed or omitted. The calendar of the year's events will be printed on a slip sheet, rather than be included in the book. Mrs. Nelson reported that the work is nearly completed, and will be ready for printing soon.

FIELD WORK PLACEMENTS: Mr. Alton read a list of established and proposed Field Work placements, which he considered would accommodate approximately

52 students. Mr. Hancock offered other suggestions of agencies in this which could be explored as possibilities for future field work placements.

These were as follows:-

Cole Harbour County Hospital
Y.W.C.A. for group work and casework
Y.M.C.A.
Y.M.Y.W. Dartmouth
Sisters of Service - part and hostel
Senior Citizen's Club - group work
School for the Blind
C.N.I.B.
Home of the Good Shepherd

Basinview Home
Halifax City Hospital
Oceanview Home
Flynn Memorial Home
Vincentian Home
Old Ladies' Home
Pre-school class for deaf children
Salvation Army
Dartmouth City Welfare

Some discussion followed on the provision of group work placements and its implications for the academic curriculum.

BLOCK PLAN: Mr. Alton has drafted a letter to other Schools of Social Work, which are now using the Block Plan, for their comments about the Plan.

BLOCK PLACEMENT: Mr. Alton reported on the recent meeting of Field Work Instructors. It was decided at that meeting that the students would remain in the Agencies during the entire Block period. Most of the Instructors felt that they could provide a better learning experience for the students this way.

C. A. Probert,
Secretary pro tem.

CAP/LS.

MEMORANDUM

TO : ALL FACULTY
FIELD INSTRUCTORS
LECTURERS

There will be a general Faculty Meeting held at the School on
Thursday, November 29th at 7: 30 p.m.

L. T. HANCOCK,
DIRECTOR.

November 8th, 1962.

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

November 29, 1962

A G E N D A

- I. Timetable changes
- II. Examination period. (First Term)
- III. Books missing from Library.
- IV. Seminar on Multi-Problem Families.
- V. Field Work
- VI. Other business.
- VII. Date of next meeting
- VIII. Adjourn.

LTH/LS.

MINUTES SENT TO:

Sister Mary Clare
Sister John Elizabeth
Miss P. MacDonald
Miss Margaret Gibson
Mr. F. R. MacKinnon
Mrs. Ruth Smith
Mr. Walter Baker
Mr. John Horricks
Mr. R. O. Jones
Miss Jessie Rae
Dr. Frances Marshall
Dr. Maureen Roberts
Mr. Joseph Pelrine
Mr. L. T. Hancock
Mr. G. Alton
Mr. A. C. Ashby
Mrs. M. MacKinnon
Mrs. M. Nelson
Mrs. C. A. Probert
Miss M. L. Courtney

be present but that further restrictions will be added if the severity of the problem continues. Efforts will be made to reacquire the books which are missing.

SEMINAR ON MULTI-PROBLEM FAMILIES: The faculty was told that a two day seminar will be held on the Multi-Problem Family. It is anticipated that this will be held in February but the final decision around the dates will be left to Miss Lillian Thomson who will be the seminar leader. The seminar will be held at the Girls recreation room in the Woman's residence at Kings College. Attendance will be restricted to approximately forty people.

FIELD WORK: Registration has shown an increase. There seems to be an increase in the number of enquiries and applications. The enrollment at Canadian Universities is on the increase with two and one half times the present enrollment expected by 1970. In order to cope with increase in our School of Social Work a careful look at our present field resources with a plan for expansion of these resources is necessary. Should additional Unit Instructors be employed? Should further development of out of town resources be considered? Could the Block Plan provide part of the answer? These are some of the questions which we must consider. There is little written material available on this subject. A letter will go out to all Council of Social Work Education members in attempt to benefit from their experience in this area. There are arguements for both the Concurrent and Block Plans. The Concurrent Plan offers a faster way of applying theory to practice than does the Block Plan. But the Block Plan may offer a greater variety and quantity of field resources.

There are many issues involved in the Block Plan and some of them are presented in the following questions.

1. Would the number of agencies at our disposal increase?
2. Would the expenses be exorbitant?
3. Would the present standards of the School be maintained?
4. Can the Students identify with the School properly on the Block Plan?
5. How could library resources be made available to students on the Block Plan?
6. How will the research part of the programme be affected?
7. Would the part time lecturers be able to concentrate their lectures into a shorter duration of time?
8. Would the personal adjustment of the students present problems?
9. Would there be difficulty in absorbing professional attitudes?

Discussion followed this presentation with the comment being made that expediency may necessitate the change over to Block. The point was also made that the Communities are not growing as quickly as the number of students attending the School. The question arose as to which type of person would be more effective in doing the supervision, the Faculty Field Instructor or the Agency Field Instructor. No serious research has been done in this area but St. Pat's has been using Faculty Field Instructors in this plan. McGill also feels that the Unit Instructor

gfmm -- 3

is more able to help integrate and coordinate than the agency employed Field Instructor.

Mr. Hancock added that he hoped the faculty will give the Block Plan careful consideration as the decision is a major one. Further questions around courses in supervision and the use of training grants for bringing potential Field Instructors to Halifax for such a course were raised.

FREQUENCY OF MEETING: It was the concensus of opinion that general faculty meetings should be held three times a year, one before or after the beginning of first term, one in the middle of the first semester and the third in the middle of the second semester. It was agreed that the meetings should begin at 7:00 P.M.. If necessary emergency meetings in addition to the usual number of routine meetings could be held.

Meeting adjourned.

Respectfully submitted

Mary Lou Courtney
Secretary pro tem.

MLC/jc

FACULTY MEETING MINUTES
MONDAY, DECEMBER 3, 1962

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

1. Previous minutes were read by Mrs. Probert. It was explained that the reference concerning Mr. McGrath coming to the School at 2:00 P.M. on this date was in connection with the meeting of local representatives from the Canadian Corrections Association.

Business arising from previous minutes - the publication list material is presently being circulated to Faculty.

2. Academic Council - Because Faculty has equal representation on this Council with members of affiliated universities and because there is no vacancy resulting from last year's resignation, question was raised about the filling of this vacancy. It was suggested that only full time Faculty can be considered on this point and therefore it was felt advisable to check whether this assumption is correct. If this is so, it would mean that the new member of full time Faculty would automatically sit on this Council.
3. Library being open in the evenings - Miss Beacom has informed the Director that she cannot open the library on December 5th and therefore wondered whether she could appoint a substitute. Considerable discussion took place concerning opening the library in the evening and what value this was serving. However, in view of the closeness to Examinations and term papers, it is felt that for this evening Miss Beacom should appoint a substitute.
4. General Faculty Meeting - Comment was made about the poor attendance and question was raised whether advanced agenda could be sent out for future meetings.
5. Christmas decorations - Question was raised whether we should undertake any decorations at this time. Mrs. Probert and Miss Courtney felt this was a good idea and after some discussion it was agreed to put up a wreath on the front door and leave the remaining decoration to Faculty discretion.
6. Examination structure - Mrs. Nelson will be assuming primary responsibility for organizing the actual examination sessions. She will, however, because of her part-time responsibilities, be forced in conjunction with Mr. Hancock to delegate the afternoon commitments.
7. Faculty responsibility concerning professional magazines - It was wondered whether the present arrangement of each Faculty person taking responsibility for reading certain professional magazines and alerting other Faculty

concerning important articles has been effective. It was wondered whether this could not more effectively be handled if digests of reports should not also be submitted at Faculty meetings. It was felt that the former arrangement was more expedient and served the purpose adequately.

8. The remainder of the meeting was devoted to a discussion concerning one of the second year students.

Respectfully submitted,

Gerald Alton
Secretary pro tem

GA/bt

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING

December 10, 1962.

The Faculty met in the Director's Office on Monday, December 10, 1962, at 10:30 am, with all full-time faculty and the registrar present.

Dominion Welfare Grants

The Director reported receipt of a letter from Mr. Strothers indicating that the Dominion Welfare grants program had been legislated, with \$187,000. of \$2.5 million now available and the remainder to be available later. Terms and conditions of projects, when approved will be sent to interested parties, such as the School, with forms and instructions, hopefully within three weeks.

BUSINESS FROM THE MINUTES

Academic Council

It was reported that the minutes of the Academic Council do not indicate any restriction to full-time faculty, and it was agreed that further thought would be given to the Faculty's choice and a selection made at the next meeting.

Library

Mr. Hancock reported that Miss Beacom wishes to resign as Student Librarian as of the end of the year, due to her impending marriage, and has suggested that Miss Coolen might be interested in the position. Faculty concurred that this would be a good choice, and Mr. Hancock agreed to discuss it with Miss Coolen.

Miss Beacom had also raised the question of whether or not the Library should be open the nights of December 20 and 21, when students are in the field after exams. It was agreed that Mr. Ashby would announce in first and second year classes that the Library would be open if any students wished this and indicated this by leaving word with the Office Secretary.

Undergraduate Interview Report

Faculty were informed of the availability of forms which they might wish to use to record and report their contacts with undergraduates when they visited universities in the region to discuss social work as a career. While the instructions indicated that obtaining the student's home and university address was dependent on an undertaking to send them further material it was recognized that it was preferable to obtain this information when feasible in all contacts.

Seminar on Multi-
Problem Families

It was reported that Miss Thomson had written suggesting the Seminar on Multi-Problem Families be held on Wednesday and Thursday, February 13-14, 1962. She would arrive the previous day for planning meetings with faculty.

There was discussion of the difficulty in arranging for selective registration, and it was decided that at this point the general mailing list would be informed of the dates and focus of the seminar, and that criteria for selection of registrants would be developed subsequently, if necessary.

Curriculum

Mr. Hancock sought discussion of the possible value of including some administration course content in the first year. It was recognized that in some schools there is an opposite trend--to do away with a formal course and include administration material in other courses--but it was also noted that our graduates tend to move rather quickly into administrative positions, and also that some part of our student body do not find it possible to complete two years consecutively, and that these are often persons with an administrative responsibility.

The possibility of giving administration instead of the social work seminar to the first year was looked at, but the values of the seminar were also recognized.

The matter was left for discussion at the next meeting.

Field Work

Mr. Hancock reported that the Student Association had represented that reporting for field work for January 3 and 4 would present some stress for some students, but the reasons for the arrangement were reviewed with the delegation. It was recognized that in the light of this it was important that students not be in the field with little to do on these days, as well as on the days following exams this term.

Book Orders

Faculty were asked to see that the Brunner book list in circulation not be held up, as several orders from it were being held until it had been returned.

Examinations

The Registrar reviewed plans for times of examinations, seating and proctoring.

Holidays

The policy of faculty not exchanging gifts was reaffirmed.

After discussion of some students and a quick review of all students the meeting adjourned.

A. C. Ashby
Secretary Pro tem

MARITIME SCHOOL OF SOCIAL WORK

Date: December 17, 1962

Subject: Faculty Meeting Minutes.

The full time faculty members and the registrar were present at the regularly scheduled faculty meeting.

Business Arising from the Minutes:

Faculty Appointment to Academic Council. - It was the concensus of faculty opinion that the registrar would be the logical person to be appointed to the Council. Mrs. Nelson accepted this appointment.

Library: Mr. Hancock told faculty that Miss Coolen has accepted the position of student librarian. The students have also been informed that the library will not be open on the evenings of December 20th and 21st unless they feel there is valid reason presented by the students to reverse the decision. There have not been any requests by the students to keep the library open.

Multi-Problem Family Seminar: Mr. Hancock related to faculty that Miss Lillian Thomson informed him that it was necessary for the dates of the Seminar to be changed due to personal commitments of Miss Thomson. The Seminar will be held on March 20th and 21st.

Administration Course for First Year Class: Discussion among faculty continued this week as to the feasibility and advisability of adding some administration content to the academic program of the first year class. Mr. Hancock stated that the Council on Social Work Education is concerned that Schools of Social Work are devoting too much time to some academic courses. Suggestions were offered by faculty such as sampling some of the Schools of Social Work regarding their curriculum, and offering short courses during the summer. The point was raised around the variations found among Schools as to the amount of time devoted to field work. The reason for this may be related to whether the strengths of a particular School are in its lecturers or field work agencies. Discussion ensued as to specialization versus the generic approach. No satisfactory answer has been found to this problem up to the present time. Mr. Hancock suggested that the Maritime School must consider its responsibilities to the Atlantic Region and continue to focus upon improving the curriculum so that Social workers will be better qualified to provide more adequate service to the community. He suggested that more direct focusing of curriculum building could begin with the methods sequence followed by the services sequence.

Discussion then returned to the administration course. It seemed to be the concensus that it would be advisable to add some administration content to the first year program. It was decided that administration would be taught to the first year group every alternate week during the time that the Social Work Seminar is usually held in second term.

New Business:

Examinations: The examination schedule has been set up by the registrar. These will be written on December 17th, 18th and 19th. Proctors have been appointed.

appointed.

The School has been informed that Mrs. Goldsmith will be unable to write her examinations due to illness. It was decided that the lecturers should be alerted to this so that they can decide upon the plans they wish to make regarding examinations for Mrs. Goldsmith. It was also felt that Mrs. Goldsmith's situation should be discussed with her.

Citizen's Forum: Mr. Hancock notified faculty that a series of broadcasts on the family will be part of the "Citizens Forum" program. A notice regarding this will be circulated.

Book Orders: Mr. Hancock feels that the ordering of books can be done in a more systematic manner. It was decided that each faculty member should order the books related to his or her courses and sequences. The books which hold a special interest for faculty members can also be ordered by them.

The meeting adjourned.

Respectfully submitted,

Mary Lou Courtney,
Secretary pro tem.

MLC/LS.