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Faculty Meeting January 22, 1912

Miss Garth is very weak in all of her studies except Domestic Science. It is hardly likely that she will complete the Life Certificate Course.

Mildred Crenshaw has dropped out of her classes. Dr. Kinnaman will write her parents.

Mary Dobson belongs to the same class as the above. Also Vesper Smithson, Helen King, I.H. Nance, Ethel Hansford, and Edna Bell.

It was agreed that it was the sense of the faculty that the city Book Stores should be notified by Prof. Green one term ahead in case of any change in text books in order to accommodate these firms. This is not to apply to any department where books are taken off the hands of the book dealers by the different companies.

It was moved, seconded, and carried unanimously that the gift to the Normal School Library by Mr. Robert Dulaney of about two hundred volumws--the remnant of Judge Dulaney's library--be accepted and resolutions of appreciation be drawn up and presented to him. Miss Florence Ragland and Mr. W.J. Craig were appointed to prepare the resolution and present it at Chapel.

January 30, 1912.

Faculty met in regular session. The work of organizing the student-body by counties was discussed and put into execution.

By motion it was agreed to issue to T.H. Likens who has completed a considerable amount of work beyond

the course, the Elementary Certificate.

Miss Mary Crutcher having last week completed the work that she had last year failed to bring up on the Senior course, is entitled to the Certificate from that department. Dr. Kinnaman has written her to that effect.

Minutes Faculty Meeting Feb. 5, 1912

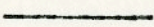
Dr. Kinnaman requested and urged that absentees be reported to his office, at the end of two days. By waiting longer than this, there is danger of losing the students.

The question of caring for the sick student was brought up. Professor Alexander, as Chairma of this Committee instructed that the blanks would be left in the side room off the stage where they can be filled out by teachers or students hearing of sickness.

Dr. Kinnaman was asked to announce at Chapel that students can take the county examination here and have their papers forwarded to home counties for grading, etc.

Too much noise in the halls of the Recitation building. Students are missing chapel too much. Frewently they remain in their boarding homes because, "I don't have a class before Chapel and don't come." The teachers were asked to stress this point in their classes.

Looked in the Dean's office to find other names of the class of Roy Sutherland, but could not.



Minutes of Faculty Meeting March 25, 1912

On motion the question of granting a Life Certificate to Mr. G. H. Well, who has about fulfilled the resident requirements was left with President H. H. Cherry and Dean A. J. Kinnaman

Substitution requested by E. L. Thompson granted.

Moved and passed that Miss Mabel Squires be allowed to substitute Pedagogy of Geography for Economic Geography.

Resolutions of sympathy were extended and flowers sent Mrs. Vanmeter on the death of Captain C. J. Vanmeter.

April 1, 1912

Summer School discussed. Substitutions requested by W. V. Roberts were granted, so he is to receive Elementary Certificate in June.

April 22, 1912

Faculty met in regular session April 22, 1912 Moved, seconded and carried that Miss Mary Browning be allowed to substitute work in Oratorio for work in Music required in the Life Course.

Same that Miss Gable Robertson be credited with Composition.

The matter of Miss Mildred Coffman's completing the Elementary Course was referred to the Dean.

The case of P. M. Basham was then taken up, and it was decided that he be allowed to substitute for Music 1 and Music 2, English 1, and Method in Reading, the following: Agriculture 1 and 2, Algebra 3 and Arithmetic 3.

Tom Hamilton was allowed to substitute Latin 1, Biology 1 and 2, and Algebra 3 instead of Nature Study, Geography 2, and Technical Observation.

Faculty Meeting May 13, 1912

It was moved, seconded and unanimously passed that Miss Beulah May be granted the Elementary Certificate provided she finishes the report in Method of Reading to Miss Frazee.

It was agreed that the forty weeks' work done by Mr. C.W. Wright in the Southern Normal School, should be substituted for the 6 weeks lacking in resident work in the Western Kentucky State Normal School, and that the Elementary Certificate be awarded him as he has many points in advance of this course.

May 20, 1912

Moved and carried that credit for work in the Oratoric Association be allowed only to the extent of two credits and that these credits shall not apply but to one branch in each department.

Miss Mary Browning was allowed to substitute the work in the Oratoric for advanced Arithmetic. It was agreed by the faculty that Mr. Add Thomas should not be allowed to play on the ball team until he makes his classroom record all right. Mr. M.A. Leiper was appointed to inform him of this motion.

Monday and Tuesday, May 27 -28 are the days set aside for the ball game between the Eastern Normal and the Western Normal.

Minutes of Faculty Meeting July 1, 1912.

The following dates were agreed upon for the coming terms:

| | |
|------------------------|-----------------|
| Tues. Sept. 10, 1912 | Fall Session |
| Tuesday, Nov. 18, 1912 | Winter term |
| Tues., Jan 28, 1913 | Mid-winter term |
| Tues., Apr. 8, 1913 | Spring Term |
| Monday, June 16, 1913 | Summer School |

It was moved by Mr. Stickles and seconded by Miss Reid that July 4, 1912 be considered a holiday and that all regular work with the exception of lectures offered by Prof. S.H. Clark, be omitted.

It was moved, seconded and carried that Mr. A. B. Raley be not allowed the credits he has failed to make and which will be necessary in order for him to graduate during the present term.

July 15, 1912

Mrs. Virginia Redmon who has returned her certificate to be acted upon by the Board of Regents before it is converted into a life certificate, should send in evidences of her successful teaching; also the other young people who have returned their certificates, a list of which will be found in the office.

It was moved that Miss Bartol should be issued the Elementary Certificate.

Moved that the three terms resident work offered in the catalog of the Normal should be interpreted to mean twenty-six weeks.

Minutes of Faculty Meeting

July 22, 1912.

It was moved and passed that Miss Etta Potter be graduated from the Elementary Certificate Course if she so desires..

It was moved and passed that the Executive Council be asked to make the resident requirements for the Elementary Certificate twenty-four weeks instead of twenty-six.

It was moved and agreed upon that hereafter "Resident Work" be taken to mean "Resident Work" at this institution and no other .

It was moved and agreed upon that the faculty should meet in the office of the President Thursday evening fifteen minutes before eight o'clock in order to go into Vanmeter Hall for the Senior graduation exercises.

It was moved and agreed upon that the members of the Elementary and Junior Classes who have recitations on the forenoon of Tuesday and Wednesday be excused from the recitations.

Moved ,seconded and passed that Miss Mary Miller be graduated from the Elementary Certificate class and not in the Intermediate Certificate Class.

It was moved, seconded and passed that Mr. Roscoe Drake be graduated from the Elementary Certificate Course.

It was agreed upon that more than four substitutions be allowed and that not more than one of these shall be allowed from any one department, and that no substitution be made for any of the branches taught in the public school course.

It was agreed that three terms of Domestic Science be allowed for substitution, but that only one be allowed from any one department and these be allowed in Super-

vision ,Mathematics, Languages, etc., just the same as in Science work and that only three terms and not four.

It was moved that substitutions be made from Supervision, Solid Geometry 4, Biology and Physiology 3.

Moved that President Cherry appoint a committee with the power to act upon the question of substitution. The President appointed the following:

- | | |
|----------------------|----------------|
| Dr.A.J.Kinnaman,Chr. | Prof.Alexander |
| Dr.Mutcheler | Prof.Stickles |
| Miss Scott | Prof. Leiper. |

Mary Miller was granted the Intermediate Certificate.

Minutes Faculty Meeting Sept.16,1912

Moved and carried unanimously that a telegram be sent Dr.Kinnaman who is away on account of illness, expressing our regret at his absence from the first faculty meeting of the session and urging him to remain until the end of this week or until he has regained his strength.

Miss Ragland, the Librarian announced that gifts of books for the Library had been received as follows:

- Complete set of Dickens---Mrs.C.U.McElroy
- Several Volumes of Fiction
- Poems,etc. ----- Mrs.Barr,Louisville
- 9 Volumes of Library of
- Home Economics ----- X X Club of this city.

Minutes of Faculty Meeting

September 23, 1912.

Moved, seconded and carried that commencement in 1913 shall be held at the close of the spring term, June 12-13. Further that the exercises all be given on one day.

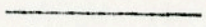
The following dates were agreed on by the faculty:

- Thanksgiving--Thursday and Friday, November 28-29.
- Christmas --School work to close Friday evening and resume a week from the following Tuesday--December 20-31
- Music Festival--May 8, 9, 1913
- Convocation of Superintendents about this time
- Opening of Summer School --Monday, June 16, 1913.

The following names were suggested for lecturers on Lecture Course and for Summer School:-- Bishop Ed. Holt Hughes, Dr. Frank W. Gunsaulus, Hamilton Wright Mabie, H. M. Hyde, Lincoln Hulley, Misses Anna George and Anna Barrows.

Moved and carried that the "Corn Club Work and the other work offered by the Government be continued and that the united effort of the faculty be put behind it.

The Committee heretofore appointed to arrange the substitutions was requested to meet the following day and be ready to report their decisions at the next meeting.



October 7, 1912.

Moved, seconded, and passed that the annual Chestnut Hunt take place Friday, October 11.

It was agreed by the faculty that the institution offer a ten-week course of study in School Supervision after Christmas.

The following names were suggested as probable available material for the Summer School-- Miss Ida M. Tarbell, Lyman H. Howe, H. Stiles Bradley, and Bishop Chandler.

October 14, 1912

Faculty met as usual in the office of President H. H. Cherry, and transacted much routine work.

Prof. M.A. Leiper was granted the privilege of using Nesfield's English Grammar for English III. He will continue Rigdon's Grammar in Grammar II.

Minutes Faculty Meeting Oct. 21, 1912.

Prof. R. P. Green was appointed to talk with Miss Humphrey relative to her course of study, etc.

The question of establishing the Model Rural School was discussed at length, the location, the size, etc. President Cherry, upon motion that was duly seconded and unanimously carried, appointed a committee of six including Dr. A. J. Kinnaman, Chairman, Dr. Fred Mutchler, Prof. J. R. Alexander, Prof. W. J. Craig, Misses L. A. Frazee and Mattye Reid. Any other members of the faculty who desired to go with the committee were urged to do so.

November 15, 1912, Friday, was unanimously adopted as Arbor day for this year, and it was agreed to plant a large number of trees.

November 9, 1912.

Moved and unanimously adopted that it is the sense of the faculty that a Supervisor's Course in Music and in Freehand Drawing be offered by the school.

With this in view a committee of the heads of the different departments was asked to meet with Dean Kinnaman and Prof. Strahm and Miss Van Houten, Thursday evening at 7:00 o'clock in the office of the Dean.

Minutes Faculty Meeting November 11, 1912.

Dr. Kinnaman submitted a report of the Committee on Course of Study in Supervision of Music, and it was adopted.

The course of study as recommended for Drawing was postponed until there could be further consideration.

Minutes December 2, 1912.

Moved, seconded, and carried that Mrs. Roy B. Tuck be allowed to substitute French for German in her present course, which is the Intermediate.

December 9, 1912.

Convened In President H.H. Cherry's office at 4:20 P.M.

Moved, seconded, and carried that no complimentary tickets to the Lecture Course Be issued the ministers of the city this season.

Moved, seconded, and carried that the faculty buy their Lecture Course tickets at the rate of two dollars and fifty cents for each ticket. These tickets also to admit to the Athletic Events.

Moved seconded, and carried that Mr. Woodward the head janitor, be given a Christmas present with the compliments of the faculty, each member contributing twenty-five cents, for a token of appreciation of his splendid spirit shown in all his work. There was contributed \$6.25 of which \$5.80 was used in the purchase of a barrel of flour and forty-five cents potatoes.

MINUTES OF FACULTY MEETINGS

OF

WESTERN KENTUCKY STATE NORMAL SCHOOL
AND TEACHERS COLLEGE

BOWLING GREEN, KENTUCKY

1907 - - - - - 1933

January 22, 1912.

Miss Garth is very weak in all of her studies except Domestic Science. It is hardly likely that she will complete the Life Certificate course.

Mildred Crenshaw has dropped out of her classes. Dr. Kinnaman will write her parents.

Mary Dobson has been absent entirely too much. Her parents should also be notified.

Mr. Maxey belongs to the same class as the above. Also Vesper Smithson, Helen King, I. H. Nance, Ethel Hansford, and Edna Bell.

It was agreed that it was the sense of the faculty that the city Book Stores should be notified by Prof. Green one term ahead in case of any change in text books in order to accommodate these firms. This is not to apply to any department WHERE BOOKS ARE TAKEN OFF THE HANDS OF THE BOOK DEALERS BY THE different companies.

It was moved, seconded, and carried unanimously that the gift to the Normal School Library by Mr. Robert Dulaney of about two hundred volumes -- the remnant of Judge Dulaney's Library -- be accepted and resolutions of appreciation be drawn up and presented to him. Miss Florence Ragland and Mr. W. J. Craig were appointed to prepare the resolution and present it at Chapel.

January 30, 1912.

Faculty met in regular session. The work of organizing the student -body by counties was discussed and put into execution.

By motion it was agreed to issue to Mr. T. H. Likins, who has completed a considerable amount of work beyond the course, the Elementary Certificate.

Miss Mary Crutcher having last week completed the work that she had last year failed to bring up on the Senior course is entitled to the Certificate from that department. Dr. Kinnaman has written her to that effect.

T. H. Likens, Caneyville, Kentucky, was granted the Elementary Certificate by special action of the faculty, January 30, 1912.

February 5, 1912.

Dr. Kinnaman requested and urged that absentees be reported to his office, at the end of two days. By waiting longer than this, there is danger of losing the students.

The question of caring for the sick student was brought up. Prof. Alexander, as Chairman of this Committee instructed that the blanks would be left in the side room of stage, where they can be filled out by teachers or students hearing of sickness.

Dr. Kinnaman was asked to announce at Chapel that students can take the county examination here and have their papers forwarded to home counties for grading, etc.

Too much noise in the halls of the Recitation building. Students are missing Chapel too much. Frequently they remain in their boarding homes because, "I don't have a class before Chapel and don't come." The teachers were asked to stress this point in their classes.

Looked in the Dean's office to find other names of the class of Roy Sutherland, but could not.

March 25, 1912.

On motion the question of granting a Life Diploma to Mr. G. H. Well, who has about fulfilled the resident requirements, was left with President H. H. Cherry and Dean A. J. Kinnaman.

Substitution required by E. L. Thompson here granted.

Moved and passed that Miss Mabel Squires be allowed

to substitute Pedagogy or Geography for Economic Geography.

Resolutions of sympathy were extended to Mrs. C. J. Vanmeter on the death of Capt. C. J. Vanmeter.

April 1, 1912.

Summer School discussed.

Substitutions requested by W. O. Roberts were granted, so he will receive Elementary Certificate in June.

APRIL 22, 1912.

Faculty met in regular session April 22, 1912. It was moved, seconded and carried that Miss Mary Browning be allowed to substitute work in Oratorio for work in Music required in the Life Course.

Same that Miss Gabie Robertson be credited with Composition.

The matter of Miss Mildred Coffman's completing the Elementary Course was referred to the Dean.

The case of Mr. P. M. Basham was then taken up, and it was decided that he be allowed to substitute for Music 1 and Music 2, English 1, and Method in Reading, the following: Agriculture 1 and 2, Algebra 3, and Arithmetic 3.

Tom Hamilton was allowed to substitute Latin 1, Biology 1 and 2, and Algebra 3 instead of Nature Study, Geography 2, English 3, and Technical Observation.

May 13, 1912.

It was moved, seconded and unanimously passed that Miss Beulay May be granted the Elementary Certificate, provided she finishes the report in Method of Reading to Miss Frazee.

It was agreed that the forty weeks' work done by Mr. C. W. Wright in the Southern Normal School, should be substituted

ed for the 6 weeks' lacking in resident work in the Western Kentucky State Normal School, and that the Elementary Certificate be awarded him as he has many points in advance of this Course.

May 20, 1912.

Moved and carried that credit for work in the Oratorio Association be allowed only to the extent of two credits and that these credits shall not apply but to one branch in each department.

Miss Mary Browing was allowed to substitute the work in the Oratorio for advanced Arithmetic. It was agreed by the faculty that Mr. Add Thomas should not be allowed to play on the ball team until he makes his class room record all right. Mr. M. A. Leiper was appointed to inform him of this motion. *look on her big card*

Monday and Tuesday, May 27th and 28th, are the days set aside for the ball game between the Eastern Normal and the Western Normal.

July 1, 1912.

The following dates were agreed upon for the coming terms:

| | |
|------------------------------|-----------------------------|
| Tuesday, September 10, 1912, | opening of Fall Session. |
| Tuesday, November 18, 1912, | opening of Winter Term. |
| Tuesday, January 28, 1913, | opening of Mid-Winter Term. |
| Tuesday, April 8, 1913, | opening of Spring Term. |
| Monday, June 16, 1913, | opening of Summer School. |

It was moved by Mr. Stickles and seconded by Miss Reid that July 4, 1912, be considered a Holiday and that all regular work, with the exception of lectures by Prof. S. H. Clark, be omitted.

It was moved, seconded and carried that Mr. A. B. Raley be not allowed the credits he has failed to make and which will be necessary in order for him to graduate during the present term.

July 15, 1912.

Mrs. Virginia Redmon who has returned her certificate to be acted upon by the Board of Regents before it is converted into a Life Certificate, should send in evidences of her successful teaching; also the other young people who have returned their certificates, a list of which will be found in the office.

It was moved by the faculty that Miss Bartol should be issued the Elementary Certificate.

It was moved that the three terms resident work offered in the catalog of the Normal should be interpreted to mean twenty-six weeks.

July 22, 1912.

It was moved and passed that Miss Etta Potter be graduated from the Elementary Certificate Course if she so desires.

It was moved and passed that the Executive Council be asked to make the resident requirements for the Elementary Certificate be twenty-four weeks instead of twenty-six.

It was moved and agreed upon that the faculty should meet in the office of the President Thursday evening fifteen minutes before 8 o'clock in order to go into Vanmeter Hall for the Senior graduation exercises.

It was moved and agreed upon that members of the Elementary and Junior Classes who have recitations on the forenoon of Tuesday and Wednesday be excused from the recitations.

It was moved, seconded and passed that Miss Mary Miller be graduated from the Elementary Certificate Class and not in the Intermediate Certificate Class.

It was moved, seconded and passed that Mr. Roscoe Drake

be graduated from the Elementary Certificate Course.

It was agreed upon that not more than four substitutions be allowed and that not more than one of these shall be allowed from any one department, and that no substitution be made for any of the branches taught in the public school course.

It was moved that three terms of Domestic Science be allowed for substitution, but that only one be allowed from any one department and that these be allowed in Supervision, Mathematics, Languages, etc., just the same as in Science work and that only three terms and not four.

It was moved that substitutions be made from Supervision, Solid Geometry 4, Biology and Physiology 3.

It was moved that President Cherry appoint a committee with the power to act upon the question of substitution. The President appointed the following:

| | |
|-------------------------------|------------------|
| Dr. A. J. Kinnaman, chairman. | Prof. Alexander. |
| Dr. Mutchler | Prof. Stickles. |
| Miss Scott | Prof. Leiper. |

Miss Mary Miller was granted the Intermediate Certificate.

September 16, 1912.

Moved and carried unanimously that a telegram be sent Dr. Kinnaman, who is away on account of illness, expressing our regret at his absence from this the first faculty meeting of the session and urging him to remain until the end of this week or until he has regained his strength.

Miss Ragland, the Librarian, announced that gifts of books for the Library had been received as follows:

A Complete Set of DickensMrs. C. U. McElroy.

Several Volumes of Fiction, Poems, etc.,

.....Mrs. Barr, Louisville, Ky.

9 Volumes of Library of Home Economics -- XX Club of city.

September 23, 1912.

Moved, seconded, and carried that Commencement in 1913 shall be held at the close of the Spring Term, June 12-13. Further that the exercises all be given on one day.

The following dates were agreed on by the faculty:

Thanksgiving -- Thursday and Friday, Nov. 28 and 29

Christmas -- School work to close Friday evening and resume a week from the following Tuesday -- December 20-31.

Music Festival -- May 8, 9, 1913.

Convocation of Superintendents about this time.

Opening of Summer School -- Monday, June 16, 1913.

The following names were suggested for lecturers on Lecture Course and for Summer School: -- Bishop Ed. Holt Hughes, Dr. Frank W. Gunsaulus, Hamilton Wright Mabie, H. M. Hyde, Lincoln Hulley, Misses Anna George and Anna Barrows.

Moved and carried that the "Corn Club Work and the other work offered by the Government be continued and that the united effort of the faculty be put behind it.

The Committee heretofore appointed to arrange the substitutions was requested to meet the following day and be ready to report their decisions at the next meeting.

October 7, 1912.

Moved, seconded, and passed the annual Chestnut Hunt take place Friday, October 11th.

It was agreed by the faculty that the institution offer a ten-weeks course of study in School Supervision after Christmas.

The following names were suggested as probable

available material for the Summer School:-- Miss Ida M. Tarbell, Lyman H. Howe, H. Stiles Bradley, and Bishop Chandler.

October 14, 1912.

Faculty met as usual in the office of President H. H. Cherry, and transacted much routine work.

Prof. M. A. Leiper was granted the privilege of using Nesfield's English Grammar for English III. He will continue Rigdon's Grammar in Grammar II.

October 21, 1912.

Prof. R. P. Green was appointed to talk with Miss Humphrey relative to her course of study, etc.

The question of establishing the Model Rural School was discussed at length, the location, the size, etc. President Cherry, upon motion that was duly seconded and unanimously carried, appointed a committee of six including Dr. A. J. Kinnaman, Chairman, Dr. Fred Mutchler, Prof. J. R. Alexander, Prof. W. J. Craig, Misses L. A. Frazee, and Mattye Reid. Any other members of faculty who desire to go with the committee were urged to do so.

November 15, 1912, Friday, was unanimously adopted as Arbor day for this year, and it was agreed to plant a large number of trees.

November 9, 1912.

Moved and unanimously adopted that it is the sense of the faculty that a Supervisor's Course in Music and in Freehand Drawing be offered by the school.

With this in view a committee composed of the heads of the different departments was asked to meet with Dean Kinnaman and Prof. Strahm and Miss VanHouten Thursday evening at 7 o'clock in the office of the Dean.

November 11, 1912.

Dr. Kinnaman submitted the report of the Committee on Course of Study in Supervision of Music, and it was adopted.

The course of study as recommended for Drawing was postponed until there could be further consideration.

December 2, 1912.

Moved, seconded, and carried that Mrs. Roy B. Tuck be allowed to substitute French for German in her present course, which is the Intermediate.

December 9, 1912.

Convened in President H. H. Cherry's office at 4:20 P. M.

Moved, seconded, and carried that no complimentary tickets to the Lecture Course be issued the ministers of the city this season.

Moved, seconded, and carried that the faculty buy their Lecture Course tickets at the rate of two dollars and fifty cents for each ticket. Those tickets also to admit to the Athletic Events.

Moved, seconded, and carried that Mr. Woodward, the head janitor, be given a Christmas present with the compliments of the faculty, each member contributing twenty-five cents, for a token of appreciation of his splendid spirit shown in all his work. There was contributed \$6.25, of which \$5.80 was used in the purchase of a barrel of flour and forty-five cents potatoes.

December 16, 1912.

It was recommended by the faculty that a letter be sent to Miss Blanche Carr stating that the Normal could not make her certificate a Life certificate at the expiration of

three years, as is the law, unless she did more successful teaching.

An explanation was made as to the way Miss Lottie Collins secured her elementary Certificate, Dr. Mutchler stating that it was due to a misunderstanding by Mr. Clagget over the telephone.

January 6, 1913.

After the usual routine, the question of adoption of new text books in certain departments was taken up, the following changes allowed.

Cook's First Book in Old English, -- addition

Peterson's Quintilian -- addition
Bagley's English

Marion Talbot's House Sanitation -- Whitcomb & Barrows, Publishers -- \$.50.

Frayser & Square's French Grammar.

Collar's First Year German
Andrews Manual is to be changed later.

January 13, 1913.

The different teachers reported excellent conduct and progress in their departments.

A note of thanks for floral offerings sent at the death of her husband was read from Mrs. Jno. W. Cherry.

The faculty contributed ten dollars for the floral offering sent to the family of Capt. C. J. Vanmeter.

February 3, 1913.

The list of students who failed to re-register for the Mid-Winter Term was read, and the different members of the faculty reported the cause of the absence of most of them.