

FILE 838

**ANNUAL REPORT: PRINCIPAL
CURRIE,**

GENERAL CORRESPONDENCE

1930 - 1932

What other
universities
print.

DMC

COLUMBIA UNIVERSITY
ANNUAL REPORT

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MIDDLEBURY

"An annual report is not an easy thing to make, because it is necessary to steer between the Scylla of repetition and the Charybdis of sketchiness. It is not the place for educational theories."

Then he deals with:

Changes in personnel
College activities
Pensions
Tuition
Curriculum
Salaries - their maximum is \$4500
Publicity
Class room work.

Followed by reports of Deans and Directors

CALIFORNIA

A very thick volume, two years in one, with everything in it from soup to nuts.

QUEENS

Changes in Board.

Registration, as compared with previous sessions

Faculty reports

Research

Finance

Student life

C.O.T.C.

Alumni and 'ae

Personalities.

Publications of staff.

Dalhousie

Changes in Board of Governors

Changes in staff.

Degrees conferred

In the year

From the beginning of the college

Attendance

In the different faculties and showing where students come from

Professorial staff:

Tabulated to show: Subject taught
Name instructor
Hours lecturing per week
Number of students

Publications of members of university

Gifts and bequests received, including \$400,000 from Carnegie Corporation Jan. 1. 1929.

Extension lectures

New departures

List of distinguished guests during the year

Death of noteworthy graduates during year

The Reunion 1929

Prizes and Sch. awarded to Dalhousie students

This form of report
would be good for sending
out to citizens of Mon-
treal, as I suspect
Harvard does. Just tells them
what the urgent needs for money are.

HARVARD.

A model for a brief, narrative
form of report.

The President reviews in an informal narrative what has
happened during the year, referring to ,

1. New Buildings
2. Changes in Educational Methods and system - examinations
and tutors
3. ~~Examining~~ Appointment of 2 new officers,
 1. A religious advisor
 2. A consultant on careers.
- 4 Finding positions for graduates - new appointments
- 5 Question of salaries of professors
Full professors \$7000 to \$9000 normally and an
increase is proposed.
- 6 Details of graduate school
- 7 Changes in staff
- 8 Mention of particular parts of university that are
in need of funds
- 9 Promotions and retirements
- 10 Report on professors sent other colleges as exchange prof.
- 11 List of visiting lecturers.
12. Gifts to the university, listed in great detail.

THIS CONTAINS pp.10-11 a dissertation on question of salaries.

NEW YORK UNIVERSITY

Not a large report. Consists of the President's
dissertation on all sorts of abstruse subjects, such as "imagination",
etc., etc. More like an essay than a report.

Then narrates the large gift of \$1,000,000 and other
large gifts.

The Libraries,

Makes a brief summary of the "meat" in each Dean's
Report to the President, but does not print these in full, thus cutting
down the printing to the essential things.

Gives registration by faculties.

Lists gifts and bequests.

ALBERTA

Gives narrative of changes and list of full-time, part-time, etc. etc. instructors.

List of promotions and new ~~ingianx~~ appointments.

Students' registration, listed in great detail:

- By faculties
- By years
- By religious affiliations
- According to national origin
- According to foreign countries
- According to occupation of parents

Convocation. Gives list of degrees granted.

Extension service

Reports of the Deans

Report of the Freshman Committee to the Senate:-

- Why did you decide to enrol? With answers detailed
- What avodation do you plan to follow
- Are you planning to teach?
- To take graduate work? Research work?
- Occupations you have engaged in before coming to college?

Financial statements.

TORONTO

Details of staff, retirements, new appointments.

Presidents personal report on:

what has taken place during year,

changes in courses

special lectures delivered

special convocations held

honours to staff

visit of British headmasters

gifts and bequests totalling \$193,368. during year

followed by reports of Deans, Schools, Librarian

Report on Research

Extramural report

Public health nursing

statement regarding each separate museum.

SASKATCHEWAN

Gifts

Research

Buildings

Attendance

Changes in staff.

Registrar's report

Summer School

LEEDS (founded 1877)

Prints entire list of donors, with amounts, including a special appeal made in 1925-30.

Deals with students loan fund.

"It was decided that the university should entertain at dinner at successive intervals representatives of the professorial staff and business men in the locality. These dinners have proved a happy opportunity for social intercourse between the members of the staff and the community. Expenses met by generosity of private donors."
(An excellent idea, could we follow it?)

PRINCIPAL'S ANNUAL REPORT.

PRINCIPAL'S ANNUAL REPORT.

PRINCIPAL'S ANNUAL REPORT.

DOCKET ENDS:

DOCKET STARTS:



PRINCIPAL AND VICE-CHANCELLOR:
SIR ARTHUR W. CURRIE, G.C.M.G., K.C.B.

FROM
THE PRINCIPAL AND VICE-CHANCELLOR,
MCGILL UNIVERSITY,
MONTREAL.

April 7th, 1932.

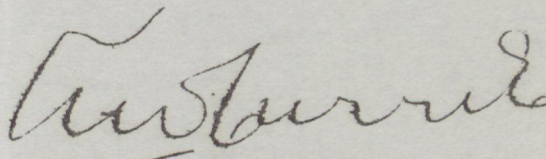
To all Deans and Heads of Departments;

The Annual Report for the year 1930-31 is now in press and will be ready for distribution in about a week's time.

In order to ensure that the publication of the 1931-32 Report is not delayed, I should be glad if you would send me at the close of the session, and before the first of July, if possible, your report on the work of the Session 1931-32. It should be easier, I suggest, to compile these reports while the happenings of the year which has just closed are fresh in our minds.

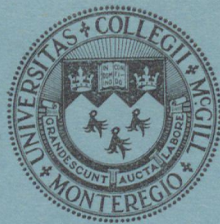
For your convenience I append list of subjects which should be covered - there may be many other things which properly belong in a report of your special Faculty or Department, but it will help me greatly if you will not omit to cover the subjects below.

Yours faithfully,


Principal.

Changes in Policy & Curriculum.
Changes in staff; deaths, resignations, appointments
and promotions
Visiting Lecturers and Special Lectures
Gifts and Bequests
Honours to members of the staff, graduates and students
Scholarships awarded
Delegates to functions at other universities, etc.
Distinguished visitors
New Buildings or Equipment
Special Events, College Activities

Inter-department Correspondence



PRINCIPAL AND VICE-CHANCELLOR;
SIR ARTHUR W. CURRIE, G.C.M.G., K.C.B.

FROM

THE PRINCIPAL AND VICE-CHANCELLOR,
MCGILL UNIVERSITY,
MONTREAL.

April 26, 1932.

At a meeting of Deans today in my office at three o'clock, called to discuss the ANNUAL REPORT for 1930-31, they were unanimous in their praise, considering it quite the best report that the University has had, commenting upon its readableness, and the valuable information it contained.

There was no criticism as to its expense, they believed the money was very well spent indeed.

They considered that the list of publications might very well be censored and suggested that the Departments or Deans might be made responsible. For instance on page 71 they mentioned particularly an article that appeared in the law list by Judge Surveyor on "Christmas in Canadian Homes" and an article in the School of Economics (Household Science) "The Little Miss Decides to Budget" considering that such articles as these really have no place in a list appearing in a University publication.

They suggested that a TABLE OF CONTENTS at beginning would be useful.

That space might be saved if the material on page 48 was in the same type as page 51 and generally that we might get more on a page. Probably we could cut down materially in space by a better printing arrangement of the list of visiting professors.

AWC:DM

THE ANNUAL REPORT.

1931. Last Year.

1932-. This Year.

800 copies

\$1800

500 copies

\$800.00

Therefore we have printed a report this year which it will be generally conceded is much fuller than last year, for \$1000 less.

The report this year contained an extra portion, being report on research in progress.

Do the Deans feel satisfied with the material being submitted by heads of departments? for this research portion?

I felt that the report should come more properly from the head of the Faculty of Graduate Studies and Research, but Dr. Eve did not feel last year he could collect the information in time for publication.

In view of financial situation, would the Deans recommend that our report be reduced to a great extent by all their reports being incorporated in substance in the Principal's Report? The general feeling is that much that is printed ~~is~~ serves no good purpose as a record for the general public, and should be preserved merely for University records but not in printed form.

If the "meat" were extracted from each Dean's report and if the whole "research report" could be summed up by the Dean of that Faculty with fairness to all departments, our annual report could be reduced to mere pamphlet form at great reduction.

The Oxford Report issued for the first time this year is a slim pamphlet written entirely by the Vice Chancellor, dealing briefly with all activities.

But Universities on this side of the water are prone to print very lengthy books in which reports are included in full from every Faculty and even Department.

At a meeting of Deans last year I asked for criticism of the Report but I do not recall that any constructive suggestions were offered.

I understand that several of you feel now that we might improve the report greatly, and if you have any suggestions I should be glad to have them in writing at once so that action can be taken in time. I shall expect to have your annual reports as usual in my hands as soon after the close of the session as convenient.

I think we got the report out in record time this year. Queens and Toronto reports were in our hands shortly before ours came out. But I don't think the McGill report has appeared before at such an early date.

April 5, 1932.

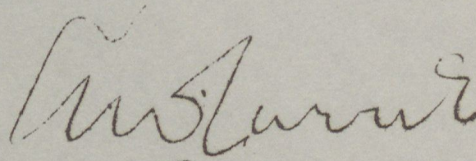
Dear Sir or Madam,

Acting on my instructions, the Librarian asks that you furnish him with a list of publications during the year.

It has come to my attention that because some members of the staff are not responding to this annual request of the Librarian, our list of Publications is incomplete.

I am particularly anxious that you co-operate with the Librarian in his compilation of the list of Publications by members of the staff for inclusion in my Annual Report, and I ask that you fill out the enclosed forms and return them to the Librarian promptly.

Yours faithfully,

A handwritten signature in cursive script, appearing to read "W. L. ...", written in dark ink.

Principal

April 5, 1932.

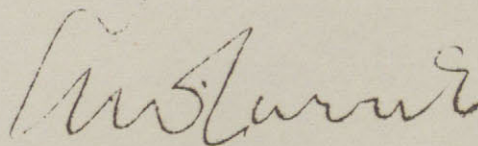
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Yours faithfully,



Principal

DOCKET STARTS:

MCGILL UNIVERSITY
MONTREAL

PRINCIPAL'S OFFICE

I have gone through the Annual Report for last year carefully and thought it as well to submit a synopsis of the contents, so that you could see at a glance what it contains without the laborious task of reading it through.

Mr. Finley advises me that the expense already incurred in setting it up is considerable and is asking for instructions, as Colonel Bovey led him to believe that it would be ready to hand to the publishers immediately.

D.McM.

CONTENTS OF THE ANNUAL REPORT

1928 - 29.

THE PRINCIPAL'S REPORT.

Deals with - Changes in staff
(n.b. this must be made correct and complete
at present it is not)

Distribution of students by geographical
origins and by faculties.

Research.

FACULTY OF ARTS

McGill College.

The Dean's report, a short report of three or four pages, which deals chiefly with recommendations for scholarships and recommendations for reconstruction of East Block of Arts Building, to provide more accommodation. (says nothing about changes in staff and other details of the year such as are dealt with most thoroughly, for instance, in Dr. Martin's report of the Faculty of Medicine.

(For a full recommendation as to scholarships most necessary in the Faculty of Arts see this report).

Royal Victoria College.

A general report of what has occurred throughout the year.
No special recommendations.

FACULTY OF MEDICINE

A complete and full report of the year's work, including all appointments, promotions, deaths, etc. etc. about 34 pages long. submitted by the Dean.

FACULTY OF LAW

The Dean's report, a short report of one page, the only recommendation being a request for more space.

FACULTY OF APPLIED SCIENCE.

Dealing with changes in staff and curriculum; asking for scholarships for graduate students; at present only 1 is available and the pressing forward of our graduate work will require a considerable expenditure principally for personnel. Dealing thoroughly with requirements and work accomplished.

FACULTY OF AGRICULTURE.

Dealing with changes in curriculum; reports on all the activities which have been carried on during the year and gives a full report from each Department of the work which has been done; deals fully with research work done in crops; a long report of about the length of Dean Martin' s, dealing also with changes in staff, etc.

FACULTY OF DENTISTRY

A short report of one page in length.

FACULTY OF GRADUATE STUDIES AND RESEARCH.

Deals with changes in the Faculty; with the lack of scholarships, and gives figures as to the number of scholarships offered in graduate work in other universities; scholarships should be endowed by the university at once; deals with the deficiency in preparation of students in foreign languages, they lack ability to read foreign languages well; recommends a Conversation Club in French and German to help undergraduate students increase their knowledge of these important languages. Gives list of PH.D's.

SCHOOL OF COMMERCE

A short report of one page; mentions success of School, small proportion of failures, positions found for every graduate, records publication by Tate of "Interest, Annuities and Bonds".

SCHOOL FOR TEACHERS: MACDONALD COLLEGE

A short report of two pages, containing general synopsis of work done through the year. Regrettable that so few men are entered; attributes it to the small salaries paid for teachers as compared with other professions.

SCHOOL OF HOUSEHOLD SCIENCE, Macdonald College

A routine general report of two pages; summary of work done

SCHOOL FOR SOCIAL WORKERS

A short report; few men in social work; school seeks their entrance; four scholarships were awarded our students; the Alumnae raised \$300 to cover a two-year scholarship to be awarded next year.

SCHOOL OF ARCHITECTURE

Half a page report, by Prof. Traquair.

EXTENSION DEPARTMENT AND DEPARTMENT OF
EXTRA MURAL RELATIONS.

A brief report of activities.

Extension courses	800 students
School of commerce	100
Romance Languages	200
Library School	<u>58</u> 1158 students

Followed lectures provided
by Dept. Extra Mural Relations 3730

4888 affected by the work.

REPORT OF LIBRARY COMMITTEE

Chief problems are lack of space and increasing use of the library.

Report of Medical Library
Travelling Library Department.

LIBRARY SCHOOL

Report of work.

GEST CHINESE RESEARCH LIBRARY

Report of work.

DEPARTMENT OF PHYSICAL EDUCATION
SCHOOL OF PHYSICAL EDUCATION

Deals with unsatisfactory conditions as to accommodation for various activities; report of what was accomplished.

MACDONALD PHYSICS LABORATORY

Report of work by Dr. Eve in Department of Physics.

No report from the Faculty of Music.

No report from the Department of Chemistry

No report from Department of Pharmacy.

Colonel Bovey's Appendix I. is not correct in that in Dean Martin's report he gives a list of promotions and appointments in the Faculty of Medicine.

Colonel Bovey sets forth an Appendix purporting to be a complete summary of appointments and promotions, deaths, etc. in the entire university. Many of the names in Dr. Martin's list are not to be found in Col. Bovey's appendix.

MCGILL UNIVERSITY

MONTREAL

PRINCIPAL'S OFFICE

Digest of
THE ANNUAL REPORT
1928-29.

The Principal's Report

DOCKET ENDS: