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WHAS

Western Kentucky University

Earl Moore

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Strings and Voices

"College Heights."

Moore

Western Kentucky State Teachers College greets you all both great and small with the words of our college motto—-

Voices

Life More Life

Moore

Life More Life is our motto and our wish for all our listeners.

Piano

Chords

Moore

Opening our program is a mixed vocal octet singing "One Fleeting Hour", by Dorothy Lee.

Octet

"One Fleeting Hour."

Moore

The members of this octet, under the direction of Chester Channon, are Virginia Strohman, Martha Taylor, Mary Gear, Mary Frances Ford, Gilbert Scarbrough, James Humphries, Frank Baird, and Lawrence David. They continue with "Homing" by del Riego.

Octet

"Homing."

Moore

And now, ladies and gentlemen, we are going to hold a little court of inquiry in order that we may find out some things of interest. The general subject of inquiry today is "How a College is Run". Summoned as witnesses to represent the administrative staff of the College, and present here in the studio, are President Paul L. Garrett; Dr. F. C. Grise; Dean of the College; Mr. E. H. Canon, Registrar; Miss Florence Schneider, Bursar; Miss Mattie McLean, Secretary to the President; and Miss Helen Gwin, Dietitian. The examiners are Prof. J. Reid Sterrett and yours truly.

So, if the witnesses will present themselves here at the microphone, the court will proceed with the inquiry.
Miss Mattie McLean. Miss McLean, what is your position in the College?

McLean I am Secretary to the President.

Moore. Have you had very long experience in that position?

McLean Oh, not so very long; only about thirty-six years.

Moore Thirty-six years! I should say that's quite a spell.

Crise I object. The Teachers College hasn't been in existence that long.

McLean That is true. It was founded in 1906. But I was connected with the school out of which the State Normal School and later the Teachers College grew. That old school was officially known as the Southern Normal School, Bowling Green Business University, and National School of Telegraphy, Railroading, and Accounting.

Sterrett That name was long enough to spread over a considerable portion of the landscape.

Moore Miss McLean, you must know the history of the institution very thoroughly. What has been the nature of your duties all these years?

McLean My duties have been about as varied as those of a jack-of-all-trades. I have had to dabble in this and that, here and there, and sometimes wonder what I really have done.

Moore I am sure, Miss McLean, that all of us here are quite aware that you have had no mean part, under the direction of the late President Cherry, in the development of the ideals for which our College has come to stand. I suppose you have had to carry on a large correspondence.

McLean Yes, Dr. Moore, I have had occasion to answer many thousands of inquiries of every conceivable description about the College. Questions have come from prospective students, their parents, miscellaneous job seekers, alumni desiring positions out in the field, and people who only wanted to know what a college is for anyway.
Moore: Do correspondents always make their meaning clear?

McLean: Occasionally somebody gets tangled up in his language. More than once I have had requests from "Yours respectively" for inflammation about the college.

Moore: Inflammation, eh? I suppose those might be called inflammatory letters.

McLean: My impression is, just thinking back over the correspondence, that more than half the letters have come from students desiring work to help them pay their expenses while in school.

Moore: I know Western has been able to help many such students and that you have been of great assistance to them, not only in writing to them but in personal interviews with them. Would you mind telling us some of the things you have had to talk to them about besides work?

McLean: Many of them have asked advice about living quarters and boarding places, especially before our dormitories and College Dining Room were opened. Many of them arranged to do light housekeeping, sometimes with the emphasis on the "light". There was a time when meals could be had for as little as a dollar and a half a week.

I have often directed office boys in meeting new students at the railway station. I remember one instance in which a fond parent stated that his daughter must be met at the train by none other than the president himself. I have had to talk to many homesick students. Most of them decided to stay in school and soon recovered from their homesickness.

Moore: Have you found the worst cases of homesickness among the girls or the boys?

McLean: Among the boys. We have even brought some back who got as far as the railroad station on their way home.
Sometimes students get discouraged and feel like giving up their education entirely.

**Moore** It is a real service in such cases to help these people get a grip on themselves again.

If I am correctly informed, a close link you have had with the administration is your service as secretary to the Board of Regents.

**McLean** That is correct. I have served in that capacity for twenty years. I have thus had an opportunity to associate with many of the outstanding men and women of the State of Kentucky, who are consecrated to the educational tasks that were the very life of the late great administrator and executive, Dr. Cherry.

**Moore** Miss McLean, there are probably many people in our radio audience today who have you associated in their minds with the Seelbach Hotel in Louisville in spring time.

**Sterrett** I have, for one.

**McLean** For a good many years I have been connected with Western's headquarters in the Seelbach, during the K.E.A. convention. I have regarded this not merely as a duty, but as a distinct pleasure, as it affords a fine opportunity to greet friends again and to greet hundreds of fine, loyal supporters of Western. There has been great satisfaction in these occasions; but now I have "passed the torch" on to younger hands.

**Moore** We all hope to see you again in your accustomed place, Miss Mattie, when the K.E.A. time comes around again in April.

Thank you very much, Miss McLean, for these glimpses of your long service on Western's staff.

**Sterrett** Mr. Canon, you are now on the stand.
Monday of last week was a busy day in your office, wasn't it?

Canon

Yes, that was the opening day of registration for this semester. Registration for the second semester has continued since that time. Of course, our busiest day is always the first day of registration.

Sterrett

I presume, Mr. Canon, that as Registrar you are the first person on Western's administrative staff to meet the students who come to the Hill.

Canon

You are partly correct, Mr. Sterrett. New students, as a rule, come to my office, but usually we have had previous correspondence with them. We receive many inquiries concerning credits and opportunities for training in college. The mail bag from our office daily carries many, many letters containing replies to these questions. A great number of our letters go to high school officials relative to the credits of their graduates who are applying for admission to our freshman class. Too, we frequently correspond with other college registrars for transcripts for new students who wish advanced standing in Western.

Sterrett

Surely, Mr. Canon, you cannot do all this work alone.

No, as the attendance has increased from year to year, so has the clerical staff in the Registrar's Office.

Sterrett

What is the number of the personnel in your office, Mr. Canon?

Canon

Six at present.

Sterrett

Would you briefly enumerate a few of your office activities?

Canon

Gladly, Mr. Sterrett. Besides the great amount of correspondence concerning entrance requirements there is always a demand upon our office for official and personal correspondence with the parents of some of our students. Students from time to time come to our office for consultation concerning the choice of their courses and for advice on the makeup of their class schedules. Our wish in advising with students is
ever to direct them in the choice of the most satisfactory program
to prepare them for teaching or to give them pre-professional training
for law, medicine, dentistry, the ministry, or some other profession.

Sterrett What you tell us is very interesting. By the way, Mr. Canon,
when our old students returned to the Hill last week for the second
semester, I suppose they had to be directed to your new office in
Cherry Hall.

Schneider I heard many lost ones asking, "Where's the Registrar's office?"

Sterrett But when they located your office in the East wing on the first
floor, I know there were many congratulatory remarks.

Canon We are proud of our new physical equipment—a large work room,
well lighted and well ventilated, with private offices, and a reception
room. Have you seen our two fire-proof vaults?

Sterrett Yes, what do you keep in these vaults?

Canon The records of all our students, past and present, are safely pro-
tected in them. Not only do we have the records of Western students,
but also those of students of old Ogden College are carefully preserved
in one of the vaults.

Sterrett I understand, among other things, your office has equipment for
taking photographs of students.

Canon Yes, we can take their pictures at any time. The purpose is to
enable a student to have his picture attached to his permanent record card.

Sterrett Splendid! In this way you can have a record of his good looks
as well as of his scholarship. By photographing freshmen as they enter
and seniors as they leave you could compare the student before and after
four years of college.

Canon I think that is a good suggestion.
Sterrett  Is there any other special equipment in your office that you would like to mention?
Canon  Yes, there is modern photostatic equipment.
Moore  What do you mean by that?
Canon  A photostatic machine is for taking pictures of manuscript or printed material.
Sterrett  What use do you have for that procedure?
Canon  Chiefly for official transcripts of student records to be sent elsewhere. With this equipment 100 or more transcripts can be made by one person in a day. All danger of mistakes in copying is eliminated. Furthermore, a photostatic copy cannot be altered without detection.
Sterrett  Dr. Moore, Miss Gwin is the next witness.
Moore  Very well, Miss Helen Gwin. What is the nature of your work in Western, Miss Gwin?
Gwin  I am called the dietitian. That means, however, a great deal more than the planning of menus. I have supervision of the employment of the kitchen and the diningroom staff, including the necessary student help. I must supervise the purchase of all food and plan the daily meals served in the College Dining Halls. Then there are frequent receptions, teas, club dinners, banquets, and other school events which require the services of my department.
Moore  We realize at once, Miss Gwin, the importance of your work. I believe Frederick the Great is credited with saying that an army travels on its stomach. This must also be true to a considerable extent of a college.

You speak of student help. How many students do you find it necessary to employ part-time in this work?
Gwin  At present I have sixty-eight who serve as waiters, dishwashers, and kitchen helpers.

Moore  It is fortunate for many students that they are able to earn part of their expenses in this manner.

Gwin  The number of applicants for these jobs is always much larger than the number of jobs.

Moore  I have often heard a housewife remark in the course of an afternoon, "I wonder what in the world I shall prepare for supper this evening". Is that your procedure?

Gwin  Such a method would not be possible in caring for the hundreds of persons who use our Dining Halls. We serve an average of something like twelve hundred meals a day. We must take into consideration the availability of sufficient quantities of fresh fruits and vegetables. Also we must look ahead to insure the proper varieties in the menus.

Sterrett  We should be interested in knowing how many potatoes, for example, are required to supply your needs.

Gwin  For an average meal, when potatoes are served, about two hundred pounds are prepared.

Moore  That's a huge quantity of spuds.

Gwin  It takes about forty pounds of butter a day. Of roast beef for a meal we must have from 275 to 300 pounds. I remember buying at one time as much as 30\% cases of canned goods and \(13\frac{1}{2}\) pounds of sugar, dried fruits, rice, and beans.

Moore  In connection with the special events you mention, may I ask what is the largest number of persons you have been called upon to prepare for on any one occasion?

Gwin  About thirty-five hundred.
Moore Thirty-five hundred! I'm sure you had to rise early that morning.

Gwin We had it all carefully planned in advance to be served as individual box lunches. It was on the occasion of our last High School Senior Day.

Moore One wonders just how much food would be required for such a crowd.

Gwin Well, for example, we used 250 pounds of prepared minced ham, 900 pounds of potatoes, 45 dozen eggs, 62 pounds of coffee, 120 pounds of pimento cheese, 220 pullman loaves of bread, and 300 dozen buns.

Moore That was a big day for your department, indeed. No doubt you are already planning for the next High School Senior Day, which I am informed will be on April 8th.

Gwin Yes, we are already thinking of that. But these strenuous days give us no bigger job than the well known fish fry at Mammoth Cave.

Moore Thanks, Miss Gwin, for this little tour through the culinary department.

Your turn, Professor Sterrett, with the next witness, Dr. F. C. Grise, Dean of the College.

Sterrett We are well aware that the duties of the Dean are so numerous, Dr. Grise, that we will choose only a few illustrating your branch of the administrative work. To begin with, Dean Grise, I recall you were one of the few people whom I met when I was brought to the Western campus for an interview several years ago.

Grise Yes, I am often consulted in choosing the new faculty members. In my office are kept files of all applications received.

Sterrett Do you often rely on these applications, or do you prefer personal interviews?

Grise Usually after applications are received we ask the candidates to submit complete credentials, if they seem to have the necessary qualifications
for a position which may be vacant. No person, however, is ever
employed as a permanent member of the teaching staff until after a
satisfactory interview with the President of the College and others
concerned. You understand, of course, that the President and Board
of Regents employ all members of the faculty.

Moore By the way, how much can you tell about a person by merely looking
at his photograph?

Grise There a number of things you can tell. Usually a photograph will
reveal something of the intelligence, the personal appearance, the
age—if you know the date of the photograph—, and other personal
qualities of the applicant, although I have had some very great sur-
prises in this connection.

Sterrett What is your relation to the faculty, Dean Grise, after they
are employed?

Grise I am constantly endeavoring to help all members of the teaching
staff to improve in service. This is done through personal conferences
with heads of departments and instructors concerning problems of teaching
and through meetings with special groups, and by promoting departmental
meetings where problems of the department concerned are discussed and
plans and programs outlined. From time to time teachers are required
to submit syllabi of the various courses which they offer and outlines
of examinations which they give. Frequently I assist members of the
faculty in planning a program of graduate study which they propose to
follow during a leave of absence.

Sterrett I infer from what you say, Dean Grise, that you do not think
the acme of perfection in teaching has been reached.

Grise Not at all. The members of our teaching staff are practically
a unit in believing that college teaching can and must be materially
improved. We assume also that every permanent member of our teaching staff has a possibility of improving both in the mastery of his subject matter and in his classroom techniques.

Sterrett: Are there any possibilities for Western faculty members to continue their studies?

Grise: Yes. We not only encourage the members of our staff to continue their studies as often as possible, but in certain cases we require them to attend other institutions of higher learning for a summer or semester, for the purpose of securing additional preparation. Leaves of absence can nearly always be arranged for any member of the faculty who desires to continue his graduate work.

Sterrett: Dean Grise, you have told me something of your relation to the faculty, but as Dean of the College, is there not a great demand made on your time by the students?

Grise: A great deal of the Dean's time is taken for counseling with students concerning their academic and personal problems. Usually the more difficult and unusual cases come to me for adjustment. These include problems of health, examinations, failures, student-faculty relationships, selection of curricula, discipline, and a great many other problems which cannot be mentioned at this time.

Sterrett: Dean Grise, I have noticed that our college catalog is a sizable book. What is your relation to the preparation of the material for the catalog?

Grise: This is rather a long story and involves much more than the mere writing of the manuscript for this publication. The catalog gives complete information concerning the purposes of the college, admissions, courses offered by the different departments, curriculum requirements, and other matters. As chairman of the committee on curriculum and instruction, it is one of the Dean's important responsibilities to lead
in curriculum development and revision. The writing of the catalog is, therefore, one of the important phases of curriculum and instructional work, as you can readily see, Mr. Sterrett.

Sterrett We haven't much more time, but what are some of the other phases of your work?

Griswold I think that attention should be called to the fact that the Dean is responsible for making the schedule of classroom recitations, determining the teacher's load, and preparing the schedule of examinations for students. The Dean of the College is also responsible for keeping informed concerning the standards and requirements of accrediting associations and seeing that the college meets these requirements in every way. The Dean makes annual reports to these accrediting associations.

Sterrett It seems to me that the college student today is surprisingly aware of the standardization of colleges. How do you account for this?

Griswold The student knows that he must be sure that the credit earned in an institution will be valid for any purpose when he desires to use it in the future; so the standing of the college in which he is working is of vital interest to him.

Sterrett What are some of the associations to which you refer?

Griswold Western is now a member of the Association of Kentucky Colleges and Secondary Schools, the Southern Association of Colleges and Secondary Schools, and of the American Association of Teachers Colleges. Our institution is meeting in detail all requirements of these accrediting agencies and, in most instances, the standards and requirements of Western Teachers College go quite beyond those set up by the associations mentioned.

Sterrett Thank you, Dr. Griswold, for this account of the part played by a dean in the running of a college. You are at liberty to call another witness, Dr. Moore.

Moore Miss Florence Schneider. What is your official position in the College?
Schneider: I am the Bursar.

Moore: That's an interesting word. It means about the same as treasurer, doesn't it?

Schneider: Yes, about the same.

Moore: May I ask how long you have been connected with the College?

Schneider: For twenty-seven years.

Moore: Then you have had an excellent opportunity to observe the growth of the institution. For one thing, does your department require any larger personnel now than when you began?

Schneider: Then there were only two of us. At present we have a regular staff of five besides the student help we find necessary.

Moore: What are some of the duties of a bursar?

Schneider: We have charge of collecting all the payments from students for fees, room, and board. All purchases for the institution are reported through our office. All the invoices are received here and approved for payment. We have charge of all the records of salaries and wages. The finances of all athletic games, concerts, and other entertainments are cleared through our office. We handle the tickets for such events. The purchases and sales in connection with the college farms are handled here. Many reports must be prepared for the president and other officials. In addition to our regular work, we have had an enormous amount of bookkeeping in connection with the new buildings.

Moore: If we should consider the amount of money handled in a year directly by the College plus the amount spent in the community by several thousand students for their miscellaneous expenses, we have something comparable to a rather good-sized enterprise in the business world, wouldn't we?

Schneider: Yes, indeed.

Moore: How do you keep track of what a student must pay the college?
Schneider  We have a ledger card for each student, which shows the status of his account at any time.

Moore  Do you have much trouble in making collections from the students?

Schneider  No, for the law requires us to do a cash business. However, a student may borrow money from the College Heights Foundation, which is separately organized.

Moore  Do you ever get any cold checks?

Schneider  In rare instances a student makes an unintentional mistake in this matter. But in general we find our students have a high sense of honesty.

Moore  I suppose, first and last, you have occasion to purchase a good many different kinds of things.

Schneider  Everything from books for the Library to feed for the cows. We have to procure many frogs for the Biology Department and we have bought at least one skeleton.

Moore  Now we are getting into gruesome territory. Our time is passing anyway. Thank you, Miss Schneider. And now, President Paul Garrett, we call you to the stand and, refraining from subjecting you to specific questions, ask you for a few words. President Garrett.

Garrett  It no doubt seems to the listener after the foregoing recital of the duties of the various officers of administration that there is not much left for the President to do, but somehow he keeps busy and never quite catches up. To be sure, the duties of the President require him to be absent a good bit from the campus. I have just returned, for instance, from a hurried trip to Atlanta in connection with our College building program. Last week I was in Nashville attending the inaugural exercises of Peabody College and Vanderbilt University. But even when on the campus it seems there is always more to be done than can be done.

The task of integrating the work of the other administrative officers falls on the president. He must accept the responsibility for the
long-low ahead on which proper action so largely depends. The balanced budget is his problem; and so is the disagreeable task of frequently saying "no." He is in a large measure concerned with public relations and in that capacity goes many places, makes many speeches and receives many visitors on the campus. He is a friendly counselor to students and must work long hours with members of the faculty and administrative force at common problems. And yet I have said nothing of the insurance agent, the salesman, and subscription seeker. Of course they come. The saddest task of the President, I am inclined to think, is to tell a student, prospective or actual, who must have help to come to college or remain, as the case may be, that all jobs and funds are exhausted.

And yet the job of being president is a joyfully challenging and interesting one. The fine cooperation of administrative officers and faculty, the association with eager and ambitious youth make it a pleasant, if not always easy task.

Moore

Mr. Channon, a little music from the strings, please.

Strings

"Air Melodieux" by Dott, fading.

Moore

(Against music) "Air Melodieux," by Dott.

Moore

So concludes the seventy-fourth in this series of programs coming to you each Tuesday from the campus of Western Teachers College in Bowling Green. Today we have had music by our studio groups, directed by Mr. Channon, and a symposium on "What It Takes to Run a College," participated in by Miss Mattie McLean, Mr. E. H. Canon, Miss Helen Gwinn, Dean F. C. Griss, Miss Florence Schneider, and President Paul L. Garrett.

What's on the list for next week, Mr. Sterrett?

Sterrett

A new voice on our programs will be heard next Tuesday, that of Mr. Charles Massenger, noted tenor, lately of New York City, who has just joined our staff. Another thrilling feature will be an eyewitness
account of the battle of Shanghai by one of our students who has just come from that faraway city.

Moore This is Earl Moore saying goodbye until next Tuesday at 3:30 C.S.T. and wishing you Life More Life.

Strings "College Heights."