

MINUTES OF THE FACULTY MEETING HELD ON
JANUARY 14th, 1958, AT 8:00 P.M.

Present: Professor L. T. Hancock - Chairman
Professor J. Gillis
Professor M. Nicol
Professor J. M. Smith

MINUTES OF THE LAST MEETING, held on December 3rd, 1957, were read by Prof. Nicol. It was agreed that the sentence "Discussion of individual students will be recorded in their files by their advisors" would be added to these minutes. The minutes were accepted as corrected.

BUSINESS ARISING FROM THE MINUTES

1. New Brunswick Department of Public Welfare In-Service Training Program. Prof. Hancock reported that it was now established that this School would undertake to organize and staff this training program. Prof. Morgan of the Toronto School, with whom the plan had been discussed earlier, had suggested to Mr. Anderson that the Maritime School should be asked to undertake this short-term training course. Prof. Morgan would act only as consultant, as long as this service was required. He had offered to send to Prof. Hancock a full report of the similar program which the Toronto School had carried out for the Public Welfare Department of Newfoundland.

The program, as envisaged by the N.B. Department, would be of 4-6 weeks duration and would be held at the University of New Brunswick at the same time as the University Summer School. Staff members of N.B. Public Welfare Department and Children's Aid Societies would attend the course. It was probable that this year Professors Hancock and Smith would assume responsibility for the program, with a third lecturer if necessary.

Prof. Hancock planned to write to Minnesota for a copy of a survey of short-term in-service training courses.

Prof. Hancock will go to Fredericton in the near future to finalize the decision and further trips will be necessary to work out plans.

2. Special Lecturer in Casework II Course. It was not yet known whether Mrs. Bishop would be able to give some lectures in this course. Prof. Hancock would be in touch with her about this participation.

NEW BUSINESS

1. Students' lack of Punctuality: All faculty members expressed concern about students arriving late for lectures and field work. This problem was becoming increasingly serious. Some students even arrived late for examinations and then accused faculty of "cheating" them because they were not given extra time at the end. There was discussion of how this problem could be handled. It was suggested that we had been less authoritative this year in our attitude towards students' punctuality. It was questioned whether there were other ways of helping the students to take responsibility in this matter. The decision was made that the Director should meet with the first year students on February 7th at 2:00 P.M. to discuss both punctuality and the use of the library.

2. Visit to Nova Scotia Training School. Professor Gillis reminded the group that visits had not yet been made to several institutions which it had been hoped the students could see. Several students had asked about these visits. It was agreed that Second Year students should visit the Nova Scotia Training School. An attempt would be made to arrange for the 9 students and 2 or 3 faculty members to visit the School on Saturday, February 8th.
3. Time of Faculty Meeting. It was planned that regular faculty meeting would this term be held on Monday from 11:00 - 12:00. When there was an accumulation of business on a special topic to be discussed an evening meeting would be arranged.
4. Council on Social Work Education Annual Meeting. Professor Hancock, who would attend this meeting, to be held in Detroit January 28-31, reviewed the program. This was followed by a discussion of questions from the faculty concerning the curriculum, including field work, prerequisites and what other schools were doing about these problems and plans. It was felt that Professor Hancock might be able to obtain some of this information at the meeting, and other information might be obtained later by writing. Professor Hancock suggested, in relation to the faculty's concern about adequate student preparation for the School program, the possibility of arranging a day's seminar near the end of the academic year, to which representatives from the five affiliating universities could be invited.
5. Public Relations Institute. Professor Hancock reported that Mr. Irving Rimer had agreed to act as leader at the Public Relations Institute to be sponsored by the School. This Institute would be held during the third week in February.
6. New C.W.C. Publication "On Growing Old ". Professor Hancock drew to the attention of the group this new publication which had recently been circulated. Professor Hancock had been planning to write a congratulatory letter to Mrs. Davis, the Editor and Professor Smith had also drafted a letter. After discussion the faculty agreed that in certain matters such as giving support to new ventures we might prefer to express our opinion as a faculty group and that the Director would send a letter to the Editor of "On Growing Old" on behalf of the faculty.

Meeting adjourned at 10:00 P.M.

Joan M. Smith
Secretary pro tem.

MINUTES OF FACULTY MEETING HELD ON
JANUARY 20th, 1958, at 11:00 A.M.

The regular faculty meeting was held on the above date with Professor Hancock in the chair.

Professor Smith read the minutes of the last meeting. It was noted that Prof. Hancock had written to Mrs. Davis re the pamphlet "On Growing Old" and to Mr. Eric Dick about the trip to the Nova Scotia Training School.

Professor Gillis reported that the students in the unit at the Department are continuing to arrive late in the morning. This will be handled with them in the unit meeting this week.

Professor Gillis reported that she had seen Mr. Grandy re Mr. McVeigh and that Mr. Grandy had felt that Mr. McVeigh was doing much better. It was suggested that Mr. McVeigh should be evaluated and that some objectives should be set for him. Prof. Hancock and Prof. Gillis will arrange this at an appointed time.

It was noted that most evaluation reports are in and only two sets of examination marks, Dr. Jones' and Dr. Roberts' in which there are no failures.

Professor Hancock has also his marks in Administration ready and he noted that none of the students answered adequately the question, "Is Administration Social Work?" and generally they did not display any particular skill in applying good common sense.

Re the Institute on Public Relations Professor Hancock has wired Mr. Rimer about having confirmation of the dates for the Institute, i.e. for February 20th and 21st.

Professor Nicol noted that it would be better if Mrs. Bishop would be able to come for the lectures in Casework II on consecutive weeks.

Professor Smith then gave a report about the theses. At present the students are working very hard and have their schedules up to date. By Feb. 8th the schedule will be up to date. The students are working very cooperatively and well and putting in two evenings a week plus Saturday mornings.

It was decided to have a faculty meeting on Friday night, January 24th at 8:00 P.M. at the School.

Meeting adjourned at 12:00 o'clock.

Janet Gillis
Acting Secretary

Jan.20/58
JG/bt

MINUTES OF THE FACULTY MEETING HELD ON
FEBRUARY 10th, 1958, at 11:00 A.M.

Present: Prof. L. T. Hancock - Chairman
" J. M. Gillis
" M. Nicol
" J. M. Smith

MINUTES OF LAST MEETING - Since no formal minutes had been made of the meeting of January 27th which had been confined to discussion of individual student problems, the minutes of the meeting of January 20th were read by Prof. Gillis and accepted.

BUSINESS ARISING FROM THE MINUTES

1. Meeting with First Year Students - Prof. Hancock reported on this meeting. The problems were raised and related to the discussion concerning mature behaviour, which had been held at the beginning of the year. The students admitted that there had been problems of absence and attendance, but there was some evidence of resentment in this discussion. It had been pointed out that punctuality and attendance at class were some of the factors which indicated the students' level of achievement in becoming social workers. The students recognized these as justified criteria of their achievement and appeared ready to accept responsibility. In respect to use of the library, the students raised two problems. Firstly the two-day limit presented difficulties and they enquired about the possibility of extending this. Secondly, there appeared to be insufficient copies of certain books. The students agreed to give notification of these lacks. Prof. Hancock had felt that the timing of this meeting was not good since the problems had already been discussed with the students individually as in a field work unit and were now being tackled.

NEW BUSINESS

1. Film Projection Course - Arrangements had been made by Mr. MacArthur for this course to be given for first year students on Friday afternoons, beginning February 14th. Miss Smith pointed out that three students who had failed courses had signed to attend this course. It was agreed that the faculty advisors should discuss with these students whether they should devote time to this extra activity when they were having difficulty meeting present requirements.
2. Plans for General Faculty Meeting - Prof. Hancock asked for suggestions for the program of this meeting to be held on February 11th. Reactions of field work supervisors to the mid-year 3-week field work block; questions concerning examinations and evaluations; the desirability of preparing a field work manual were proposed topics.
3. Agency Vacancy - Prof. Hancock had received a letter from the Children's Aid Society of Shelburne Co. enquiring about the possibility of one of the present students joining the staff of that agency at the end of the academic year. In discussion, it appeared that only one second year student had not employment commitments. It would be suggested that the agency draft details about the vacancy so that a notice could be posted.
4. Report of the Director on the N.C.S.W.E. Meeting - A faculty meeting was planned for February 18th to be devoted to this subject.

Meeting adjourned at 12:00.

Feb. 17/58
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Joan M. Smith
Secretary pro tem.

MARITIME SCHOOL OF SOCIAL WORK

150 Coburg Road,
Halifax, N. S.

January 29, 1958

TO: All Faculty Members

FROM: L. T. Hancock, Director

There will be a meeting of all faculty members on Tuesday,
February 11th at 8:00 P.M. at the School.

It is hoped that all who can will attend.

LTH/cl

MARITIME SCHOOL OF SOCIAL WORK

GENERAL FACULTY MEETING

February 11, 1958

A general faculty meeting was held on the above date at the Maritime School of Social Work, 8 o'clock in the evening. There were eighteen present. Professor Hancock was in the Chair.

Professor Hancock welcomed those present. He reported on some of the changes in time table and program this year and asked for expression of opinion about this. The meeting generally seemed to like the arrangement of classes for two days and field work for 2½ continuous days. It was noted that the students find the class days heavy.

Professor Hancock referred to the work on developing curriculum, integrating sequences, etc. This developed into a lively discussion on inability of University students to use the English language correctly - to express themselves in writing, etc. It became clear that it is not only this School which experiences this difficulty, it is apparently a general situation in High Schools, undergraduate and post-graduate levels.

Then followed a discussion about the fact that Universities, and here in the Maritimes Dalhousie University, are making plans for setting up Penology Chairs. It was felt that Universities and other professions are concerning themselves about the subject exclusive of social work. It was noted that social work itself is in part responsible for this in that it has not taken an active interest. The opinion was expressed that the profession should take steps to rectify this situation.

Mr. F. R. MacKinnon then gave a report on his work in Ottawa with the Canadian Welfare Council in preparing a brief for presentation to the Federal Government on Old Age Security and Social Assistance measures.

The business meeting adjourned and refreshments were served.

Janet M. Gillis,
Acting Secretary.

JMG/cl

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING HELD ON MONDAY FEBRUARY 17th 1958 AT 11:00 A. M.

The regular faculty meeting was held on February 17th with Prof. Hancock in the Chair. Present were Prof. Smith, Prof. Gillis and Prof. Nicol.

After the reading of the Minutes of the last meeting, Prof. Smith enquired into the results of the interviews with Miss MacLellan and Miss MacPhail re whether or not they should take the film projection course because of their low standing in the past term. Prof. Smith reported that her discussion with Miss MacPhail in this matter resulted in Miss MacPhail deciding that she would give up this extra curricular project as she felt she needed to spend this extra time on her regular class work. Prof. Gillis then reported that she saw Miss MacLellan and after some discussion on the matter, Miss MacLellan decided that she could go ahead with the course as she felt it would have no bearing on her progress.

The faculty discussed bursary students and questions were raised around some of the students only completing one year. Prof. Hancock mentioned that Dr. Marshall feels that we need to take all the students we can even though they may only take the one year.

This was followed by a discussion of the N. S. Hospital as a field placement and its limitations for student learning, etc. Questions were raised as to the suitability of this unit and when we were going to do something about it. It was felt by the faculty that it was timely to look into this matter now, and indicated where Prof. Smith would discuss the situation with Dr. Marshall.

Prof. Gillis referred to the recent discussion Prof. Hancock had with the 1st year students re lateness and mentioned that today only half of students in Child Welfare class arrived on time. It was decided that the instructor should handle this situation in class and where indicated advisors should take this matter up with the students individually.

A report on Sister Tyszko's progress was given by Prof. Gillis and Prof. Smith. It was felt that Sister Tyszko is beginning to make some real progress. Both her advisor and supervisor had really taken hold of the situation and her behavior. She is now beginning to see her part. This is not without much struggle for Sister Tyszko, however, she is beginning to look at herself and her behaviour in a real way. Sister had also mentioned to Prof. Gillis that she is beginning to get much more now out of her casework class and has indicated a real willingness to change. Prof. Smith stated that she is beginning to make progress in the field and is now bringing out more real interviews. As to the outcome of Sister Tyszko's beginning progress, Prof. Smith related that she was not prepared at this point to make any definite statements.

This brought up the question of education and standards for social work students. We reviewed the need to consider our standards and to stick to them and not allowing for inferior persons.

Suggestion was made that we send the minutes of the general faculty meetings to Miss Montgomery and also to those not in attendance. It was also suggested that we send the regular faculty meeting minutes to Miss Montgomery.

Meeting adjourned.

Mary K. Nicol,
Secretary pro tem

MINUTES OF FACULTY MEETING HELD ON MONDAY FEBRUARY 24th 1958 AT 11:00 A. M.

Present: Prof. L. T. Hancock - Chairman
Prof. J. M. Gillis
Prof. M. K. Nicol
Prof. J. M. Smith

The Minutes of the Last Meeting, of February 17th, were read by Prof. Nicol and accepted ~~as read~~.

Business Arising from the Minutes:

1. Students arriving late for class: Prof. Gillis reported that there had been considerable improvement and that no students had been markedly late for Child Welfare lecture this day.

New Business:

1. Student Problems: Three students were discussed. Notes on these discussions are being circulated to faculty advisors for inclusion in the students' files.
2. Film "The Deep Well": Prof. Hancock asked for opinions concerning students leaving field work on February 27th in order to attend this film. It was being shown at the Y.W.C.A. with Mr. Eric Smit as commentator. It was agreed that there would be a value for students in attending, but since some students had attended many extra sessions and meetings during field work hours, the decision about their going to this film would be left to individual field work supervisors.
3. Student Fees: Prof. Hancock reported that the Executive Committee would ~~xxxx~~ this evening consider increasing student fees. At this School the fees were only \$215.00 whereas other Schools in Canada ranged from \$275.00 to \$400.00 and fees at Schools in the United States ranged up to \$800.00. It was felt that this School should increase its fees to \$300.00. At the same time, provision of some health service should be considered, since students at other Schools of Social Work were eligible for this service from their University.
4. Accreditation Requirements: Prof. Hancock suggested that part of each Faculty Meeting should be reserved for consideration of Accreditation Requirements. This plan was initiated by reading the first section of Aims of Accreditation.

Meeting adjourned at 12:00 Noon.

Joan M. Smith,
Secretary pro tem.

MINUTES OF FACULTY MEETING
HELD MONDAY, MARCH 3, 1958

Regular faculty meeting held on above date. All were present with Prof. Hancock in the chair.

Professor Smith read the minutes of the last meeting which were accepted.

Professor Hancock noted that the Executive had approved the raising of the fees to \$300.00 per year. Letters have been sent to those who already have applications telling them of the raise in fees.

Re: Student Health Service - a letter has been written to Canon Puxley of King's to inquire about the possibility of tying in with their Health Service.

Professor Hancock reported from the Executive meeting about the forming of a Senate from university people.

Graduation plans were considered.

Progress of certain students was discussed and this will be incorporated into student records.

The faculty assessed some of the disadvantages of the present arrangement of timetable - specifically in relation to finding time for advising students.

Professor Nicol expressed the opinion that she did not feel it was valid for part-time students to take Casework. This year it is presenting difficulties in a particular instance. Many of the problems coming up in class need to be handled further in supervision in the field and this isn't possible when a student is taking only the class.

It was suggested that it might be put in the calendar that Casework II not be taken unless in conjunction with field work. On the other hand there may be those who could benefit after considerable experience and good supervision in an approved setting.

Professor Smith brought up the matter of Mental Health Grants - the tying down of students for five years. Actually they are in School for two years and are tied to employment for three years. This seemed to be involved with students' problems in relation to a sense of responsibility to the profession and was questioned about what further might be done in exploring this with candidates in the admission process.

Professor Hancock reported that he had been examining the salaries of Associate and Assistant Professors. He pointed out that it was not that Schools were not willing to raise salaries, but in comparison with what other full professors in universities are getting (e.g. Acadia beginning \$4500.00) it is difficult. Prof. Hancock will be going to the Board about this with various figures about salaries elsewhere.

Professor Hancock has received notice that he is a member of the program committee of the C.S.W.E. for 1958-59.

Professor Hancock will be leaving Friday March 7th and returning on Tuesday the 11th in order to meet with the faculty of U.N.B. re affiliation. He may also be at St. F.X. March 12, 13, 14 and at Mt. A. around March 17, and at St. Joseph's and later for a few days March 24, 25, 26 at Acadia.

Professor Hancock told us that he had had 3 replies from the add in the "Social Worker" for faculty and he had asked in each case if these letters could be put on file for further reference.

Meeting adjourned.

Janet Gillis, Secretary

MINUTES OF FACULTY MEETING HELD
MONDAY, MARCH 17th, 1958.

The regular faculty meeting was held on the above date with Professor Hancock in the chair. Present were Professor Smith, Professor Gillis and Professor Nicol.

The minutes of the last meeting were read by Professor Gillis.

Professor Hancock reported that Canon Puxley had replied to his inquiry into a Health Plan. Canon Puxley had stated that this was within Mrs. Power's area and that she would get in touch with him on it.

Professor Hancock then went on to discuss his recent visit to U.N.B. He reported that he met with some of the faculty members and held a discussion with them on the School. Professor Hancock felt that there was a favorable reaction.

Professor Hancock mentioned that he plans to leave this coming Wednesday for Springhill and Mount Allison.

Discussion on the students followed and these notes will be incorporated in the students' files.

Out of this discussion question was raised as to the advisability of a student being involved in the same unit with both her advisor and supervisor. This came up in relation to one of the students. There is some evidence in this particular situation of the student playing one person against the other.

Following the discussion on students, a progress report was given by Prof. Gillis and Prof. Hancock regarding Mr. McVeigh. Prof. Gillis reported that she had found some difference in Mr. McVeigh as far as his development in casework was concerned, but this had not reached our standards. Discussion regarding this matter had been taken up with Prof. Hancock and together he and Prof. Gillis had attempted to set up an objective. They had decided to introduce an examination for McVeigh which would lead to a definite decision as to whether or not he would receive credit in Field Work. This plan was reviewed by the faculty and it was agreed that Prof. Gillis would see both McVeigh and his supervisor and lay down the School's definite decision on the matter.

The subject of books was then mentioned by Prof. Hancock. It was decided that the School would not order any more books on psychological or psychiatric information until a review has been made of what we already have on hand.

Meeting adjourned.

Mary K. Nicol
Secretary pro tem.

March 27/58
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Notes on Discussion of Students
at the Faculty Meeting
of March 21, 1958

Miss Rayworth.

Professor Gillis reported that this student appeared to be making some progress in supervision. She had spontaneously reviewed recording of her earlier interviews and had been able to identify her own areas of inadequate performance. Prof. Gillis felt that this student was now arriving at the stage of being able to use her supervisor's help in learning and would benefit from a second year of training. However, Miss Rayworth was planning to work next year.

Mr. Matthews.

Professor Smith reported that problems had recently arisen in this student's field work. Whereas formerly he had shown eagerness to learn methods of sound diagnostic evaluation and appropriate treatment in cases, he now approached patients carelessly with the apparent assumption that just because the patient was talking to him the contact would be therapeutic. He had been quite punitive and threatening towards two patients. These attitudes had been discussed with the student in supervision; at first he was hostile and sulky, but in the last supervision had been more responsive. Mr. Matthews planned to return for a second year of training, but his eligibility would have to be evaluated in terms of his willingness to involve himself sufficiently to abandon his own impulsive and ego-centric needs.

Miss McLellan.

Professor Nicol reported that this student was now making some progress in field work. Miss McLellan probably would decide to return for a second year of training, but Professor Nicol was not yet prepared to express an opinion about her eligibility.

Joan M. Smith
Secretary pro tem

Apr. 1/58
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MINUTES OF THE FACULTY MEETING HELD
ON MARCH 31st, 1958 AT 11:00 A.M.

Present: Prof. L. T. Hancock - Chairman
" J. Gillis
" M. Nicol
" J.M. Smith

THE MINUTES OF THE LAST MEETING were read by Prof. Nicol and accepted.

BUSINESS ARISING FROM THE MINUTES: Professor Hancock reported on his visits to schools and universities during the past two weeks. At Springhill High School Professor Hancock addressed an assembly of approximately 100 students from Grades X, XI and XII. The following week he had addressed a similar assembly at Kings County Academy and had held informal discussions with small groups of students.

At Mount Allison only a few students were seen in individual interviews. While at Mount Allison, Prof. Hancock discussed with Prof. Ian Campbell the possibility of arranging a meeting at the School of the faculty consultants from the various universities. Prof. Campbell had supported this suggestion. It was possible that the meeting could be arranged for one day in mid-May.

On March 24th Prof. Hancock had visited Acadia University with Mr. McKinnon, who gave an address as part of the plan to stimulate increased social consciousness in the student body. Prof. Hancock had later interviewed some students who were interested in social work; most of these students were not seniors.

NEW BUSINESS

1. Students Returning for Second Year. Prof. Hancock reviewed with the faculty the present first year students in relation to their returning for second year. Problems of three students were discussed; minutes of these discussions will be recorded separately and circulated to faculty advisors for inclusion in the students' records. It appeared that five of the thirteen first year students would definitely return for second year; four students would probably return.
2. Plans for Termination of the Semester. In relation to evaluation of those students whose eligibility to enter second year was questionable, it was decided that deadlines should now be established for final reports on the students. For second year students, April 25th would be the last day of field work and lectures; field work evaluation reports would be due on May 2nd. For first year students May 9th would be the last day of lectures and field work and evaluations would also be due on this date.

APPLICATION FORM FOR SECOND YEAR TRAINING. Prof. Hancock initiated discussion of this form which was customarily filled in at the end of the first year. The positive value of this form was that it involved students in re-evaluating their progress and their motivation for social work. The faculty expressed the opinion that there were also negative aspects to the completion of the form. It stressed the dichotomy of the course rather than emphasizing, as seemed desirable, that the full two year course alone equipped a student adequately for social work. The opinion was expressed by several faculty members that we should assume that students will return for the second year, rather than asking them to make reapplication. This led to the question of advising certain students who had passed the first year but were considered immature, to work for a year before making application to enter second year. This system had been carried out in the past. The present faculty group felt that a student should either pass first year and be considered eligible for immediate entry into second year, or should be failed in the first year and considered ineligible for a second year of

training.

Professor Hancock summarized this discussion emphasizing that the group had approved a change in philosophical approach to the second year of training, which involved a change in practice in relation to admission to second year. The written application for second year would be abandoned but the faculty advisors would use the questions of the form as a basis for discussion with students at the end of the first year.

Meeting adjourned at 12:00.

Joan M. Smith
Secretary pro tem.

Apr. 1/58
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MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF A FACULTY MEETING HELD APRIL 11, 1958

The faculty meeting was held on the above date at 8:00 P.M. with Prof. Hancock in the Chair. Professors Smith, Nicol and Gillis were present.

Professor Hancock reported that the Rev. Mr. Frank Lawson will be the Graduation speaker.

It was decided that while the 1st year students are writing exams, the evaluation reports will be read and final decisions made. Previous to this the doubtful students will be discussed.

In discussion re students leaving early before a holiday, it was decided that since efforts are made to have students feel like staff members, they therefore, would follow the policy of the Agency as regards this.

Meeting adjourned.

Janet M. Gillis,
Acting Secretary.

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DISCUSSION RE STUDENTS - FACULTY MEETING HELD ON FRIDAY, APRIL 11, 1958

Miss Clare Gillis - Prof. Gillis reported that she will probably be successful in field work, but is unable to return next year for financial reasons. This will be discussed further with her.

Miss Ann Rayworth - Prof. Gillis reported Miss Rayworth's problems - her upset over leaving early for Easter week-end, her inability to accept constructive criticism. Miss Rayworth seemed to have improved somewhat during this last supervision. Time will tell whether Miss Rayworth can sustain her present learning.

Sister Tyszko - Prof. Smith reported that Sister has gone along perhaps with different problems - little focus - she seems able to carry out responsibility and do a fair job, but does not really get involved and treat people as individuals. What she knows she does well she will do, but if she has doubt she doesn't try, in other words, she is not able to really become involved in learning. She is apparently up to the first year level, but there is some question as to whether she has the capacity to deepen and broaden in the second year learning.

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Mr. George Matthews - Prof. Smith felt Mr. Matthews is becoming very directive and ~~primitive~~ and becoming unpopular with the Unit. This has been discussed with him on a case basis and today directly with him, and Prof. Smith felt that Mr. Matthews today in supervision has a motivation to change and doesn't want to revert to his old ~~primitive~~ ways of behavior. There is some question as to whether he wants this to be successful or because he really wants to be different. He will likely be acceptable for a second year, but final decision will be held.

Miss Phyllis MacLellan - Prof. Nicol reported that she is pleased with Miss MacLellan's progress the last two weeks. She is now bringing in material which shows her difficulty in relating in feeling and is willing and wanting to work with this.

Miss Ann L. MacPhail - Miss MacPhail talked with Prof. Hancock and has seen Prof. Smith. She will most likely be coming back. She has been worried about Mental Health Bursary committment.

Miss Marjorie Yeadon - Doing well.

Miss Marlene Davison - Getting married and applied to V. G. for a job next year.

JMG/cl
April, 1958

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF A FACULTY MEETING

HELD APRIL 21, 1958

The regular faculty meeting was held on the above date with Prof. Hancock in the Chair. Present were Prof. Smith, Prof. Gillis and Prof. Nicol.

The minutes of the last two meetings were read.

Prof. Hancock then reported that the time table for second year examinations was being posted. They will take place the 28th, 29th and 30th of April.

The following items were then brought before the meeting by Prof. Hancock:

1. The April 22nd Seminar for 2nd year students. This will be the final Seminar. It was decided that Prof. Hancock would lead the discussion. The film "A Friend at the Door" will be presented to give the second years an opportunity to express their learning experience through this film. It was suggested that the faculty be present at this final meet.

2. The King's Graduation on May 8th. Prof. Hancock will officially represent the School. Prof. Smith and Prof. Gillis will also be taking part in the Graduation Exercises.

3. Discussion was held in regards to the correspondence reviewed by the faculty members from the Scientific Planning Committee of the N. S. Division of Mental Health Association. This inquired into career opportunities in Mental Health. It was decided that Prof. Hancock would express the faculty's opinions at the next meeting of the Division. This statement would include a positive interest in the outcome, but that we as a School would not participate because we do not belong in the category of Mental Health.

4. The Program Committee on Social Work Education was brought up by Prof. Hancock. He requested faculty participation on this and suggested that we have a meeting regarding this particular item after he had received the minutes on the April 14th meeting of the Committee.

5. The Canadian Conference on Social Work, to be held in Montreal June 2 - 6, was the next subject mentioned by Prof. Hancock. He stated that he was going to discuss this matter with the Board executive, i.e. finances towards sending faculty members to the Conference.

6. Lastly - Discussion was held concerning correspondence received from Miss Mann on the one day Conference of Social Work Schools faculties being held June 1st in Montreal. A request had been made for suggestions of topics for discussion.

Faculty members will be forwarding suggestions.

Meeting adjourned.

Mrs. Mary Nicol,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF THE FACULTY MEETING
HELD ON APRIL 28th, 1958 AT 11:00 A.M.

Present: Prof. L. T. Hancock, Chairman
Prof. Janet M. Gillis
Prof. Mary Nicol
Prof. Joan M. Smith

THE MINUTES OF THE LAST MEETING were read and corrected.

NEW BUSINESS:

ACADEMIC GOWNS FOR GRADUATION. Prof. Hancock initiated discussion of the difficulty in securing gowns for the students. It was decided that, if possible, gowns would be rented from the Vincent Co., if this failed it would be necessary to approach St. Mary's University or various churches who might lend gowns. Prof. Hancock would suggest to the Board that the School should buy gowns and rent them to students each year.

WRITING PROBLEMS OF STUDENTS. Prof. Hancock stated that the Theses again this year had pointed up the inability of students to write adequately. Gross errors in grammar, punctuation and composition had been evident in the work of some students. It was agreed that these problems should be identified and dealt with long before the writing of Theses. A concentrated effort would be made in the future to create awareness in the students of these problems as they became apparent in first year term papers. Special tutoring in English for these students would be strongly recommended.

SPECIAL EXAMINATION FOR MR. McVEIGH. This student had written his examination paper which would now be circulated to faculty members. A Meeting of faculty would be held on Friday morning, May 2nd, to discuss the paper and to arrive at a decision about this student.

DIRECTOR'S VACATION: The faculty members had earlier expressed their concern about plans for the Director to have a vacation this summer. Due to commitments and School building plans, there appeared to be no clear month, but Prof. Hancock would attempt to take August as vacation.

ATTENDANCE AT CANADIAN CONFERENCE ON SOCIAL WORK. The Director would discuss with the Board, attendance of faculty at the Conference. It was not yet known how much financial responsibility the School could take for sending representatives.

REPRESENTATIVES OF CHILD AND FAMILY DIVISION OF CANADIAN WELFARE COUNCIL. Prof. Hancock asked for suggestions for the School's nominations for Vice-Chairman and five committee members from the Maritime Area for the Child and Family Division. It was decided that we should suggest that Mr. Gavel (present Vice-Chairman) should continue. If he were not eligible for re-election, Mr. Davies would be suggested for Vice-Chairman. Committee members suggested were: Sister Mary Matthew, Mrs. Gladys Porter, Mr. R. L. Andrews, Mr. Walter Baker and Mrs. Carol Proctor.

Meeting adjourned at 12:00 Noon.

Joan M. Smith,
Secretary pro tem

MARITIME SCHOOL OF SOCIAL WORK

FACULTY MEETING MINUTES

May 5, 1958

The regular faculty meeting was held on the above date. All were present with Professor Hancock in the Chair.

The minutes were read by Professor Smith and accepted.

National Conference: Prof. Hancock reported that the School will send two persons to the Conference.

Re Mr. McVeigh's Examination: Each faculty member read this paper and the faculty met and discussed the paper. It was the unanimous opinion of the faculty that the paper was a failure in every respect. Mr. McVeigh was informed of this by letter from Professor Hancock.

Gowns for graduation are being rented from St. Mary's University for \$3.00 each. It was agreed that students will pay for the rental of the gowns.

Re University Graduations: Professor Smith will attend St. Mary's, Professor Hancock, Smith and Gillis King's and Professor Gillis Dalhousie.

Re M.S.S.W. Graduation: Graduation at 8:30 P. M. Procession from Lounge or mezzanine . Mr. Matthews will be M.C. Some first year students will usher. Prof. Hancock will lead the platform procession. The Public Address system will be used this year.

Prof. Hancock read the marks in Social Research. All marks are in and all have passed.

Miss Gilroy and Miss MacDonald have been recommended to the University of King's College for their M.S.W. Degree.

Prof. Hancock suggested that the block period between first and second term for second year students be abolished and classes continued in this period, thus enabling classes to finish one week earlier at the end of the term. Prof. Smith felt that time in the block period was needed for working on the Theses.

Marks were then considered in order to determine standing. Mrs. Nelson has highest proficiency standing and Miss Gilroy second highest standing.

Out of discussion about one particular student, the question again arose: Should a person not capable or ready for second year be failed in first year. It would seem that some students can take first year successfully and not be capable of second year training. Such people can do a routine job in social work with sensitivity. This is a subject which will come up in further faculty meetings.

Meeting adjourned.

JMG/cl

Janet M. Gillis,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING HELD MAY 12, 1958

The regular faculty meeting was held on May 12, 1958 with Prof. Hancock presiding. Present were Prof. Gillis, Prof. Smith and Prof. Nicol. Minutes of the last meeting were read and approved.

Prof. Hancock stated that he would be away for the next two days and instructed the remaining faculty to see that the instructors examinations were in on time for the 13th and 14th exams.

Conference of the National Committee of Canadian Schools on June 1st. Request was made for suggestions to be taken up at this Conference. Prof. Hancock noted a memo received from Prof. Smith suggesting that some discussions be held as to how we can give students some real knowledge of social work philosophy. Examples were mentioned by Prof. Hancock that perhaps this could be accomplished through information courses or as a special course. Further suggestions for the Conference were:

1. Ways in which Schools were approaching the different sequence courses.
2. Reference made to Research - to discuss any new ideas and ways of doing the research job.
3. Field Instruction. What criteria can we use, etc.

Prof. Hancock stated that he planned to forward all the suggestions.

Program Committee on Council of Social Work Education. Prof. Hancock stated that he received and will be circulating the minutes of the April 14th meeting to faculty. Plans were made to discuss these minutes on Friday at 10 o'clock.

Prof. Hancock spoke to Dr. Shears regarding a social worker for the Rehabilitation Center. The faculty recommended the advisability of Miss Brooks going to the Rehabilitation Center. It was felt that this arrangement would be fair both to the student and the Rehab. Center only if consultation was provided on an official basis by the School. This, of necessity, involved payment of a fee by the Center to the School. They suggested \$500. per annum.

Discussion of students was held and these notes will be incorporated on students files.

Mary K. Nicol,
Acting Secretary.

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF THE FACULTY MEETING HELD ON MAY 23rd, 1958 AT 10:00 A.M.

Present: Prof. L. T. Hancock - Chairman
Prof. J. M. Gillis
Prof. M.K. Nicol
Prof. J. M. Smith

Chairmanship of Committee of Canadian Schools of Social Work. Prof. Hancock read a letter from Mrs. MacRae, Chairman of the Nominating Committee of the C.C.S.S.W., inviting him to become Chairman of the Committee. The faculty expressed an unanimous opinion that it was very important that the Director should accept Chairmanship of the Committee.

First Year Students. Examination results in Community Organization and Public Welfare had not yet been received. Discussion of the students was held in relation to the four courses in which results were available and their fieldwork; minutes of this discussion will be circulated separately to faculty advisors. Seven of the present first year students were planning to return next year and two more would possibly return. The group appeared to be in composition similar to the present second year group: i.e. almost half were marginal students.

Fieldwork. In reviewing the time table it was agreed to continue the present fieldwork program, with students spending full days Wednesday, and Thursday and half-day Friday in the field. To relieve the heavy burden of classes on Monday and Tuesday, one two hour lecture would be scheduled for first and second year on Friday afternoon. The Friday afternoon classes should be given by full-time faculty members to avoid problems around long week-ends.

It was hoped that the following 22 fieldwork placements would be available in 1958-59:

Windsor Children's Aid Society	-	1 student
Truro Children's Aid Society (with Prof. Gillis as Supervisor)	-	1 student
Halifax Children's Hospital	-	1 student
Home of the Guardian Angel	-	3 students
Delinquency Services (D.P.W.)	-	3 students
Dept. of Public Welfare (General Unit)	-	8 students
Victoria General Hospital	-	1 student
Nova Scotia Hospital	-	3 students
Child Guidance Clinic	-	1 student

The following placements were suggested for the second-year students 1958-59:

<u>Agency</u>	<u>Supervisor</u>	<u>Students</u>
Nova Scotia Hospital	Prof. Smith	Miss MacLellan Miss Frew Miss MacPhail (if she returns)
Child Guidance Clinic	Miss Cummings	Miss Ross

.....2

<u>Agency</u>	<u>Supervisor</u>	<u>Students</u>
Dept. of Public Welfare (Unit)	Prof. Nicol	Sister Tyszko Mr. Matthews
C.A.S. Windsor	Mr. Crowell	Miss Sheridan
Delinquency Services (D.P.W.)	Prof. MacLeod	Miss Yeadon

An alternative placement for Miss Yeadon might be the Y.W.C.A.

Meeting adjourned at 11:45 A.M.

Joan M. Smith,
Secretary pro tem.

May 23/58

MINUTES OF THE FACULTY MEETING HELD
ON SEPTEMBER 4th 1958 AT 9:30 A.M.

Present: Prof. L. T. Hancock - Chairman
" F. Montgomery
" M.L. MacLeod
" M. Nicol
" J. M. Smith

Plans for Orientation of Students. Prof. MacLeod reported on the orientation plans for first year students. The faculty made further suggestions for field visits and films. (Details of these plans are recorded in the orientation file).

Administrative Arrangements. The Director suggested that it was necessary for the group to consider at this point the integration of the method of operation of last year with the more formalized position of General Field Work Supervisor this year. He reviewed the three areas which had already been clarified in discussion:

1. The Director has responsibility for the total School program and in particular for the academic program.
2. The General Field Work Supervisor has administrative responsibility for the field work program.
3. Student advising will again be distributed. Faculty advisors have dual responsibilities in relation to referral of problems which may be to the Director or to the General Field Work Supervisor, depending upon the nature of the problem. Frequently both Director and General Field Work Supervisor may be involved.

Prof. Hancock pointed out that last year faculty meetings had been used extensively for the exchange of information about students. This method would continue. It was recognized that all information need not be shared in detail with the total faculty: on occasions preliminary discussion might take place between the two or three faculty members chiefly involved and a brief report later made at faculty meeting. Prof. Hancock said that the method used last year had made for unity in the faculty, which had been reflected in the student group.

Clarification of Faculty Functions and Integration of Responsibilities. Prof. Hancock prefaced this discussion by emphasizing that all decisions made at this time may not be final: they were for the most part experimental and would be reviewed. Last year each student had an early interview with the Director who told him who would be his faculty advisor. The student then made an appointment to see his advisor who discussed field work placement with him. The Registrar saw all students on the first day of term in relation to their program. Prof. Nicol said that she felt there was value in last year's method as it gave every student the opportunity to have an early contact with the Director. The group agreed that this system should be continued this year.

Prof. Montgomery raised several questions concerning the co-operation between the General Field Work Supervisor and the Faculty Advisor in relation to working with agencies and agency supervisors and concerning the relationship between the students and the General Field Work Supervisor in discussion of field work. The following decisions were made as a basis for operation this year; again these decisions were recognized as not final solutions:

1. The G.F.W.S. would discuss with agencies general plans and problems in relation to student field work in the agency. The faculty advisor would discuss with the agency supervisor the particular student to be supervised and would maintain a contact in relation to the student's progress. Any problems concerning policy or administration which arose during these discussions would be referred back to the G.F.W.S. who would have responsibility for discussing them with the agency.
2. The faculty advisor would hold the initial discussion with the student about his field work placement and continue throughout the year discussing with him progress and problems in field work as in other parts of his program. However, particular problems specifically related to the field work course might arise for which discussion between the G.F.W.S. and the student was necessary. On these occasions it was the responsibility of the Faculty Advisor to inform the G.F.W.S. and if she agreed upon the desirability, to refer the student to her for discussion of the problem.

Advisors for Second Year Students. The question of early assignment of faculty advisors for second year students was raised. Prof. Montgomery felt that this would have to be delayed until field work placements were settled. She pointed out the growing necessity for files on student supervisors to facilitate evaluation of placements for students.

Meeting adjourned 11:30 A.M.

Joan M. Smith
Secretary pro tem

Sept. 9/58.
bt

MINUTES OF FACULTY MEETING HELD ON
SEPTEMBER 11th 1958 AT 10:30

Present: Professor L. T. Hancock - Chairman
" F. Montgomery
" M. L. MacLeod
" J. M. Smith

Class Room Space - Professor Hancock reported that all Second Year classes would be held at the School. Although there has been no definite arrangement as to which rooms will be available at specific times, he felt from his contacts that plans could be worked out with King's. Until September 26th, when their classes begin, there will be no difficulty.

Field Work Placements - Second Year Students

Professor Montgomery reported that the Bursary students, Miss Frew and Miss MacLellan, would be placed with Miss Smith, Supervisor at the Nova Scotia Hospital.

Miss Sheridan has recently mentioned that she was interested in this placement as well. There was some discussion about her future work plans relative to the possibility of having her placed at Nova Scotia Hospital or Delinquency Services. It was decided that Professor Hancock would discuss her preference with her tomorrow when he sees her re bursary application, and following this, there would be a better basis for decision.

The plan for Mr. Matthews is undecided as yet. The disadvantages of having him return to the Department of Welfare as a student were pointed out by Prof. Montgomery. She added that a return to the Delinquency field with Mrs. Nicol as Supervisor, might be valid, considering his untrained experience in Shelburne. Although he is not planning to return to Shelburne the experience could still be very helpful in preparation for work in a Children's Aid Society or a District Office. Prof. Smith felt that Mr. Matthews would use any learning situation. Professor Montgomery said that since Mr. Grandy is out of town until Monday nothing definite can be established but Mr. Matthews could be a tentative Delinquency placement, with Mrs. Nicol.

A similar plan has been worked out for Miss Yeadon, with Miss Ross selected for Child Guidance, with Miss Cummings as Supervisor.

Professor Montgomery mentioned Miss MacLeod's request for a second year student in her unit and felt that it would be satisfactory for Sister Tyszko if the Department agrees on placement of a religious.

Advisors for Second Year Students

The following was the plan for student advisors:

Miss Frew	Professor Montgomery
Miss MacLellan	" MacLeod
Sister Tyszko	" Smith
Miss Sheridan	" Montgomery
Miss Yeadon	" Montgomery
Miss Ross	" Smith
Mr. Matthews	" Montgomery

There was considerable discussion prior to finalizing this list relative to the advisability of supervisor one year becoming advisor the next the pros and cons of certain combinations of supervisor-advisor.

Orientation and Time-table

Professor MacLeod submitted the Orientation Program for First and Second Years. It was decided that rather than have the students visit Juvenile Court in pairs without orientation, Judge Hudson should be asked to come to the School for this on Friday, September 26 at 11:15. Other plans are set down in the Orientation file.

The time-table has been settled with the exception of Dr. Roberts. Prof. Smith felt that if she had not phoned by yesterday, it must be acceptable. Prof. MacLeod said she had written a letter of confirmation.

Mary L. MacLeod
Secretary pro tem

Sept. 16/58
bt

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF THE FACULTY MEETING HELD ON SEPTEMBER 29, 1958 at 11:30 A. M.

Present: ^{Prof.} L. T. Hancock, Chairman
Prof. F. L. Montgomery
Prof. M. L. MacLeod
Prof. M. K. Nicol
Prof. J. M. Smith

New Secretary: The Director announced that Mrs. Mullally, who was interested in the position as Secretary, would be coming in for several "trial days" during the next week.

Films: Mr Hancock explained that due to the reconstruction it would be impossible to show films in the basement at present. Arrangements were made for film programmes, with associated discussions or lectures, to be held at the National Film Board.

Health Division Lectures: Notice had been received of a series of lectures concerning physical and mental diseases arranged by the Health Division of the Welfare Council of Halifax. The first lecture would be held on October 3rd.

Lecture Rooms at King's College: Prof. Hancock announced the rearranged schedule of classrooms at King's College for 1st year students. It might become necessary to make further changes. The faculty agreed that it was desirable to hold some first year classes at the School.

Visit of Mr. Cragg: Mr. Hancock corrected the date previously given for Mr. Cragg's visit; it would take place on November 10th, not October 10th, as announced earlier. Since the new date would not coincide with a Public Welfare I lecture, Prof. Hancock would discuss the plan again with Mr. MacKinnoh.

Student Fieldwork Placements and Advising: Prof. Montgomery reported on her progress in arranging placements. From this the following decisions were made: Miss Pickering would have her field work placement at the H.G.A. with Sister John Elizabeth as field work supervisor; Prof. MacLeod would be the Faculty Advisor. Miss Machan's field work placement would be at the Children's Hospital. Her faculty advisor would be Prof. Montgomery.

There was discussion of the difficulties which had arisen in one second year student's entry into her field placement. This will be recorded in the student's file.

Meeting adjourned 12:15 P.M.

Joan M. Smith,
Secretary pro tem.

JMS/cl

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF FACULTY MEETING
HELD MONDAY, OCTOBER 6, 1958

A faculty meeting was held on the above date with Professor Hancock as Chairman. Professors Montgomery, Smith and Nicol were in attendance. The minutes of the last faculty meeting were accepted as read. and MacLeod

Out of Town Placements: The out of town placements for Windsor and Truro have been finalized, however there is no possible way the students can get back for Friday afternoon classes if they remain in agency Friday morning. There were several alternatives discussed - not using the placements, changing the Friday afternoon classes, or bringing the two students back on Thursday night with the hope that work in this area could be planned most weeks by supervisor for them. It was decided that the last was the best plan.

Appointment of Advisors: Professor Montgomery felt that Mr. MacIsaac could now be placed definitely in the Department of Welfare with Miss MacLellan as supervisor. Professor Hancock then appointed Professor MacLeod as his advisor. Professor Montgomery is to advise Miss Chute, Mr. Arseneau, Mr. MacKinnon and Miss Machan. Professor Smith is to advise Miss Keith, Mr. Savoie, Mr. Moore and Mr. Mason. This concludes the appointment of advisors.

Professor MacLeod asked for further clarification on the general field work supervisor's responsibility - what belongs with her and what should be brought out re field work at general faculty meeting.

Mr. Cragg's Visit: Mr. Cragg is to be here on November 14th. Mr. MacKinnon will do a make-up class on Tuesday next at 4:40.

Community Chest: Professor Hancock mentioned that the forms were in from the Chest. It was decided that each faculty member would make individual donations rather than the combined contribution from School. A box will be put in the Hall for any student donations that might be given.

Comments of Student's Progress: Professor Smith commented that Mr. Moore seemed discontented, full of complaints and generally not settling in to School. Other faculty members felt that their experiences with him bore this out to some extent though Professor Hancock felt that in his last contact Mr. Moore was really trying but "too fast".

MLM/bt
Oct. 7/58

Mary L. MacLeod
Secretary pro-tem

MINUTES OF THE FACULTY MEETING HELD ON
MONDAY, OCTOBER 27th, 1958 AT 11:00 A. M.

Present: Prof. L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" M. Nicol
" J. M. Smith

MINUTES OF THE LAST MEETING were accepted.

NEW BUSINESS

1. Introduction of new secretary. The Director introduced Miss Ells to the Faculty.
2. Student Problems. Discussion was held concerning problems being encountered by Mr. Moore, Mr. Savoie and Mr. MacIsaac. Details of these discussions will be recorded in the students' files by the faculty advisors.
3. Difficulties related to Building. The Director explained that during the next weeks, progress on the construction would interfere with the use of the classroom and three offices. Since it was impossible to use the classroom at the present time, second year classes could be held in the library, the common room or possibly at St. Mary's. The faculty preferred to hold lectures within the School building if possible. A portable blackboard would be provided to facilitate using other rooms for lectures.
4. National Committee of Canadian Schools of Social Work. The Director asked for discussion of a report which he, as Chairman of the N.C.C.S.S.W., had circulated to the Schools. This was a report drawn up by a sub-committee of the N.C.C.S.S.W. with reference to the relationship of the Committee to the newly-formed C.C.E.P.S.S. and to the N.C.U. and concerning the present and future functions of the N.C.C.S.S.W. It was agreed that the report should be read by the Faculty for discussion at a future meeting.
5. Material Circulated to Faculty. Prof. Montgomery questioned the practice of writing comments on material circulated to faculty. ^{Prof. Nicol} She felt that comments were withheld or the reader's view was coloured by the former reader's comments. The four faculty members present for this discussion agreed that henceforth information would be brought to Faculty Meetings for discussion.
6. Testing of Students by Dalhousie Psychology Department. Prof. Hancock discussed a telephone call which he had received from Dr. Frances Marshall concerning the testing of our students. She felt that she did not have enough background material to make a valid judgment. Dr. Marshall requested that the Department of Psychology co-operate in accumulating information on a number of students over a period of time as an aid in evaluating a student's capacity for social work. Some discussion was held and it was agreed that the subject would be pursued at a later meeting.

Meeting adjourned at 12:15 P.M.

Oct. 30/58
JMS/bt

Joan M. Smith
Secretary pro tem

MINUTES OF THE FACULTY MEETING

November 1, 1958

The regular Faculty Meeting of the Maritime School of Social Work was held on the above date with Professor Hancock presiding. Present were Professor Montgomery, Professor Smith, Professor MacLeod and Mrs. Nicol.

Professor Hancock referred to the memo received from Miss Helen Mann with the enclosed report of the National Committee of Canadian Schools of Social Work. A discussion followed regarding the memo with Professor Hancock pointing out that this Committee in essence restricted itself to matters academic. He read a few replies from different Schools regarding the report, stating that all replies had not been received for the Nov. meeting. It was suggested that a correspondence arrangement perhaps could be had whereby each of the Schools could discuss and write on various topics through correspondence rather than attempting to arrange for meetings.

Essentially the statement made by Miss Mann was accepted by the Faculty.

The second matter for Faculty discussion came around Dr. Frances Marshall's request for student testing. It was the feeling of the Faculty that there would be many snags in this arrangement. It was suggested that Professor Hancock discuss the matter with Dr. Marshall and if necessary have her attend one of our Faculty meetings for further clarification.

Professor Hancock then reported that library nights would be Mondays and Thursdays, and requested that we be sure that responsibility was taken to see that the windows and doors were closed before leaving the building.

Professor Hancock brought up the matter of his beginning discussions with first year students on social work. He wondered if these discussions were beneficial and if this amount of time with students should be spent each year during orientation period. Professor Smith stated that from statements she has received from some of the first year students, his discussions were favourable. Professor Montgomery remarked that she intends to compile the students' orientation reports and would bring this information to Faculty meeting. It was felt that this would throw some light on the effects, good or bad, this period held for the students.

During this discussion the Department of Welfare was mentioned as a poorly planned visit for students, particularly the Physical facilities. It was felt that more could be done in preparation.

Professor Hancock mentioned that he would be away Thursday and Friday of this week.

Meeting adjourned.

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the Faculty Meeting, November 10, 1958

The weekly Faculty Meeting was held November 10 with Professor Hancock in the chair. Those present were Professors Montgomery, Smith, Nicol and MacLeod.

There was no business arising from the minutes of the previous week.

Librarian:

Professor Hancock reported that the Librarian who was to come had found that she was not able to accept the position. He stated that this would be discussed with Miss Burns of the Board of Directors, with a view of finding someone else or making another plan.

United Appeal:

Professor Hancock stated that the United Appeal Campaign had been extended to the 17th of November. An urgent meeting had been called on the 8th to discuss plans for closing the gap. There have been various suggestions made as to how the gap should be closed. There was some discussion in including the students in collection if a "blitz" collection was carried out. Professor Hancock discussed this with the students and they were to let him know if any were willing to participate. Implications for the School if the Campaign did fall far short were discussed for a time.


Research Program:

The remainder of the meeting was taken up with a discussion of plans and possibilities for changing the current Research course. Professor Smith stated that this year they had hoped to get six persons to participate in the course on Research Methods, but most of them fell out and she was giving the majority of the lectures with Professor Hancock carrying two. The advisability of having Method covered in first year with five lectures carried over into second year was discussed. There were two questions involved: 1. Is this a good method? and 2. Is this the year to begin? Generally, the plan was supported by the Faculty. There was some discussion as to credits at the end of first year and other aspects of the question were gone into. Professor Hancock will be coming to a decision within a few days about this.

Student Affiliation with N.F.C.U.S.:

Professor Hancock reported that the students wished to get some kind of an affiliation with N.F.C.U.S. because of the advantages of having membership cards, in getting into theatres, etc. Some attempt was made to get them through the National President of N.F.C.U.S., but membership at the School was felt to be too small. Professor Hancock asked that one of the Faculty members discuss this with the students and perhaps help them work out a plan with one of the Universities.

Meeting adjourned.


Mary L. MacLeod
Secretary, pro tem

MARITIME SCHOOL OF SOCIAL WORK

MINUTES OF THE FACULTY MEETING HELD ON
NOVEMBER 17th 1958, AT 11:00 A.M.

Present: Professor L. T. Hancock - Chairman
" F. L. Montgomery
" M. Nicol
" J. M. Smith

MINUTES OF THE LAST MEETING. A summary of these minutes was given by Prof. Smith.

BUSINESS ARISING FROM THE MINUTES

- (1) Librarian. There had been no new developments in the effort to secure a librarian.
- (2) United Appeal. Some of the students had participated in the "blitz" collection. There had been a few minor difficulties in organization, probably due to the fact that the plan had to be put into effect with little time for preparation. Prof. Montgomery stated that she had heard considerable criticism about the campaign this year. It appeared that there was a variety in reaction and response to the "blitz" collection.
- (3) Research Program. Prof. Hancock reported his decision that the new combined Research Methods - Statistics course should begin this year.
- (4) Student Affiliation with N.F.C.U.S. Prof. MacLeod, who was working with the students on this matter, was not present. However, Prof. Hancock stated that Father Malone thought that there would be no difficulty in our students obtaining membership in the N.F.C.U.S. and had given the name of the St. Mary's student representative who could help the M.S.S.W. representative.

NEW BUSINESS

- (1) Accreditation. Prof. Hancock referred to earlier correspondence with the C.S.W.E. concerning the possibility of a visit to the School from Miss Sikkema and Dr. Linford. A letter had now been received that Miss Sikkema was on an extended trip and would not be back until mid-December. It appeared that accreditation planning would therefore be postponed.
- (2) Lecture on Alcoholism. Prof. Hancock referred to the letter from Father Rourke which had been circulated to the Faculty, in which he offered to give a lecture on Alcoholism. It was agreed that this might be included in the Social Work Seminars.
- (3) Program for Social Work Seminars. In discussing the inclusion of Father Rourke's lecture in this program, the question was raised concerning co-ordination of this discussion of alcoholism with that given customarily by Mr. E.Horne. Other seminar topics would be: Civil Defence; Cultural & Anthropological Factors, discussed by Mr. J. Arnott. It was suggested that the final session should, as last year, be a review of "A Friend at the Door". Prof. Montgomery suggested a session focussing on specific professional problems.

- (4) Correspondence Concerning the National Committee of Canadian Schools of Social Work. Prof. Hancock reported on letters received from Dr. Moore (McGill) and Fr. Guillemette (Montreal). The latter suggested that although work could be carried on between sessions, meetings would still be desirable to discuss the thinking of the Schools on various subjects. Father Guillemette stated that his school was at present interested in two topics:
1. Criteria for evaluating field work supervisors.
 2. The relationship of Schools of Social Work at University level, with Schools of Social Work at non-University level.

The letter from McGill raised the question of the on-going structure of the N.C.C.S.S.W. in relation to the new council. It also contained a suggestion that the Schools might hold meetings on a regional level.

- (5) Discussion of Students. Prof. Montgomery mentioned that she would be discussing Mr. George and Mr. Arseneau with Dr. Prosser and referred to exploration of bursaries with Mr. MacIsaac. This material will be included in the students' files by their Faculty advisors.
- (6) National Council of Hospital Auxiliaries Bursary. Prof. Montgomery stated that, as a member of the Committee for the award of this bursary, she was planning to write a letter concerning the discrepancy between the amount of information required to prove eligibility and the size of the award.
- (7) New Calendar. Prof. Hancock distributed copies of the new Calendar. A small quantity had been ordered as the 1959-60 Calendar would be printed in February or March. Consequently changes could be made before next year's Calendar went to press. Prof. Montgomery suggested that the type in the new St. Patrick's Calendar was preferable to that of the M.S.S.W. Calendar.
- (8) Recruitment Folder. Prof. Hancock showed drafts of the cover of a recruitment folder.
- (9) Lists of Students' Advisors. Prof. Smith discussed a request made by Miss P. MacDonald that a list of the Students' Advisors should be made available to each Faculty Member. It was agreed that this matter could be discussed at the General Faculty Meeting which should be held in December.

Meeting adjourned at 11:50 A.M.

Joan M. Smith
Secretary pro tem

MINUTES OF FACULTY MEETING HELD
MONDAY, NOVEMBER 24, 1958

The faculty held their regular meeting on the above date with Professor Hancock presiding. Present were Professors Montgomery, Smith, MacLeod and Nicol.

In regard to N.F.C.U.S. cards for students which had been brought up at the previous meeting, mention was made today that students were to communicate with Mr. Brian at St. Mary's in order to acquire these cards.

Professor Hancock informed the faculty that he had learned that the reason why Mrs. Dobson refused the position as School Librarian was because she was frightened of the job. He stated that a new person was coming to Halifax and that Miss Burns plans to contact her regarding the job.

Professor Hancock mentioned that a general faculty meeting was due for December. It was decided that the meeting would be held on December 8th and that notices would be sent out to all first term school instructors.

Professor Hancock then reported that examination time tables were now being set up for both first and second year students. These exams will be held on the 7th, 8th and 9th of January. He stated further that work will begin on the time table for second term during the first week in December. Any suggestions will be referred to the Registrar.

Professor Hancock gave a report on the Board Meeting held at the School the previous Wednesday. He stated that it was an excellent meeting, full of enthusiasm and interest. He had reported to them on general things such as School events and changes, new building, etc. An improved annuity plan for faculty was also discussed at this meeting and a committee set up to examine this.

Following Professor Hancock's report, Professor Smith questioned whether there shouldn't be more stress laid on the expansion of faculty and salary scale, rather than on physical things. There was considerable discussion on this issue and questions raised regarding the attitude of the Board members in this matter. It was felt that responsibility should be taken to do something about the attitudes and philosophy of the Board members. Professor Hancock wondered if the members of the faculty should meet with the Board members concerning the situation. Professor Smith felt that representation should be made by the Director himself toward helping the Board members accept the principle involved. It was then suggested by Professor Hancock that if the faculty wanted this, we should do something about it. He stated that he would then take it to the Board and to help them accept this principle and to set the objective toward which they will work. He felt that all future action will be based on this.

Following this discussion Professor MacLeod mentioned to the faculty the students' reading reports in her Child Welfare class. She said that she was greatly concerned with their English. Discussion followed regarding the seriousness of this situation. Professor Hancock stated that he would make some contacts regarding tutoring for these students and it would be brought to their attention.

Meeting adjourned.

Mary Nicol
Secretary pro tem

MINUTES OF THE FACULTY MEETING HELD
ON MONDAY DECEMBER 1, 1958 AT 11:00 A. M.

Present: Prof. L. T. Hancock - Chairman
" F. L. Montgomery
" M. L. MacLeod
" M. Nicol
" J. M. Smith

BUSINESS ARISING FROM MINUTES OF LAST MEETING

1. Timetables. Miss MacLeod presented the timetable for examinations, to be held on January 7th, 8th and 9th. The timetable for second term was also reviewed: it was decided to ask Miss Shand if she could change the time of Community Organization in order to arrange a better balance of lectures between Monday and Tuesday, for first year students.
2. Tutoring in English. Prof. Hancock reported that Miss Dianne Scott, 24 Victoria Road, telephone 2-6634, would undertake tutoring in English for the fee of \$2 an hour. The students to whom tutoring would be recommended were: Mr. George, Mr. Savoie, Mr. St-Onge, Mr. MacIsaac and possibly Mr. Arseneau. Faculty advisors would discuss with these students the seriousness of their handicap in being unable to express themselves adequately in English. Tutoring would be strongly recommended; it would be the responsibility of each student to make his own arrangements for tutoring.

NEW BUSINESS

1. Students' requests to miss part of lectures. Prof. Montgomery discussed two requests which she had received. One was from Mr. Moore to leave Casework class half an hour early last Friday. The first year class had also asked about the possibility of leaving early on Friday, December 19th. Mr. Matthews had asked, on behalf of the student body, if the first year students could leave the Development of Personality class early on December 15th, the day of the students' Christmas Party. It was decided that the faculty could not agree with the last two requests.
2. Report on Director's visit to Newfoundland. Professor Hancock reported that he had visited six High Schools in Newfoundland. He had felt that his discussions with the Department of Welfare had been very productive and had succeeded in bringing the Maritime School of Social Work more clearly into focus in the planning of that Department.
3. General Faculty Meeting. This meeting was planned for Monday, December 8th at 8:00 P.M.

Meeting adjourned at 11:50 A.M.

Joan M. Smith
Secretary pro tem

MARITIME SCHOOL OF SOCIAL WORK

150 Coburg Road
Halifax, N.S.

November 28, 1958

TO: Faculty Members

FROM: L. T. Hancock, Director

There will be a meeting of the Faculty on Monday, December 8
at 8:00 p.m. at the School.

It is hoped that all who can will attend.

FLM/se

MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting

December 8, 1958 - 8:00 p.m.

A G E N D A

- I Minutes
- II Reading Lists
- III Council on Social Work Education annual meeting
- IV Student Advisors
- V Evaluations
- VI Announcements
- VII Other Business
- VIII Adjourn and visit to extension

MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting - December 8, 1958

PRESENT: Professors Hancock, Montgomery, Smith, Nicol and MacLeod

There was no business arising from the minutes of the last meeting.

The Director made reference to the Council on Social Work Education bibliography stating that it would be most helpful and that he intended to mention it at the Faculty meeting to be held this evening, referring people to the particular sections that would be of interest to them.

Mr. Hancock wondered about continuing membership in the Brunner Book Club as the books issued are very much the same as those issued by the Basic Book Club. This will be discussed at a later date.

Professor Hancock said that the Council on Social Work Education would be meeting in Philadelphia from January 21-24 and that Professors Hancock, Montgomery and Smith would be attending.

In view of the dates of the Council on Social Work Education Conference, some rearrangements will have to be made as to formal beginning of the research project. Professor Smith requested that the students have off a Friday morning and on one date a Casework class be changed from Tuesday morning to Monday morning. No definite dates for this could be arranged because she had not yet spoken to Dr. Neil and because it has to be clarified with juvenile court where several of the second year students are placed.

Evaluations were discussed. The final date for evaluations for second years to be received at the School is January 12 and for first years is January 26.

Professor Smith reported that the N. S. Hospital will be glad to offer a conducted tour for all students of the School. Because of time table difficulties, Saturday, December 13 was suggested as a suitable time.

Meeting adjourned, 11:50 a.m.

Mary L. MacLeod
Secretary, pro tem

MARITIME SCHOOL OF SOCIAL WORK

Minutes of the General Faculty Meeting held on
December 8, 1958 at 8:00 p.m.

Present: Professor L. T. Hancock - Chairman Dr. F. Marshall
Mr. T. Blue Miss F. Montgomery
Miss J. Cummings Mrs. M. Nicol
Sister Mary Clare Dr. M. Roberts
Sister John Elizabeth Miss J. M. Smith
Dr. R. O. Jones Mrs. F. Vickery
Miss P. MacDonald
Miss I. MacLellan
Miss Mary L. MacLeod

Professor Hancock welcomed the group and suggested that due to the long interval between meetings, the last minutes need not be read.

Bibliography of Social Work Literature:- The Director referred to the recent publication of the Council on Social Work Education entitled: "A Bibliography of North American Social Welfare Literature." The School would buy six copies of the bibliography, which could be made available to the Faculty members through co-ordinators of sequences, student advisors of the General Fieldwork Supervisor.

C.S.W.E. Annual Meeting:- Professor Hancock stated that the Annual Program Meeting of the Council on Social Work Education was to be held in Philadelphia January 21-24th, 1959. The ten workshops dealt with particularly interesting topics and there was a significant group of leaders for the institutes.

Faculty Advisors:- A request had been made that the faculty advisors of the individual students should be made known to all faculty members. Professor Hancock read the list of students and their advisors.

Evaluations:- Miss Montgomery requested that the reports of second year fieldwork evaluations should be received at the School by Monday, January 12 and first year evaluations by Monday, January 26. A memo concerning evaluations was being sent to fieldwork supervisors.

Additional Field Visit:- A tour of the new admissions building of the Nova Scotia Hospital, with an address by Dr. Mackay, Superintendent, was being arranged for all students on Saturday, December 13.

Timetables:- The examinations were to be held on January 7 - 9 inclusive. The examination timetable would be mailed to lecturers as would the timetable of lectures for second term.

Recruitment Kit:- The Director showed the new kit of recruitment literature which was to be placed in the guidance departments of high schools in the Province and in some of the Universities. Dr. Jones suggested that kits could also be placed in the Hi-Y Clubs at the Y.M.C.A.. Mr. Blue suggested placing them in regional libraries.

Research Program:- Professor Hancock asked the group to consider the possibility of releasing second year students from fieldwork on one Friday morning in January in order that they could complete their research interviewing in one week. The fieldwork supervisors agreed to this plan. The group asked questions about the current research project and some details were given concerning the study of the Negro Population in Nova Scotia, which was being undertaken by the Institute of Public Affairs and in which the second year students were participating.

Institute for Social Work Community:- Miss MacDonald asked whether plans had yet been made for the annual institute sponsored by the School. Prof. Hancock replied that suggestions would be welcomed. Miss MacDonald proposed an institute dealing with social work research. The Director asked that other suggestions should be sent in from the practising social workers for whom the institute is designed.

Lecture Hours:- On behalf of the lecturers in the Human Growth and Behaviour Sequence, Miss Smith raised the question of concentration of lecture hours particularly on Monday afternoon, when first year students had Medical Information and Development of Personality, running from 2 - 6 p.m.. It was suggested that the pressure might be lessened by beginning lectures at 8:30 a.m. thus giving more time for breaks. Discussion followed of reasons for the present arrangement, particularly as to whether it related chiefly to the need of part-time students who were employed. Dr. Roberts questioned whether so much consideration should be given to this very small group and whether we might not be lowering our standards by pushing through these special students. Miss MacDonald asked whether the special students centered under the usual admission policies. The Director explained that in general they did, but it depended whether they were just taking some information courses or were working towards a degree or diploma.

In relation to the present arrangement of lectures it was found that fieldwork supervisors on the whole like it and that students reacted in various ways. The group agreed that the situation was worse in respect to first year lectures this year, because they were held at King's. There would be an improvement when the new wing was opened and all lectures were again held at the School.

Tutoring in English:- Miss Montgomery referred to the plan to suggest tutoring in English to students who had difficulty with the language. Much discussion followed concerning defects in our total educational system which permitted students to arrive at graduate level still unable to write English correctly. Prof. Hancock summarised the discussion and stressed that it was important for all faculty members, including fieldwork supervisors to make known to students how seriously we viewed the submission of reports and papers written in inadequate English.

New Building:- The Director described the arrangement of rooms in the new building and the group was then taken on a tour of the new wing.

Meeting adjourned at 9:45 p.m.

Joan M. Smith
Secretary, pro tem

MARITIME SCHOOL OF SOCIAL WORK

Faculty Meeting, December 15, 1958

The regular faculty meeting was held on the above date with Professor Hancock presiding. Present were Prof. MacLeod, Professor Montgomery, Professor Smith and Mrs. Nicol.

Prof. Smith announced that Friday, January 30th was decided on for the 2nd year students to work on research. Notices will be sent out to the field work instructors regarding this.

A report on the student's visit to the Nova Scotia Hospital's new treatment center was given by Prof. Smith. She reported that the trip was a very good one.

Prof. Hancock then questioned the faculty as to how they felt about the general faculty meeting, held the previous Monday evening. Some discussion was held around this with one faculty member pointing up the general enthusiasm of the members on the discussion held about the Council on Social Work Education Conference. Also, there was much enthusiasm from the members present at this meeting over the new school addition.

One negative factor pointed out by a faculty member was over the discussion around language and writing problems of the students. It was felt that too much time was spent on this.

Prof. Hancock then reported on the C.A.S.W. Recruitment Committee and the chairman, Jean Morrison's, plan to have an open house for college students. He asked that the faculty help Miss Morrison with this project.

Mention was made by Prof. Hancock of the Council on Social Work Education. He asked that some thought be given about it beforehand, particularly for Miss MacLeod and Mrs. Nicol's benefit. He felt that it would be productive to discuss the Conference and circulate some facts prior to the Conference.

The meeting ended with a discussion regarding students.

Meeting adjourned.

Mary Nicol
Secretary, pro tem