

Bowling Green, Ky., July 30, 1929

TO

Messrs. W. C. Bell,  
Sternett Cuthbertson,  
E. B. Bassetts,  
M. O Hughes,  
M. B Harris,

Members of the Board of the Regents of the Western Teachers College.

I have pleasure in submitting the following report of the Western Teachers College for the year 1928-1929. I am handing to each of you a copy of this report and hope you will as soon as time permits give it a careful reading and an earnest study.

The institution is enjoying an unusual success. A careful study of its activities will show that it has never served so abundantly as it is now. Never has its spirit been better, its work of a higher grade or its outlook more optimistic.

#### SPECIAL AND CURRENT APPROPRIATIONS SINCE 1906

I give below the special and current appropriations made by the General Assembly for each year since the establishment of the institution. A carefully study of the following will show a really wonderful development in the maintenance and permanent development of College Heights.

NO. OF DIFFERENT STUDENTS ENROLLED FOR FIRST SEVEN MONTHS JANUARY, 1906, to JULY, 1907.	AMOUNT RECEIVED EACH YEAR FOR CURRENT EXPENSES	SPECIAL APPROPRIATION	
...762	\$20,000.00		
SCHOLASTIC YEAR			
1907-1908	1024	20,000.00	\$5,000.00
1908-1909	1140	50,000.00	150,000.00
1909-1910	1400	50,000.00	
1910-1911	1326	50,000.00	
1911-1912	1552	50,000.00	80,000.00
1912-1913	1660	50,000.00	
1913-1914	1707	75,000.00	
1914-1915	1665	75,000.00	
1915-1916	1821	75,000.00	
1916-1917	1770	75,000.00	
1917-1918	1241	75,000.00	
1918-1919	1408	106,982.00	
1919-1920	1559	123,898.49	150,000.00
1920-1921	1834	139,330.28	
1921-1922	2616	131,717.58	
1922-1923	2382	174,900.47	
1923-1924	2139	159,354.29	200,000.00
1924-1925	2693	250,202.16	
1925-1926	3027	315,739.13	
1926-1927	3425	373,360.25	320,000.00
1927-1928	3569	394,916.47	
1928-1929	3754	456,333.40	250,000.00
45474	3,291,795.27	1,155,000.00	

The above does not include the students in attendance at the Training School and Junior High School, and the Rural School as well as those taking work by correspondence.

STATEMENT OF FINANCES AT CLOSE OF FISCAL YEAR 1929

Cash American National Bank	\$4,694.09	
" B.G.Trust Co.	218.60	
" Citizens Ntional Bank	479.43	
Real Estate Notes	5,195.00	
State Treasurer-Special	<u>325,000.00</u>	135,587.12
Accounts Payble	8,397.83	
Notes Payable	<u>128,000.00</u>	<u>136,397.83</u>
Deficit		810.71

Net included in above statement.

Balance due O.J. Allen Co	1691.09
" " B. C.Davis	2900.00

On July 6, 1929, we received from the State Treasurer \$11,913.75 for the month of June.

ESTIMATED RECEIPTS AND EXPENSES FOR FISCAL YEAR  
1929-1930

We give below a carefully prepared estimate of the receipts and edpenses for the Fiscal Year 1929-1930. We have used the amount received and the amount expended during the past fiscal year as the base for making this estimate.

Receipts

State Treasurer	\$450,000.00	
Garden	7419.68	
Dairy	3,281.14	
Poultry	3,065.95	
Music	2,934.45	
Laboratory Fees	9,008.75	
Tuition	263.00	
Rents	2,797.27	
Training School Fees	7,335.30	
Incidental Fees	<u>28,300.40</u>	
Total		514,404.94

Expenses

Salaries 12 months at 30,000	360,000.00	
Current ex. " 10,000	120,000.00	
Equipment " 2,500	<u>30,000.00</u>	
Total Expenses		<u>510,000.00</u>
Balance		4,404.94

## T H E A N N U A L A U D I T

WE GIVE BEGINNING ON THE FOLLOWING PAGE, THE ANNUAL AUDIT OF THE BOOKS OF THE WESTERN TEACHERS COLLEGE MADE BY ESCOTT, BARRETT & COMPANY, PUBLIC ACCOUNTANTS AND AUDITORS, OF LOUISVILLE, KENTUCKY. THE REPORT MADE BY THIS COMPANY IS MOST INTERESTING. IT COVERS PRACTICALLY ALL OF THE DETAILS INCLUDING BALANCE SHEETS, A STATEMENT OF OPERATIONS, STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS, VALUATION OF BUILDINGS AND EQUIPMENT AND MANY OTHER THINGS. THIS AUDIT IS SO COMPLETE THAT I HAVE FOUND IT UNNECESSARY TO PUT INTO MY REGULAR REPORT MANY ITEMS I WOULD OTHERWISE EMBODY IN IT. IT COVERS ALL OF THE FISCAL YEAR CLOSING JUNE 20, 1929.

Louisville, Kentucky, July 15, 1929.

To the

Board of REGENTS

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

GENTLEMEN:

As arranged, we have conducted a detailed audit of the books and records of your institution, covering the fiscal year ending June 30th, 1929,- a report of which follows:

As a part of this report-

<u>Exhibit 1</u>	<u>Balance Sheet- June 30th, 1929</u>
<u>Exhibit 2</u>	<u>Statement of Operations</u>
<u>Exhibit 3</u>	<u>Statement of Cash Redeipts &amp; Disbursements</u>

Supported by

<u>Schedule A</u>	<u>Trial Balance- June 30th, 1929</u>
<u>Schedule B</u>	<u>Reconcilement of Bank Balance</u>
<u>Schedule C</u>	<u>Buildings and Equipment</u>
<u>Schedule D</u>	<u>Notes Receivable</u>
<u>Schedule E</u>	<u>Insurance Carried</u>

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WESTERN KENTUCKY STATE NORMAL SCHOOL AND TEACHERS COLLEGE

BALANCE SHEET  
JUNE 30th, 1929

RESOURCES

CURRENT ASSETS

Cash in Bank	41,907.91	
Cash in Office	500.00	
Notes Receivable	<u>6,821.80</u>	49,229.71

WORKING ASSETS

Boarding Home Supplies	1,793.55	
Class Room Supplies	526.61	
Farm Supplies	7,716.00	
Live Stock-Farm	4,163.00	
Live Stock-airy	6,650.00	
Live Stock-Poultry	<u>1,925.00</u>	22,774.16

CAPITAL ASSETS

Land	2,352.42	
Landscaping and Roads	139,696.96	
Athletic Field and Stadium	62,599.88	
Buildings (Schedule C)	1,469,689.70	
Equipment ( " )	224,897.38	
Railroad Spur	5,473.43	
Automobiles	<u>3,920.00</u>	1,938,629.77

DEFERRED DEBIT ITEM

Prepaid Insurance		<u>5,557.72</u>
		2,016,191.36

Liabilities

CURRENT LIABILITES

AUDITED VOUCHERS PAYABLE

General	8,398.03	
Boarding Home	7,084.26	
Notes Payable	<u>128,000.00</u>	143,482.29

FUNDED DEBT

First Mortgage Bonds		15,000.00
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DONATIONS

75,000.00

TRUSTEES INVESTMENT

1,782,709.07

EXHIBIT 1

2,016,191.36

ANALYSIS OF BALANCE SHEET

RESOURCES

CURRENT ASSETS

CASH IN BANKS

\$41,907.91

Represented by balances in-

American National Bank-Genl. A/c	4,691.04	694.09
" " " Boarding Home a/c	36,515.99	
Citizens National Bank-Genl.	479.43	
Bowling Green Trust Co.	41,905.11	

DISCREPANCY

Represented by\*

Lost check charged back by B.GTr.Co.	3.00	
Unlocated error Am. Natl Bank B.H. a/c	20	2.80

Verification was accomplished by reconciliation with statements furnished by banks.

CASH IN OFFICE

\$500.00

**Represented by fund carried in office to provide for petty disbursements, as verified by proof count.**

It is noted that dishonored checks to the amount of \$226.25 are carried in this account, several of which are apparently uncollectible, and it is suggested that such items as are considered worthless, be charged to Profit & Loss account, thus clearing the account of "Dead" material.

NOTES RECEIVABLE

6,821.80

This balance represents-

Notes taken for Boarding Home Accounts	1,626.80
Notes taken in connection with sales Re.Es	5,195.00

Of the former classification, it is noted that no collections have been made during the past year, - an indication of a rather hopeless condition, and it is suggested, that if further efforts prove ineffective, this account be charged to Profit & Loss Account. Both classes of notes are reported in detail in Schedule D.

WORKING ASSETS

22,774.16

Represented by Materials, supplies live stock, etc., as appearing separately upon Balance Sheet.

These balances have been established by inventories taken under the supervision of department managers, and are believed to accurately represent their respective condition.

## CAPITAL ASSETS

Represents your investments in Land, Roadways, Buildings R.R. Spur and automobiles.

In order to condense for Balance Sheet purpose, the ledger valuations covering various Buildings and wquipment, are reported in detail in Schedule C which reflects original costs, plus additions and improvements. It is noted that the additional investment in buildings during the past year amounted to \$272,587.23, - equipment investments for the same time amounted to \$43,907.15, while improvements on Roads and Landscaping cost \$55,175.01.

These expenditures are in accordance with the General scheme for completing your plant organization, as approved by the authorities. Protection against loss by fire or other casualties is secured by policies issued by representative Companies, as summarized in Schedule E.

## DEFERRED DEBIT ITEM

PREPAID INSURANCE 5,557.72

Represents the proportion of insurance premiums paid in advance, which is chargeable to future operations.

## LIABILITIES

### CURRENT LIABILITIES

AUDITED VOUCHERS PAYABLE-GENERAL 8,398.03  
BOARDING HOME 7,084.26

Represents vouchered accounts covering purchase of Materials, Services, etc., as verified throughout.

NOTES PAYABLE 128,000.00

Represents by accomodations procured from Banks, as follows:

Feb. 28, 1929	Citizens Natl. Bk	\$20,000.00	June 28, 1929
Apr. 30, 1929	" "	10,000.00	July 10, 1929
Apr. 30, 1929	" "	10,000.00	July 10, 1929
June 9, 1929	" "	15,000.00	July 9, 1929
Apr. 30, 1929	" "	8,000.00	July 10, 1929
Feb. 10, 1929	" "	10,000.00	June 28, 1929
Mch. 30, 1929	American "	25,000.00	July 28, 1929
May 31, 1929	" "	30,000.00	July 15, 1929
		<u>128,000.00</u>	

The abnormal amount of this character of the indebtedness, was caused by the State Treasurer meeting his obligations with warrants instead of cash, necessitating your realizing needed funds by borrowing upon pledges of warrants as collateral.

FUNDED DEBT

15,000.00

Represents an issue for First Mortgage Bonds, guaranteed by the State of Kentucky

Under Legislative Act, the interest upon these bonds is paid by the State Treasurer, as well as a reduction of principal at the rate of \$5,000.00 per annum

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DONATIONS

75,000.00

Represents donations received from Citizens of Bowling Green, which have been set up in a separate account to perpetuate a record of their generosity.

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TRUSTEES INVESTMENT

1,782,709.07

Represents a balancing account against net assets, and is the accumulation of funds received from all sources, as reflected in the various forms of investment in permanent improvements.

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Each succeeding year has been increased enhancement of the natural beauty of your hill-top location,- and the additional buildings,-symmetrical in design,-convenient and adequate for their requirements-all contributing to the rapidly increasing activities in promotion of education, and there should be real satisfaction felt by your Board, in surveying the Great increase in the influence and accomplishments of your institution.

BOOKS AND RECORDS

The accounting system in use is modern and adequate to your requirements, and the clerical work is of highest efficiency.

The scope of this audit included verification of receipts-proper distribution thereof,-and final deposit in Bank.

Disbursements were verified by comparison of cancelled checks with Cash book entries,-vouchers with invoices,-and correct recording of, and distribution to proper accounts.

Transactions in connection with activities in Athletics are carried in separate records, installed for that purpose two years ago.

A separation of funds is maintained, and deposits and disbursements are made through a special bank account, opened for that purpose.

A detailed checking of all transactions resulted in an exact verification of the books records which show results of operations as follows:



	RECEIPTS	EXPENSES	
Football	5,526.21	8,521.99	
Boys Basket Ball	1,074.05	1,754.98	
Girls Basket Ball	608.50	1,086.50	
Base Ball	321.97	701.05	
Tennis and Track	16.37	83.97	
Training School	140.42	524.37	
Tournaments	572.60	374.00	
Miscellaneous		158.16	
TOTALS	8,260.12	13,205.02	4,944.90
NET DEFICIT			
Appropriations from Genl. Fund		5,000.00	
Bal. at Commencement of Season		2.08	5,002.08
Balance on Hand June 30, 1929			57.18

This detailed audit enables us to certify that your affairs are properly and promptly handled by your accounting department, and that all funds received have been properly accounted for, -disbursements have been made after approval of invoices or other forms of indebtedness, and the accompanying statements, as drawn from your records, constitute a true report of operations, and the condition of your affairs on June 30th, 1929.

We acknowledge the uniform courtesy extended to us during the course of this audit.

Respectfully submitted

ESCOTT BARRETT & CO.

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WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

STATEMENT OF OPERATIONS

YEAR ENDED JUNE 30, 1929.

EXPENSES

Miscellaneous Expenses	962.69
Stationery & Printing	3,920.04
Advertising	2,030.06
Postage	3,399.69
Freight & Express	4,149.16
Traveling Expenses-Correspondence	153.81
Traveling Expenses-General	3,109.61
Salaries	225,788.75
Salaries-Temporary	19,152.62
Salaries-Correspondence	757.25
Salaries-Office Administration	7,698.58
Salaries-Office Educational	29,713.30
Salaries-Janitors	13,434.00
Salaries-Heating Plant	5,217.74
Salaries-Library	10,287.18
Telephones	1,647.58
Telegrams	299.54
Renewals and Repairs	24,391.81
Water	2,086.21
Fuel	3,464.34
Ice	128.97
Auto Expenses	1,820.28
Interest	856.26
Insurance	5,390.90
Office Supplies	2,948.79
Class Room Supplies	2,425.18
Class Room Supplies-Geography Dept.	2,004.81
" " " Home Ec. Dept.	541.15
" " " Bacteriology Dept.	187.94
" " " Chemistry Dept.	1,625.33
" " " Physics Dept.	864.78
" " " Botany Dept.	991.91
" " " Psychology Dept.	123.91
Auxiliary Agencies	13,260.52
Library Expenses	5,369.52
Farm Expenses-Poultry	3,375.15
" " Dairy	1,553.46
" " Garden	14,196.75
Lights	8,214.24
Food Supplies	59,972.04
Renewals and Repairs-Boarding Home	256.00
General Expenses-Boarding Home	2,708.07

FORWARD

490,478.92

EXHIBIT 2

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

STATEMENT OF OPERATIONS

YEAR ENDING JUNE 30, 1929.

<u>EXPENSES-FORWARD</u>	490,479.92	
Salaries-Boarding Home	8,505.37	
Refunds-Boarding Home	44,448.35	
Freight & Express-Boarding Home	226.36	
Supps & Cleaning Materials	1,534.69	
Clinical Supplies	171.77	
Potter Hall Expenses	4,147.61	
West Hall Expenses	1,617.94	
<u>TOTAL EXPENSES</u>		507,432.01

OPERATING REVENUES

Receipts-Farm & Garden	7,418.69
" Dairy	3,261.14
" Poultry	3,065.95
" Music	2,954.45
" Laboratory	9,083.75
" Tuition	263.00
" Rents	2,797.27
" Correspondence & Extension	928.50
" Training School	7,335.30
" Miscellaneous	111.12
" Incidental Fee	28,300.00
" Board	70,564.88
" Potter Hall Boarding Home	14,967.87
" West Hall	6,656.12
" Ogden College	1,972.80

TOTAL RECEIPTS 159,646.23

OPERATING DEFICIT 347,785.78

RECEIVED FROM STATE TREASURES 456,333.40

BALANCE 108,547.62

PROFIT AND LOSS ADJUSTMENTS

LOSSES- Live Stock Inventory	87.00
Poultry Inventory	625.00
Equipment-Potter Hall	27,794.00
Total Charges	28,506.00

CREDITS- Live Stock Dairy	850.00
Auto Equipment	181.29
Farm Supplies	3,908.48

TOTAL CREDITS 8,939.77

NET SURPLUS

BALANCE FOR IMPROVEMENTS 21,566.31

86,981.31

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

CASH RECEIPTS BY MONTHS  
YEAR ENDED JUNE 30th, 1929

	JULY	AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER
Board	4,606.57	1,347.04	8,269.28	2,972.04	3,120.99	3,888.92
Registration	1,549.50	23.00	6,717.50	45.50	21.00	7.00
Tuition	42.00		54.00			4.00
Laboratory	586.68	169.23	2,219.75	76.21	46.00	45.30
Training School	50.50	261.50	857.20	733.00	209.20	1,690.50
Music	722.21	971.51	530.02	56.76	55.40	821.73
Farm-General	114.81	29.81	18.07	129.50	97.49	149.94
" Poultry	226.50	178.65	183.85	291.50	96.55	291.3-
" Dairy	21.11	7548	177.21	171.29	11.30	38.40
Potter Hall	1,363.76	135.12	2,343.75	578.92	213.25	1,097.00
Extension	946.00					
Lights	2.10	22.66			2.40	
Salaries-Refunds & Pdby State	193.55	50.00			209.68	
Library						1.25
Telephone	4.89	4.00	5.05	4.25	6.90	
Renewal & Repairs				1.50		67.81
Rents	227.42	343.50	198.00	389.12	266.00	67.00
Miscellaneous	36.60	3.60	3.00	26.48	3.25	6.00
State Treasurer	11,285.83	23,026.15	22037.78	76322.79	34093.53	40412.53
Notes Payable					25000.00	25000.00
Potter Hall Expense-Refund	100.00					
State Treasurer-Special	19,579.11					
Interest	546.50	91.30	410.48		10048	
State Warrants	24,131.50	44,091.89	51993.13		19335.87	
Equipment*Music Department	90.00					
Salaries-Janitors-Refunds	16.20					
Insurance	2.34					
Classroom Supplies	9.00					
Notes Receivable		500.00				
West Hall						
Land						
Office Supplies						
<b>TOTALS</b>	<b>66,454.67</b>	<b>71324.31</b>	<b>94019.07</b>	<b>81798.76</b>	<b>83,578.27</b>	<b>73,588.37</b>

	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
Board	8,812.19	5,498.55	3,785.12	9,150.57	7,941.67	12,437.07	69,830.01
Registration	9,497.40	872.90	78.50	1,558.60	1,741.00	6,251.50	28,364.40
Tuition	36.00		13.00	18.00		96.00	263.00
Laboratory	3,178.10	548.38	295.95	285.45	566.25	1,293.27	9,309.57
Training School	267.50	2,371.25	112.50	321.50	373.75	157.50	7,405.40
Music	291.30	248.10	203.80	459.45	171.80	426.55	2,942.25
Farm-General	1,680.45	20.19	138.54	51.25	1,244.27	1,136.35	7,418.68
" Poultry	643.87		139.76	231.26	952.42	559.35	3,065.95
" Dairy	1,333.55	32.75	66.46	13.15	820.63	519.81	3,281.14
Potter Hall	2,253.57	1,121.00	453.75	1,975.53	1,083.15	1,952.33	15,072.12
Extension							946.00
Lights			87.70		2.70	24.13	141.89
Salaries-Refunds	725.00	160.00				652.00	2,080.23
Library		41.98	100.00				143.23
Telephones	6.40	5.75	8.39	13.60	6.58	6.63	724.4
Renewal & Repairs	56.18		54.88		111.90		292.27
Rents	161.25	326.99	311.54	243.60	216.34	212.50	2,962.27
Miscellaneous		12.54		22.65			114.25
State Treasurer	36,149.86	120792.46	21043.31	20763.46	13712.33	36693.69	456333.40
Notes Payable	54,000.00	45000.00	25000.00	28800.00	30000.00		232,000.00
Potter Hall Exp. Refund							100.00
State Treas. Special							19,579.11
Interest	36.00	54.15	533.05			23.12	1,795.06
Class Room Supplies							9.00
State Warrants							139,552.39
Equipment-Music Dept.							132,490.00
Salaries			2.12				18.32
Insurance			13.25				15.59
Notes Receivable			2,500.00				3,000.00
West Hall	1,251.00	881.75	570.25	1,315.37	908.25	1,743.25	6,660.87
Land	524.38						524.38
Office Supplies	20.00						20.00
Faculty Insurance	1,687.98	76.15	297.88	78.20			2,140.21
Ogden College Fund			1,972.80				1,972.80
Cedar House			108.77				108.77
Insurance Refund				41.82			41.82
Village Lights				20.00			20.00
TOTALS	122,568.78	177,919.59	58146.97	64,275.86	60,08804	63,933.00	1,017,695.69

RECAPITULATION

BALANCE ON HAND- JULY 1st, 1928	22,422.23
RECEIPTS	<u>1,017,695.69</u>
	<u>1,040,117.92</u>
LESS: DISBURSEMENTS	<u>997,710.01</u>
BALANCE ON HAND- JUNE 30th, 1929	<u>42,407.91</u>

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

CASH DISBURSEMENTS BY MONTHS

YEAR ENDED JUNE 30th, 1929

Accts Payable General	JULY	AUGUST	SEPT.	OCT.	NOV.	DEC.
Accts Payable General	20,351.72	36,571.94	58,973.09	62,692.34	39,352.51	42,627.01
Accts " Boarding Home	4,784.41	3,165.75	221.30	4,340.97	6,968.13	4,160.36
Salaries-General	17,797.61	13,232.20	17,847.56	18,017.73	17,175.57	18,046.08
" Temporary	988.99	1,676.11	3,249.69	981.84	1,440.93	1,226.85
" Office Ed.	2,151.37	2,174.73	2,119.91	2,350.15	2,551.26	2,477.19
" " of Admin.	559.99	634.99	634.98	651.66	651.66	651.66
" Correspondence	486.00					
" Library	809.51	665.37	742.55	790.10	812.63	748.73
" Janitors	984.83	1,219.45	1,191.83	1,288.93	1,247.87	929.53
" Heating Plant	184.21	199.11	292.65	486.66	486.66	486.66
" Farm -General	206.99	160.00	110.00	210.00	160.00	160.00
" Farm Pay Rolls	556.05	448.85	464.00	223.70	260.40	176.50
" Farm Poultry	100.00	100.00	100.00	100.00	100.00	100.00
" " Dairy	75.00	75.00	75.00	75.00	75.00	75.00
" Boarding Home	751.45	860.52	289.20	877.93	849.02	699.62
" Potter Hall	374.75	145.00		340.00	170.00	170.00
Refunds " "	14.00					
" Boarding Home	37.55	6.00		52.65		
Freight & Express	25.92	209.33	74.51	253.92	907.39	1,071.91
Refunds Inc Fee	5.00	2.50	6.00	12.00		
" Rents	26.50					
" Music	11.80					
" Correspondence	17.50					
Telephones	132.14	113.74	120.74	146.49	136.89	160.12
Telegrams	43.51	.72	29.29	18.15	18.87	21.27
Traveling Exp. Correspon.	153.81					
" " General	220.35	111.05	154.35	174.28	450.95	180.04
Notes Payable	8,000.00					
Ogden College	1,266.84	744.55	650.45			
Manual Arts Bldg.	803.74	86.10				
New Dormitory	40.80	359.50	925.95			
Landscape & Roads	414.95	353.19	363.00	2,082.12	2,073.72	1,214.47
Boarding Home-Fre. & Exp.		.55	113.71		31.76	8.98
Refunds-Laboratory Fee		28.76		87.00		8.00
Rock House-Temp Sal.		279.55				
Administration Bldg.		1,397.72	888.10			
Auxiliary Agencies			2,800.00			
Village			24.30			
Refunds Training School				32.50		
Fuel						
<b>TOTALS</b>	<b>62,375.09</b>	<b>66,815.28</b>	<b>92,162.24</b>	<b>96,294.50</b>	<b>75,969.52</b>	<b>75,407.83</b>

EXHIBIT 3-A

	January	February	March	April	May	June	Total
Accts. Payable-Gen	34,072.97	82,730.79	26,979.61	17,662.47	9,906.12	13,444.48	447,365.05
" " Boarding H.	5,309.30	4,418.82	7,117.56	6,264.81	9,199.13	7,177.77	63,128.31
Salaries-General	17,596.20	20,126.06	19,851.07	23,125.44	23,092.32	22,188.44	228,093.28
" Temporary	970.64	1,175.00	2,346.66	296.66	1,852.19	2,827.24	18,873.07
" Office Ed.	2,884.65	2,611.63	2,667.21	2,470.18	2,566.72	2,688.72	29,713.30
" " Of Adm.	651.66	651.66	648.66	651.66	651.66	651.66	7,698.58
" Correspondence							468.00
" Library	1,028.56	921.28	874.55	887.90	1,022.85	983.15	10,287.18
" Janitors	947.32	1,051.41	1,91.40	965.24	1,021.64	1,412.82	13,452.32
" Heating Plant	602.78	503.76	515.26	486.26	486.66	486.66	5,217.74
" Farm General	165.00	165.00	165.00	165.00	165.00	165.00	165.00
" " Pay Rolls	100.30	64.00	260.80	397.55	446.27	559.24	3,958.66
" " Poultry	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
" " Dairy	80.00	80.00	80.00	80.00	80.00	80.00	80.00
" Boarding Home	531.08	728.68	833.75	710.56	828.07	1,045.50	8,805.37
" Potter Hall	170.00	227.50	215.50	220.00	220.00	220.00	2,472.75
Refunds " "			9.00	11.25		50.00	84.25
" Boarding Home	26.00	82.50	52.00		56.50	135.35	448.35
Freight & Express	421.44	628.00	111.27	103.60	259.75	82.12	4,149.16
Refunds Inc. Fee		12.00				26.50	64.00
" Rent	138.50						165.00
" Music					6.00		7.80
" Correspondence							17.50
Telephone	155.92	154.87	172.09	141.74	141.63	143.58	1,720.02
Telegrams	29.36	37.97	17.78	25.84	23.68	33.10	299.54
Traveling Exp. Corres							153.81
" " General	437.82	92.64	278.80	488.11	238.50	143.50	2,970.02
Notes Payable	19000.00	85000.00					112,000.00
Ogden College							2,663.84
Manual Arts Bldg							889.84
New Dormitory							1,335.25
Landscape & Roads	900.30	723.85	692.56	4,136.34	3,589.88	393.30	16,937.68
Boarding Home Fr. & Ex.	.50	13.68	16.17		8.86	17.64	211.86
Refunds Laboratory Fee		78.50	32.00	21.23	3.00	42.33	300.82
Rock House-emp Sal.							279.55
Administration Bldg.							2,285.02
Auxiliary Agencies						2,100.00	4,600.00
Village							24.30
Refunds-Training School			29.90				79.10
Fuel	404.95		409.56	56.85	182.41		1,054.77
Furn & Eqpt. West Hall	351.27						351.27
Salaries-West Hall		240.00	166.50	170.00	182.37	173.25	932.12
Refunds-West Hall				9.00	4.75		113.75
<b>TOTALS</b>	<b>87,076.52</b>	<b>202,619.67</b>	<b>65,834.66</b>	<b>59,648.05</b>	<b>58,135.96</b>	<b>57,370.68</b>	<b>997,710.01</b>

EXHIBIT 3-A

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

TRIAL BALANCE

JUNE 30th, 1929

Cash--Am. Natl. Bk. General	4,694.09	First Mortgage Bonds	20,000.00
" " " " Boarding Home	36,515.79	Accounts Payable-Board. Home	7,084.26
" Citizens Natl. Bank	470.43	Accounts Payable-General	8,398.03
" Bowling Green Trust co.	218.60	Notes Payable-Banks	128,000.00
Land	32,352.42	Donations	75,000.00
Landscaping & Roads	139,696.96	Trustees Investment A/C	1,565,727.76
Potter College	1134,962.55		
Administration Bldg.	157,032.76		
J. Whit Potter Hall	231,508.90		
Cedar House	12,619.89		
Library Building	197,172.85		
Cherryton	35,983.59		
Gymnasium	5,000.00		
Rural School	4,333.49		
Farm Buildings	14,971.22		
Farm Residences	16,482.20		
Training School Bldg.	212,704.36		
Home Economic Bldg.	31,435.77		
Music Hall	20,454.27		
Athletic Field & Stadium	62,599.88		
Heating Plant	99,702.47		
Furn. & Eqpt. Training School	26,996.16		
" " Potter College	9,569.80		
Science " " "	15,119.85		
Eqpt. Home Economics Bldg.	5,449.63		
" Administration "	14,695.76		
" J. Whit Potter Hall	40,625.00		
" Kitchen & Dining Room	12,176.98		
" Books-Library	40,309.08		
" Gymnasium	432.80		
" Rural School	338.52		
" Music Dept.	8,117.80		
" Manual Training Dept	10,383.12		
" Clinic	437.52		
" Postoffice	225.00		
" Cherryton	1,191.16		
" Farm	7,979.53		
Live Stock	4,250.00		
" " *Dairy	5,800.00		
" " Poultry	2,550.00		
Auto Equipment	3,738.71		
Class Room Supplies	526.61		
Farm Supplies	2,807.52		

FORWARD

1,664,182.07

FORWARD

1,804,210.05

SCHEDULE A



WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

TRIAL BALANCE - CONTINUED

JUNE 30th, 1929

FORWARD	1,664,182.07	FORWARD	1,804,210.05
Misc. Expenses	982.69	Receipts Farm & Garden	7,418.68
Stationery & Printing	3,920.04	" Dairy	3,281.14
Advertising	2,030.06	" Poultry	3,065.96
Postage	3,399.69	" Music	2,934.45
Freight & Exp. Correspondence	4,149.15	" Laboratory	9,008.75
Traveling Exp. Correspondence	153.81	Tuition General-	264.00
" " General	3,109.61	Rents	2,797.27
Salaries	225,788.75	Correspondence & Ext	928.55
" Temporary	19,152.62	State Treasurer	456,333.40
" Correspondence	757.25	Training School	7,335.30
" Office Administrative	7,698.58	Miscellaneous	111.12
" " Educational	29,713.30	Incidental Fees	28,300.00
" " Janitors	13,434.00	Board	70,584.88
" " Heating Plant	5,217.74	Potter Hall- B. Home/c	14,987.87
" " Library	10,287.18	State Treas. Special	125,000.00
Telephone	1,647.58	Receipts West Hall	6,656.12
Telegrams	299.54	Ogden College Fund	1,972.80
Renewals & Repairs	24,391.81		
Water	2,086.21		
Fuel	3,464.34		
Ice	128.97		
Auto Expenses	1,820.28		
Interest	856.26		
Insurance	10,948.62		
Office Supplies	2,948.79		
Class Room Supplies	2,425.18		
" " Geography	2,004.81		
" " Home Economics	541.15		
" " Bacteriology Dept.	187.94		
" " Chemistry Dept	1,625.33		
" " Physics Dept.	864.78		
" " Botany "	991.91		
" " Psychology "	123.91		
Auxiliary Agencies	13,260.52		
Library Expense	5,369.52		
Farm Expenses Poultry	3,375.15		
" " Dairy	1,553.46		
" " Garden	14,196.75		
Lights	8,214.24		
Food Supplies	61,765.59		
Equipment-Boarding Home	3,881.19		
Renewals & Repairs -B. Home	256.00		
FORWARD	2,163,186.38		2,545,189.68

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

TRIAL BALANCE- CONTINUED

JUNE 30th, 1929

FORWARD	2,163,186.38	Forward	2,545,189.68
General Expenses-			
Boarding Home	2,708.07		
Salaries. B. Home	8,805.37		
Refunds " "	448.35		
Freight & Express	226.36		
Soaps & Mat. for Clean.	1,534.69		
Clinic Supplies	171.77		
Perm. Imp.-Farm	1,297.22		
Notes Receivable	1,626.80		
Petty Cash Fund	500.00		
Notes Receivable	5,195.00		
Spur Track	5,473.43		
Potter Hall Expenses	4,147.61		
Ogden College	15,295.77		
Equip. Lib. Bldg.	29,949.39		
Girls Dormitory-New-	211,452.82		
Manual Training Bldg.	68,576.79		
Equip. West Hall	22,975.92		
Exp. West Hall	1,617.94		
	<hr/>		<hr/>
	2,545,189.68		2,545,189.68

Western Kentucky State Normal School & Teachers College

RECONCILEMENT OF BANK BALANCES

JUNE 30th, 1929

CITIZENS NATIONAL BANK

BALANCE AS PER STATEMENT

19,018.95

LESS: OUTSTANDING CHECKS NO.

3334	18.67	FORWARD	9,415.82	
9600	6.00			
12	11.11	9893	110.00	
65	9.23	94	70.00	
85	37.53	96	283.33	
90	3.00	98	200.00	
9611	3.50	9901	175.00	
14	5.00	5	141.66	
46	6.67	6	125.90	
58	4.00	7	91.66	
63	6.50	9	75.00	
66	14.50	11	116.66	
71	49.80	14	80.00	
73	6.00	15	75.00	
75	96.21	9919-9932	308.40	
80	5.00	9943-9947	320.00	
85	4.20	9935	166.66	
9787-9789	635.81	9939-9941	252.50	
9792-9794	22.51	9950	65.00	
9796-9820	2,413.99	51	48.75	
9822	288.33	55	45.00	
9824-9826	816.66	58	40.00	
9888	258.33	9961-9966	1,348.33	
32	250.00	9969	175.00	
33	233.33	9972-9974	425.00	
9835-9837	666.666	9976-9982	1,445.00	
9840-9843	874.98	9984-9888	918.33	
9847	175.00	9990	195.00	
51	166.66	91	200.00	
53	158.33	9994-9988	383.33	
54	150.00	10000	25.80	
56	150.00	10002-10008	122.40	
9858-9860	490.47	100010-100013	64.00	
9872	150.00	10023-10016	629.15	
9874-9877	561.18	10025-10034	380.84	
9879-	125.00	9999	21.90	18,539.52
80	160.00			
86	241.66	Balance as per Books		479.43
88	75.00			
90	70.00			
FORWARD	9,415.82			

SCHEDULE B

WESTERN KENTUCKY STATE NORMAL SCHOOL AND TEACHERS COLLEGE

RECONCILEMENT OF BANK BALANCES--CONCLUDED

JUNE 30th, 1929.

AMERICAN NATIONAL BANK- GENERAL ACCOUNT 8,370.25

BALANCE AS PER STATEMENT

<u>LESS: OUTSTANDING CHECKS NO.</u>			
8055	10.00		
8203	.50		
47	43.24		
8485	4.75		
92	6.12		
8545	11.19		
49	2.50		
51	6.50		
54	698.56		
55	100.00		
58	<u>2,792.00</u>		
		<u>3,676.16</u>	
		4,694.09	

AMERICAN NATIONAL BANK-BOARDING HOME ACCOUNT

BALANCE AS PER STATEMENT 37,789.98

LESS: OUTSTANDING CHECKS NO.

5140	1.13	9100	1.50	
6872	1.50	62	22.50	
7452	.38	84	4.50	
8171	5.00	9218	2.00	
8540	.75	26	1.00	
8580	3.25	34	2.13	
83	1.00	35	1.13	
84	1.00	9241-9244	420.00	
85	1.00	9246	30.00	
87	.75	47	100.00	
88	1.75	50	566.40	
90	.25	51	32.50	
9049	2.00	52	25.00	1,273.99
56	5.00	9255-9274	33.07	
57	5.00	<u>BALANCE AS PER BOOKS</u>		<u>36,515.99</u>
95	1.25			
96	1.25			

BOWLING GREEN TRUST COMPANY

BALANCE AS PER STATEMENT 315.60

LESS: OUTSTANDING CHECK # 2420 100.00

215.60

SCHEDULE B-1

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

BUILDING & EQUIPMENT

JUNE 30th, 1929

BUILDINGS

Potter College	134,962.55
Administration Building	157,032.76
J. Whit Potter Hall	231,508.90
Cedar House	12,619.89
Library Building	197,172.85
Cherryton	35,983.59
Gymnasium	5,000.00
Rural School	4,333.49
Farm Buildings	14,971.22
Training School Building	212,704.36
Farm Residences	16,482.20
Home Economics Building	31,435.77
Music Hall	20,454.27
Heating Plant	99,702.47
Ogden College	15,295.77
Girls Dormitory-West Hall	211,452.82
Manual Training Building	68,576.79

TOTAL BUILDINGS

1,469,689.70

EQUIPMENT

Training School	26,996.16
Potter College	9,569.80
Potter College Science Dept.	15,110.85
Home Economics Building	5,449.63
Administration Building	14,695.79
J. Whit Potter Hall	12,515.00
Kitchen & Dining Room	12,716.98
Library-Books	40,625.00
Gymnasium	432.80
Rural School	338.52
Music Dept.	8,117.80
Manual Training Dept	10,383.12
Clinic	437.52
Postoffice	225.00
Cherryton	1,191.16
Farm	9,276.75
Boarding Home	3,881.19
Library	29,949.39
West Hall	22,975.92

TOTAL EQUIPMENT

224,897.38

SCHEDULE C

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

NOTES RECEIVABLE

JUNE 30th, 1929

DATE	MAKER	ACCOUNT	AMOUNT	MATURITY
June 3, 1926	F.C. Button	Boarding Home	127.20	June 3, 1927
" 1, 1926	Val Killebrew	" "	140.00	Dec. 1, 1926
May 5, 1926	Lowell L. Valentine	" "	260.00	Demand
May 27, 1926	Ray Throgmorton	" "	300.00	"
May 21, 1926	Arista Spurr	" "	16.00	Oct. 15, 1926
May 18, 1926	John Richardson	" "	19.00	Sept. 1, 1926
June 2, 1926	Eugene M. Tyler, Jr.	" "	140.00	Mar. 2, 1927
June 30, 1926	Everette Ruby	" "	32.00	Oct. 30, 1926
June 6, 1926	A.E. Boone	" "	100.00	
June 8, 1926	Aubrey Riddle	" "	20.00	Nov. 8, 1926
June 15, 1926	Compton C. Crowe	" "	52.00	Jan. 1, 1927
June 22, 1926	R.B. McClure	" "	184.00	Dec. 22, 1926
June 16, 1926	Shally R. Norris	" "	<u>236.00</u>	Dec. 16, 1926
<u>TOTAL</u>			1,526.80	

REAL ESTATE NOTES

Mch. 30, 1926	R. E. Dadidson	500.00	
Mch. 30, 1926	R. E. Davidson	500.000	
Oct. 15, 1926	John A. Logan	3,505.00	Oct. 15, 1929
Sept. 30, 1927	Mrs. E.B. Grissom	300.00	Sept. 20, 1928
Sept. 30, 1927	Mrs. B. B. Grissom	<u>300.00</u>	Sept. 20, 1929
<u>TOTAL</u>		5,195.00	

SCHEDULE D

WESTERN KENTUCKY STATE NORMAL SCHOOL & TEACHERS COLLEGE

INSURANCE CARRIED

JUNE 30th, 1929

FIRE

Music Building	10,500.00
Schedule	105,020.00
Potter College	35,000.00
/Training School-Bldg	85,000.00
Training School-Furn & Fix	10,000.00
Library-Building	51,000.00
Rural School Bldg	4,250.00
Cedar House	17,000.00
Library Contents	20,000.00
Military Equipment	8,000.00
J. W. Potter Hall-Bldg & Eq	37,500.00
Dwellings & Contents	30,125.00
Barn, Creamery, Incubator etc.	12,350.00
Horses, Mules & Feed	4,500.00
Hay & Feed	3,800.00
Automobiles	1,900.00
Gymnasium & Contents	8,000.00
Home Economics Bldg	23,000.00
" " Contents	4,500.00
College Heights Foundation	22,000.00
Ogden Stadium	1,000.00
West Dormitory	30,000.00
Manual Arts	2,500.00
Ogden College & Contents	21,600.00
Motion Picture Projector & Film	2,000.00
Music@Contents	2,250.00
Tornado, Lightning, etc.,	91,500.00
Liability Insurance	130,000.00

SCHEDULE E

## ANNUAL REPORT OF TEACHING STAFF AND COURSE OF STUDY

I submit below a carefully prepared report by Dr. Finley Grise, Dean of the Institution, concerning the teaching staff and the Course of Study.

My dear President Cherry:

I am handing you herewith my annual report on the teaching staff and course of study of Western Kentucky Teachers College for the year 1928-29.

### GENERAL STATEMENT

As you know, our institution has been a member of the American Association of Teachers Colleges since 1924, and of the Association of Kentucky Colleges since 1926. We were admitted to full membership in the Association of Colleges and Secondary Schools of the Southern States in 1926. Our school is rated as an A-Grade institution by all these accrediting agencies.

At the time of our 1927 report to the American Association, we were failing to meet three of the standards of that organization. This was the largest possible number of standards which an institution can fail to meet and still be rated as an A-Grade college. The standards on which we were below at that time were the following:

1. Standard relative to the size of classes.
2. Standard relating to amount expended on library.
3. Standard setting forth the academic qualification of the teaching staff

Within the year 1928-29, we have met the standards as regards size of classes and the support of the library. We are still below the standards of the association as regards the academic training of our faculty. This standard requires that at least 90% of the faculty have training equal to that represented by the Masters Degree. Fifty-five per cent of our faculty are not meeting this standard. This 55% must be reduced to 10% by September 1931, and to 5% of the entire faculty by September 1933. Should we fail to comply with the regulations of the American Association of Teachers Colleges by the dates named, our institution will be reduced from an A-Grade to a B-Grade school.

Our first triennial report to the Southern Association was presented in November, 1928. It was accepted without question, although the regulations of this association require that all regular teachers giving instruction in colleges which are members of the association hold at least the Masters Degree. We cannot hope to have our school retain its present rating indefinitely with more than half of the members of our teaching staff holding no higher than that conferred by our own institution.

There seems to be no doubt that the Ph.D. will shortly be demanded of all the heads of the departments in institutions such as ours.



THE TEACHING STAFF

A. Regular Faculty,  
College and Training School.

All college and training school teachers are included in the same group, since all instructors in the training school are subject to the same standards as those employed for college teaching. Beginning in September, the Normal or High School department will become an integral part of the Training School. This will result in the teachers of the Normal Department becoming regular members of the Training School faculty and subject to the same regulations as other college and training school teachers.

Table I, given below, shows the comparative number of our teachers staff holding the various degrees in 1926 and 1929. The year 1926 has been chosen because of the fact that this was the year in which our institution became a member of the Southern Association of Colleges.

TABLE I

DEGREE	No. Holding 1926-1929		Percentage 1926-1929	
Ph.D	6	6	10	7
M. A.	18	32	31	38
A. B. or Less	34	46	58.6	55
TOTAL	58	84		

The above table reveals the fact that the number of teachers holding the Ph.D remains the same, but the percentage of the total number has been reduced from 10% to 7%. The number holding the M.A. Degree has increased from 18 to 32. There has been some increase in the percentage of those holding this degree. The number holding the A.B. degree also shows a heavy increase, but the percentage of those holding the Bachelors degree has been slightly decreased.

In explanation of the marked increase in the teaching staff, the following should be mentioned:

1. A large increase in attendance as shown by the Registrar's report.
2. Reduction in size of classes, in order to meet association standards.
3. Expansion in seven additional departments to provide opportunity for specialization in same.

At the time of our admission to the Southern Association, the above named departments were either combined with other departments, or could be elected for the purpose of satisfying requirements for minors only. The department are as follows:

Chemistry	Social Science
French	Physics
Geography	Biology

Manual Arts

In this connection, I should again call attention to the fact that under the regulations of the American Association of Teachers Colleges, it will be necessary for at least 90% of all teachers giving instruction in the college and training school to have the Masters degree by September 1931. This means that there must be a reduction of the number of these holding the A.B. degree from 5% to 10%. The following additional facts should also be mentioned relative to the qualifications of our teaching staff:

a. Of the 32 teachers holding the M.A. degree, 21 have completed additional graduate work covering a period of from six to ninety-six weeks. The average time spent in additional graduate study by these teachers is 35 weeks.

b. It is expected that two additional members of the faculty now holding the Masters degree will receive the Doctorate this summer. This will bring the number of men holding the Ph.D. degree up to eight. Three other men should complete all work for the Doctorate in the summer of 1930.

Of the 46 teachers holding the Bachelors degree, 17 have done some graduate study. The time ranges from 6 to 72 weeks, with an average of 31 weeks.

#### B. Special Teachers Employed for Second Semester and Summer Session

On account of the greatly increased enrollment in the second semester, spring, and summer terms, it has been necessary to employ quite a large number of temporary teachers. The number of special instructors employed for the various terms indicated are as follows:

<u>Second Semester</u>		<u>April Term</u>		<u>First Summer</u>		<u>Second Summer</u>	
Ph.D.	1	M.A.	9	Ph.D.	3	Ph.D.	1
M.A.	7			M.A.	13	M.A.	6
A.B. or Special	9			A.B.	3		
Total	17		9		19		7

In explanation of the above figures relative to special teachers, it should be pointed out that the totals represent the entire number of extra teachers giving instruction in the institution during the terms named.

NOTE There are approximately 40 administrative officers and assistants who are devoting none of their time to instructional work, and for this reason are not included in this report.

#### C. Salaries (Teaching Staff)

The State Teachers College at Greeley, Colorado, has recently made a study of salaries in 64 State Teachers Colleges and 73 State Normal Schools in 41 States. It has occurred to me that a comparison of the median salaries as shown by the Greeley study and the median salaries in our own institution might be of interest and value. Table II provides this information (All salaries to have been figured on a 48 weeks basis)

<u>Rank of Teachers</u>	<u>Median Salary 64 Teachers Colleges</u>	<u>Median Salary Western Kentucky</u>
Professor	\$3229.00	\$3400.00
Instructor	2741.54	2100.00
All College Teachers	2977.00	2600.00
Training School	2450.00	1800.00

The above table reveals the following significant facts:

1. The median salary which professors in our institution receive is \$171.00 higher than the median in 64 other Teachers Colleges.
2. The median salary of instructors (all others than full professors) is \$641.54 lower than the median salary in the 64 schools already mentioned.
3. The median salary for all college teachers in our own institution is \$377 less than the median salary in 64 other teachers colleges.
4. The median annual salary of the Training School teachers in the Western Kentucky Teachers College is \$650.00 less than the median salary in the other schools.

From the above data, it is clear that on the whole, teachers in the Western Kentucky State Teachers College are receiving salaries considerably below salaries received in other teachers colleges of the country.

#### COURSE OF STUDY

The general character of the course of study and the type of curricula offered for the training of teachers should be determined by the objectives of the institution concerned. Before taking up in detail matters pertaining to the course of study, it seems that a few statements should be made relative to the aims and purposes of a teachers college.

It is rather generally agreed today that it is not the function of a teachers college to give general academic training alone, thus competing professional training for the preparation of teachers.

The teachers college seems to occupy a peculiar position midway between the Vocational School and the Liberal Arts College, partaking of the nature of both. The Vocational School is interested largely in developing skill, while the objective of the Liberal Arts College is general training, or culture. The Teachers College must have as its aim the development of both culture and skill in the technique of teaching. I believe that this twofold purpose of the Teachers College must be kept in mind in any effective program of preparing teachers for the various school positions of our state. It seems rather clear that both the general and professional aims must be borne in mind and harmonized, as far as possible, both as to the selection of studies and as to the distribution of time devoted to such studies.

A review of the literature dealing with the objective of teacher-training institutions shows that present day discussion is shifting the center of interest from the "whether" to the "how". Emphasis is being placed on effecting the synthesis of the academic and the professional. This synthesis is generally known as professionalized subject matter, or the professional treatment of subject matter. In practical curriculum making, the problem of adjusting and harmonizing the demands between professional and general objectives must not, in my opinion, be overlooked.

I believe that it should receive more serious and thoughtful consideration than has been previously the case in our own institution.

In attempting to realize the above objectives in our own institution, it would seem necessary for us first to determine to what extent we are meeting the demands of a modern teacher-training institution and then to harmonize, as far as possible, the objectives of each curriculum, of each department and each subject with the general objectives outlined above. It seems to me that every course, that every subject offered and, as far as possible, every recitation conducted should contribute toward the realization of whatever objectives may be agreed upon as being valid for our school.

All of us are anxious that our curricula be kept progressively abreast with the needs of the institution. That this may be done, frequent and radical changes in the course of study do not seem to me to be necessary. Improvement should come rather through a gradual but constant study of our needs and on examination of the best that is being contributed toward teacher-training programs from all available sources.

In order that we may have something besides personal opinion on which to make curriculum changes and bring about improvement of classroom instruction, and in order that these changes and improvements may be based on criteria more or less sound and scientific, a number of investigations which seemed valuable for the purpose stated have been undertaken; some of these have been completed during the year 1928-29. The general plan of the studies and investigations being used as a basis of the program already discussed is as follows:

#### A. Work of Curriculum Committee.

##### 1. Syllabi of Courses offered in the Institution.

In order that we may be able, as far as possible, to harmonize the objectives mentioned above and that overlapping and duplication of courses may be reduced to a minimum and that a general improvement in the content and method of the various courses be brought about, it seems that the preparation of brief syllabi of all courses offered in the various departments is necessary. (See Exhibit A)

##### 2. Reaction of Students Now Enrolled.

Knowledge of the reaction of our students to certain mechanics of classroom procedure, time needed for preparation, and the value of subjects being studied would probably provide interesting and valuable information. Exhibit B, which I am here\* to attaching, indicates the direction that this particular study will probably take.

##### 3. Opinions of Graduates

It is believed that the opinions of those students who have graduated from our school and have had an opportunity to try out many of the things which they have acquired at this institution would be quite helpful in our program of curriculum improvement. Exhibit C gives in detail the points on which we have collected the information.

#### 4. Judgments of Superintendents and Principals.

I am of the opinion that our efforts in connection with the general plan outlined will be more helpful and effective if there is available from time to time the judgment of superintendents, principals and others who come into immediate contact with the graduates of our institution. The questions which we have had these administrators answer may be found on Exhibit D.

#### 5. Placement of our Graduates.

In addition to the general training, which certainly is necessary as a foundation for professional study, it seems that the organization of our curricula and all classroom instruction should contribute rather definitely toward preparing teachers for the positions they will likely fill in the state. If this is true, then it follows that we should have definite information as regards the demands made upon the institution for teachers and also specific data relative to the places which our students are now occupying. The Personnel Department has provided this information.

#### 6. Points At Which Our Students Drop Out of School to Teach.

Mr. Cannon has made a study to determine the number of students that leave school at the end of the first, second, and third years to teach before completing the work of the Bachelors degree. This information throws light on the organization of the curriculum by years. In other words, it helps us to determine to some extent the subjects that should be required and the methods employed in the training of our teachers for the places they are likely to take at the end of one, two or three years.

#### 7. Practice in Other Schools.

One of the most valuable sources of information has been and will continue to be a study of what other Standard, A-Grade Teachers Colleges are doing as regards the organization of their courses of study. The 65 A-Grade teacher training institutions which are member of the American Association of Teachers Colleges are being studied for the purpose of finding out their practice in building curricula for the various types of teaching service ( See Exhibit E).

#### 8. Expert Opinion.

In this program we are making much use of the opinions of specialists in education who have done outstanding pieces of work in investigating and administering courses of study. For this purpose, I am consulting Bobbit, Charters, Evenden, Holmes, Jones, Russell and others.

#### 9. Our Own Faculty.

The combined wisdom, judgment and experience of the members of the Curriculum Committee, heads of departments, and the entire faculty will be taken into consideration at every step. It is to the members of our own staff that we must look for the greatest contribution toward the solution of all problems connected with curriculum and instruction.

I think it is clear from the above outline that an effort is being made to carry out this program as essentially a cooperative enterprise, including students, instructors, the administration, and others.

It will take a long time and much hard work to assemble and interpret the data. It will take even more time and thought to apply the information collected to our specific problems connected with curriculum and instruction; but it seems that real improvements in this connection can come only through continuous, persistent, careful study and investigation.

#### B. Work of Unification Committee of the Teachers Colleges

The committee appointed by the Executive Council for the purpose of unifying the course of study of all teacher-training institutions of the state has made some definite progress in this connection, and the recommendations made by the committee have been adopted by the Executive Council. The most notable achievement of this committee was the formulation of three, two-year courses of study for the preparation of Early Elementary Teachers, Later Elementary teachers, and Rural teachers. These curricula will form the basis of four-year courses planned for the training of teachers for the types of service stated above. The curricula adopted have been incorporated in the catalog for 1929-30.

#### C. Curricula Offered by the Western Kentucky Teachers College.

1. Opportunities for specialization for high school teaching are offered in the following departments:

Chemistry	Music
English	Social Science
French	Physics
Geography	Agriculture
History & Political Science	Biology
Latin	Home Economics
Mathematics	Manual Arts

Specialization to the extent of a first minor is permitted also in Art, and Physical Education.

2. In Addition to the opportunities indicated above, the institution offers definitely outlined and prescribed curricula as listed below.

a. General curriculum, four years in length, leading to the Bachelor of Arts and Bachelor of Science degrees and the College Certificate.

Students preparing for administrative positions or teaching in high school should complete the General curriculum, with majors and minors in the field of study best suited to their needs.

b. A special four-year curriculum for the training for the teachers of Smith-Hughes Agriculture, leading to the Bachelor of Science degree and College certificate.

c. A special four-year curriculum for the preparation of Home Economics Teachers, leading to the Bachelor of Science degree and the College certificate.

d. A two-year curriculum for the training of Early Elementary teachers, leading to the Standard Certificate.

Students completing a four-year course in the field of Early Elementary Education should follow the plan of the last two years of the General curriculum after completing the two-year course.

e. A two-year curriculum for the preparation of later Elementary teachers, leading to the Standard certificate.

Students completing a four-year course in the field of Later Elementary Education should follow the plan of the last two years of the General curriculum after completing the two-year course.

f. A two year curriculum for the preparation of Rural School teachers, leading to the Standard Certificate.

Students completing a four-year course in the field of Later Elementary Education should follow the plan of the last two years of the General curriculum after completing the two-year course.

g. A sixteen-hour curriculum, leading to the College Elementary certificate

This curriculum is identical the first semester's work outlined in all curricula, with the exception of those for Agriculture and Home Economics teachers.

h. Another special curriculum providing opportunity for majors and minors in various technical and academic fields, and leading to the Bachelors degree, without certification privilege, has been proposed and voted by the faculty. A statement calling attention to this new curriculum has been placed in the catalog for 1929-30

#### D. Correlation of the Work of the College with That of the Training School

Probably the most outstanding thing in differentiating a teacher-training institution from a liberal arts college is the work of the Training School. Yet, however, if the Training School remains an isolated unit in its activities without proper coordination and correlation with the work of the college, its effectiveness is greatly reduced and its contribution to the teacher-training program inevitably limited.

During the year 1928-29, we have been at work on a program looking toward a closer unification of the work of the college departments and that of the Training School. Quite satisfactory progress has been made in this connection. In each of seven or eight of our departments we now have one teacher, the major part of whose work will be concerned the matters mentioned above. It is to be hoped that other departments can work out a similar program in the near future.

#### RECOMMENDATIONS

##### 1. The Teaching Staff

a. It is imperative that the teachers having training equal to or less than that represented by the Bachelors degree complete requirements for the Master of Arts degree by September, 1931. If the teachers in question do not meet this standard by the time indicated, it will be necessary to replace them by men and women holding the Master degree.

b. We should employ no one for any instructional purpose who does not already have at least the Master of Arts degree.

c. Present heads of the major departments should be required to secure the Ph. D. at the earliest possible date. No head of a department employed hereafter should have training less than that represented the Doctor's degree.

d. One of the most notable achievements of the year has been the employment of two of three new teachers whose duties will be primarily to offer professionalized courses in the departments with which they are connected, and to coordinate and correlate the work of the college department with observation and directed teaching in the training school. This important phase of our teacher program should be kept constantly in mind in the employment of new teachers for other departments.

e. It would seem that the present general level of salaries in the institution must be considerably increased if we are to be able to secure and retain members of the faculty with qualifications that compare favorably with those possessed by faculty members of other high-class teacher-training institutions.

## 2. Course of Study

a. Our present course of study as now organized seems to be adequate for the needs of undergraduate students preparing for the various types of teaching service in Kentucky. Constant study in the light of experience, and investigation of the best that is being done by other teacher-training schools will be necessary from year to year, in order that our curricula may be able to meet the demands made upon the institution, and provide educational opportunities second to none in the country for young men and women preparing for the various kinds of educational leadership in our Commonwealth.

b. There is a marked tendency in many states to increase the requirement for high school principals and superintendents from the AB. to the M.A. degree. There are indications that this requirement will be made of the principals and superintendents of certain school systems in Kentucky at an early date. If this should come it would mean a very great demand for graduate training in the Western Kentucky Teachers College. In view of this situation, I believe that we should seriously consider the working out of a course of study on the graduate level leading to the Master of Arts degree.

This program has been discussed with heads of the departments a number of times. It seems to be the unanimous opinion that the matter of a graduate course of study should not be deferred later than the beginning of the year 1930-31.

A program of graduate study would require little additional expense, except as it demanded increased training on the part of our teachers in general, and especially for the heads of the departments. Of course, it would not at all be feasible for any department to offer graduate work unless at least the head of the department had the Ph.D. degree.



## AN APPRECIATION

I think it would not be out of place for me to express a very deep appreciation for the cooperation of the members of the Curriculum Committee, Heads of the Departments, and other teachers, in our efforts to keep our course of study abreast with the best educational thought of the times, and adequate for the needs of the Kentucky schools. We are proceeding cautiously and carefully, believing that real progress in connection with curriculum and instruction must come through experience and scientific study rather than through sudden and radical changes based upon personal prejudice or opinion.

Respectfully submitted,

F.C. Grise  
Director of Instruction

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### EXHIBIT A

#### To the Heads of Departments:

The Curriculum Committee is constantly concerned with the improvement of our course of study. At this time the members of this committee are engaged in both an intensive and extensive study of the whole problem of curriculum building. Data are being assembled from a number of sources which should provide a sound basis for procedure in this connection. Some of the most important of these sources of information are: Reaction of our students and graduates to certain elements in the curriculum, the judgment of superintendents and principals who employ our graduates, figures showing the point at which most of our students drop out in their four-year course to teach, practise in other teacher-training institutions, expert opinion, etc.

Although the value of the above sources is recognized, it is the opinion of the committee that the greatest improvement as regards curriculum and instruction in college must come through the efforts of our own teachers. The committee is also of the opinion that this improvement can be realized more effectively by increasing the efficiency of the specific offerings in the different departments than by attempting to change the course of study through an extensive elimination and addition of subjects or by trying to imitate curricula planned by other institutions.

In order that we may be able, as far as possible to harmonize the objectives of the different departments and the objectives of the different courses with the general objectives of our school as a teacher-training institution, and that overlapping and duplications may be reduced to minimum and a general improvement in the content and method of courses be effected, the committee as a unit recommends that brief syllabi be made of all courses offered in the various departments.

It is further recommended that these outlines be prepared at the earliest possible date, in order that the committee may proceed with its investigation.

It is quite probable that every teacher in each department can be made responsible for a syllabus of one or more courses and in this way distribute the burden of the work. The outlines need not be extensive, but should be a genuine picture of what is actually being done in the courses rather than what may be anticipated as an ideal.

This ought to be a valuable experience for the teachers working the syllabi. It will be a worthwhile contribution to the institution. Your suggestions and criticism will be welcomed; your cooperation in this very important matter will be greatly appreciated.

F.C. Grise  
Chairman, Curriculum & Instruction.

N.B. Please follow general plan of suggested outline attached.

EXHIBIT A CONT'D

SUGGESTED OUTLINE FOR SYLLABI

The syllabi should follow, in general, the outline given below. They should contain at least the items listed.

1. A statement by the head of the department covering the general purpose of the department as a whole. This, of course, should not be included in each syllabus.
  2. Number and title of each course outlined.
  3. A statement of the aims or objectives of the course for which the syllabus is prepared. This statement should, in most cases, be much more definite than the catalog description.
  4. A brief but comprehensive analysis for the content of the course. This should show not only where or when the course begins and ends, but also the principle units of the material taught so that anyone reading the outline would have a fair notion of what the course contains.
  5. A short outline of the classroom procedure or methods employed in organizing and presenting the subject matter outlined and in realizing the objectives stated.
  6. The name of the text and a list of all reference books and supplementary materials used in the course.
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EXHIBIT B

November 10, 1928

TO THE STUDENTS

The Western Kentucky Teachers College is constantly striving for the improvement of every phase of its activities. It desires at all times to adapt the work of the college as closely to the needs and interest of its students as is consistent with sound educational principles. As an aid in this problem, we desire from time to time to determine an objective way some of the interests of our students that can be utilized in the processes of improvement. You are, therefore, making a valuable contribution to the institution by checking carefully your preferences as regards the items listed below, and by answering all questions asked.

NAME \_\_\_\_\_ CLASSIFICATION \_\_\_\_\_ MAJOR SUBJECT if known \_\_\_\_\_

- |   |   |
|---|---|
| <p>1. Number of class periods:<br/>(1) Two times a week<br/>(2) Three times a week<br/>(3) Four times a week<br/>(4) Five times a week</p> <p>2. Use of class Period:<br/>(1) Lectures; discussion incidental<br/>(2) Discussion; lectures incidental<br/>(3) Half lectures; half discussion</p> <p>3. Class Discussion;<br/>(1) Usually by instructor; occasionally by student<br/>(2) Usually by student; occasionally by instructor _____</p> <p>4. Conduct of class discussion:<br/>(1) Students participate by turn ( to encourage all to take part)<br/>(2) Students participate without reference to turn _____</p> <p>5. Readings:<br/>(1) Uniform Requirement<br/>(2) Wide range of choice<br/>(3) Half uniform, half individual</p> <p>6. Papers:<br/>(1) Should students present papers for discussion in class?</p> <p>7. Examinations:<br/>(1) Two or three test throughout the semester<br/>(2) Final examination only _____</p> <p>8. Reports:<br/>(1) Oral reports on readings<br/>(2) Written reports on readings.</p> | <p>11. Check the work which indicates the emphasis placed on the following items by your teacher in the class recitation:</p> <p>12. List the subjects which you are studying at this time and indicate for which you have a decided preference, Give reasons. Indicate those you like least and briefly state why.</p> <p>13. Give the approximate average number of minutes which you spend in preparing assignments in the different subjects which you are taking.</p> <p>14. Think of the best teacher that you have and list briefly those characteristics which you think make his her effective as a teacher.</p> <p>15. Do you attend chapel regularly- occasionally- Never, why?</p> <p>9. Types of Problems:<br/>(1) Committee studies.<br/>(2) Individual studies</p> <p>10. Individual conferences with instructor<br/>(1) Incidental<br/>(2) By Appointment<br/>(3) Required.</p> |
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EXHIBIT C

TO GRADUATES OF WESTERN KENTUCKY  
TEACHERS COLLEGE:

The curriculum Committee and Faculty of the Western Kentucky Teachers College are constatly concerned with the improvement of the curricula offered by the institution. We are striving to have our courses of study progressively meet at all times the needs of the school and the state.

We are of the opinion that our efforts in this connection will be most helpful and effective if there is available from time to time the judgment of our graduates and others as regards the various elements for the curricula offered.

Will you kindly, therefore, let us have your reaction relative to the problems listed below. There may be a certain amount of overlapping of the questions, but all of them should be answered. All any other points in which you may be especially interested.

Your immediate attention to this inquiry is earnestly solicited. Your cooperation will be very valuable, and greatly appreciated.

With kindest regards, I am

Gratefully yours,

Director of Instruction

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ DATE OF \_\_\_\_\_ MAJOR SUBJECT \_\_\_\_\_ MINOR SUBJECT \_\_\_\_\_  
GRADUATION

1. What grades or subject do you teach?
2. What subjects studied in college have been most valuable to you as a teacher, on the basis of your experience? Be as specific as possible.
3. What subjects have been least valuable?
4. What subjects not directly connected with your teaching do you regard as being of special value in other ways?
5. In general, what do you regard as the strong points of our course of study as now organized?
6. What do you think could be added to make the course more valuable for teachers?
7. What do you believe can be left out of the course without making it less effective?
8. Should there be more or fewer general courses in Education?
9. Should there be more or fewer special method courses?
10. Should the amount of Directed Teaching be increased or decreased?
11. Should the amount of content material be increased or decreased?
12. Think of the best college teacher you ever had and list his or her qualities of greatness (Name not Necessary)

EXHIBIT D

Nov. 8, 1928.

TO SUPERINTENDENTS AND PRINCIPALS:

The Curriculum Committee and Faculty of the Western Kentucky Teacher College are constantly concerned with the improvement of the curricula offered by the institution. We are striving to have our courses of study progressively meet at all times the needs of the school and the state.

We are of the opinion that our efforts in this connection will be more helpful and effective if there is available from time to time the judgment of Superintendents, principals, and others who come into immediate contact with the graduates of our institution.

Will you kindly, therefore, let us have your reaction to the problems listed below. There may be a certain amount of overlapping of the questions, but all of them should be answered. Add any other points in which you are especially interested.

Your immediate attention to this inquiry is earnestly solicited. Your cooperation will be very valuable and greatly appreciated.

With kindest personal regards, I am

Gratefully yours,

Director of Instruction

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

1. On the basis of classroom performance, what subjects in our course of study do you regard as being most valuable for your grade teachers? Be as specific as possible.
  2. What are the least valuable subjects for those who teach in the grades?
  3. What do you regard as the most and least valuable subjects for your high school teaching?
  4. In general, what do you regard as the strong points of our course of study as now organized?
  5. What do you think should be added to make the course more valuable for teachers?
  6. What do you believe can be left out of the course without making it less effective?
  7. Should there be more or fewer special method courses?
  8. Should there be more or fewer general courses in Education?
  9. Should the amount of Directed Teaching be increased or decreased?
  10. Should the amount of content material be increased or decreased?
- =====

EXHIBIT E

SUGGESTED OUTLINE FOR STUDY OF  
ELEMENTARY CURRICULA

1. Find out the number and types of curricula offered for the training of Elementary and Junior High School teachers.
2. List all subjects by semester and year, giving the credit for each in semester hours.
3. Make a distribution of the first two years by fields in semester hours, using the following general headings:
  - (a) Academic
  - (b) Professional
  - (c) Activities

The total hours in each field and the per cent these hours are of the total hours required should be indicated.

Under "professional" all courses in Psychology, Theory Tests, Management, etc.

All other required courses should be placed under the heading of "activities"

4. Make the same distribution for the upper two years.
5. A distribution covering the entire four years should be made on the plan indicated above.

In case the curricula are not outlined by semesters and years, a general distribution should be made as indicated in 3,4 and a above.

NOTE: Suggested form is hereto attached.

I appreciate your help in this connection.

F.C. Grise

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CURRICULUM FOR EARLY ELEMENTARY GRADES

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FIRST YEAR

<u>FIRST Semester</u>		<u>Second Semester</u>		<u>First Semester</u>		<u>Second Semester.</u>	
English	3 hrs.	English	3 hrs	Sur. Eng. Lit	3 hrs.	Sur. Eng. Lit.	3 hrs.
Biology	3 hrs.	Oral Read.	2 hrs	U. S. Hist. 1860	3 hrs.	Amer. Govt.	3 hrs.
Prin. Geog.	3 hrs.	Prin. Cul	3 hrs.	Teach. Early Elem Subj.	3 hrs.	Teach. Early Elem. Subj.	$\frac{1}{2}$ hrs.
Ind. Art	3 hrs.	Biology	3 hrs.	Child Lit	3 hrs.	Music	$\frac{1}{2}$ hrs.
Ed. Psych	2 hrs.	N. A, Geol.	2 hrs.	Eur. Geog.	2 hrs.	Art & Design	$\frac{1}{2}$ hrs.
Music	$\frac{1}{2}$ hr.	Cl. M. Proc	2 hrs.	Hyg. & San.	2 hrs.	Phy. Ed.	$\frac{1}{2}$ hrs.
Art & Design	$\frac{1}{2}$ hr.	Music	$\frac{1}{2}$ hr.	Music	$\frac{1}{2}$ hr.		
Library Sc.	1 hr.	Art & Design	$\frac{1}{2}$ hr.-	Art & Design	$\frac{1}{2}$ hr.		
Phy. Ed	$\frac{1}{2}$ hr.	Phy. Ed.	$\frac{1}{2}$ hr.	Phy. Ed	$\frac{1}{2}$ hr.		
<u>Total</u>	<u>16<math>\frac{1}{2}</math> hr.</u>	<u>Total</u>	<u>16<math>\frac{1}{2}</math> hr.</u>	<u>Total</u>	<u>17<math>\frac{1}{2}</math>hr.</u>	<u>Total</u>	<u>15<math>\frac{1}{2}</math> hr.</u>

Distribution of two-year curriculum by fields in Semester Hours.

I. Academic

English 17  
 Science 8  
 Geography 7  
 Social Sci. 9

II. Professional

Psychology 2  
 Matr. & Meth 6  
 Cl. Magt. 2  
 Direct. Tea. 5

III. Activities.

Art 2  
 Ind. Art 3  
 Music 2  
 Ph. Ed. 2  
 Lib. Sc. 1

41 (60%)

15 (22Plus %)

10 (18%)

TOTAL 66

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## REPORT OF THE REGISTRAR

We give below a report which was prepared by <sup>4</sup> H. Canon, Registrar of the Institution, which gives much interesting information concerning attendance, certificates issued, degrees and other interesting items. Mr. Canon has also prepared some very interesting charts which are included in this report.

The items which are being presented in the following paragraphs correspond to an inventory statement of a business firm.

The success of an Educational institution may be measured in a very great part by the active interest which the public shows. The student attendance at a college should be and is a very definite measure of such interest on the part of the public.

From the beginning of Western Kentucky State Teachers College there has been a steady growth in the number of students attending. The yearly increase in attendance over the previous year since the establishment of the Senior College program has been from four to twenty-two percent. The increase in attendance in 1928-29, 33.7 per cent of the college students enrolled in Western Kentucky State Teachers College were men. This a very high percentage of men in attendance in a Teachers College.

Another interesting fact to which attention should be called is the median age of each class. We find the median age of Freshman, Sophomores, Juniors and Seniors in Western Kentucky Colleges corresponds almost identically with the median age of these classes in the Western Colleges. This condition has not always obtained in Western Teachers College. In the beginning the average age of the student was very much higher than at present. More students are graduated from high school than at any former time and more high school graduates are going to college than in any other time in the history of our country.

Western Kentucky State Normal School was established in 1907 with the power to issue certificates, the highest certificate at that time was designated as the life of advanced certificate. In the first graduating class ten received this certificate in the year 1908. There has been a very definite increase since 1908 in the number of Standard Certificates issued by the institution. The number receiving this certificate in 1929 was 250. The increase in the number of students who remain throughout the four years for the purpose of receiving the Bachelor's degree will tend to curtail the number receiving the Standard or Life Certificate which represents Junior College graduation. For a number of years the completion of the work for this certificate was considered a rather adequate preparation for teaching in high schools. Standards have been raised requiring that high school principals have college graduation. Many cities in Kentucky are now requiring that the teachers in the elementary grades be college graduates. These conditions have been factors effecting the number of Standard certificates taken from the institution since the establishment of the Senior College program.

In 1924 Western Teachers College graduated the first class with the Bachelor's degree. The number in the class was seventy-two. There has been a steady increase from the first year as shown by chart number 2. In the year 1928-29 the number graduating was 198. One-third of the number in the graduating class of 1929 were men. In view of the fact that it is infinitely recognized that the teaching profession is made up largely of women and that this tendency is still growing, we have reason from this situation to be encouraged.

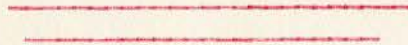


S U M M A R Y

Report for Attendance, Degrees, and Certificates for the year 1928-29.

Total enrollment to July 22, 1929	3754
College Certificates	50
A.B. & B.S. Degrees, 1929	198
Standard Certificates	250
College Elementary Certificates	375

The number of certificates issued by the Department of Education to students who have earned credits here cannot be determined as yet.



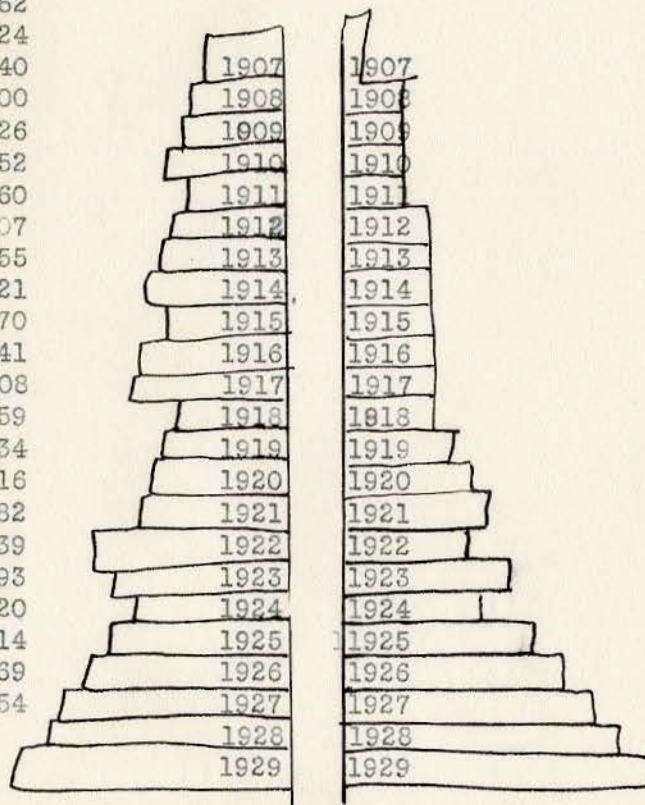
WESTERN KENTUCKY TEACHERS COLLEGE

1907-1929

ATTENDANCE

INCOME

1907-	762
1908-	1024
1909-	1140
1910-	1400
1911-	1326
1912-	1552
1913-	1660
1914-	1707
1915-	1655
1916-	1821
1917-	1770
1918-	1241
1919-	1408
1920-	1559
1921-	1834
1922-	2616
1923-	2382
1924-	2139
1925-	2693
1926-	3020
1927-	3414
1928-	3569
1929-	3754



1907-	\$20,000
1908-	50,000
1909-	50,000
1910-	50,000
1911-	50,000
1912-	75,000
1913-	75,000
1914-	75,000
1915-	75,000
1916-	75,000
1917-	75,000
1918-	75,000
1919-	106,982
1920-	123,893
1921-	139,330
1922-	131,717
1923-	174,900
1924-	159,354
1925-	250,202
1926-	315,739
1927-	373,360
1928-	394,916
1929-	456,333

ATTENDANCE

INCOME

E. H. CANON.

REPAIRS TO BUILDING AND EQUIPMENT NECESSARY TO THE  
BETTERMENT OF THE SCHOOL PLANT

Below is given a synopsis of some of the immediate needs of the institution including repairs and equipment.

Library Building

Paint widow frames (They were not completely painted with the other trim when the building was constructed.) Putty in windows. Make an allowance for books to meet requirements of Southern Association of Colleges.

Potter College

P      Porch at rear needs repairs  
Metal roof over the front entrance.  
Straighten lightning rods  
Paint radiators

Administration Building

Move telephone office upstairs  
Parapet wall allows seepage and is damaging the plaster

J. Whit Potter Hall

Valves on radiators estimated cost \$400.00  
Paint walls, woodwork and concrete floors  
Living room floor  
Putty all windows  
Radiator covers  
Shades  
Curtains for doors of Murphy beds.  
New furniture for living room  
Paint radiators  
Install new water pipe from basement to third floor (250.00)

Old Gymnasium

Additional heating arrangements  
Repair roof

West Hall

Repair outside doors

Village

Stop leaks in roofs caused from blasting  
Paint trim on shingle houses

Heating Plant

Coal bins sufficient for storage of coal. At present we only have sufficient to store one car of coal. We are also badly in need of another boiler.

Furniture and refinishing  
 Kitchen Supplies  
 Making Curtains  
 Traverse Rods for sun Parlor  
 3 Pairs Curtains  
 1 Small Table  
 2 Footstools  
 Cretonne Draperies for lavatory, breakfast  
 room, Den and Guest rooms.  
 1 Pair Cast brass andirons  
 1 Cast brass fire set  
 1 Wicker wood holder  
 1 pair cast brass and wrought iron andirons  
 2 three-stick driftwood gas logs  
 2 radiant fires  
 62 yards cretonne  
 drapries and stop ladder  
 3 small tables and 3 small stools

The following equipment was bought for the building:

Electric Fixtures	\$605.30
Mantels	1075.50
Wall Paper	29.67
Hanging Wall Paper	15.20
Gas Valve	5.50
Frigidaire	378.00

#### NW BUSINESS

The board whould at this meeting discuss the matter of putting fire insurance on the agricultural pavilion. Mr. Cuthbertson will give some information as to the situation that now exists.

GENERAL STATEMENT OF LEGISLATIVE POLICIES BY PRESIDENT H.H.CHERRY.

GENERAL DISCUSSION

ADJOURNAMENT