

Northwest
College Personnel
Association

Proceedings
of
Second Annual Conference
Reed College
Oct. 31 - Nov. 1, 1941

Executive Board Meeting
of
Northwest College Personnel Association
October 31, 1941

The Executive Board Meeting of the Second Annual Northwest College Personnel Association Conference was held in Room 316, Eliot Hall, Reed College in Portland, Oregon on October 31, 1941. The meeting was called to order by Dr. O. R. Chambers, president of the association. Those present were:

O. R. Chambers	President	Oregon State College
May Dunn Ward	Secretary-treasurer	University of Washington
James Hamilton	Director	Reed College
Allen C. Lemon	Director	University of Idaho

Miss Ward read the minutes of the general meeting of last year's conference and also the minutes of the Executive Board Meeting of last year. They were approved as read.

The statement of expenses for this year's conference submitted by Dr. Chambers is as follows:

Programs	\$	7.50	
Stamps		9.20	
Phone and telegrams		<u>18.66</u>	
	\$	35.36	
Office Supplies	\$	4.78	
Guest Speaker		<u>15.00</u>	
	\$	55.14	Total Expense
Income: Balance from last year	-	-	-
from fees and dinner tax.	-	-	-
		\$ 24.78	

A motion of acceptance of the expense account as presented was made,

seconded and carried.

The question was raised as to whether this meeting should be called the second or third annual meeting. It was decided that the first meeting would be termed the "Organization Meeting", the 1940 meeting would be the first annual conference; and therefore, this the second annual conference.

The suggestion was made by Miss Ward that the council be composed of one member from each of the institutions of the northwest area instead of district directors as at present. Because of the number of institutions concerned, the idea was abandoned.

The possibility of composing a council with a representative from each of the different types of institutions was discussed; i.e.: (1) state colleges; (2) state universities; (3) colleges of education; (4) church schools; (5) normal schools; (6) junior colleges; and (7) technical schools.

It was suggested as advisable to elect the president and the secretary of the association from the school where the conference is to be held.

There was detailed discussion as to the membership of the association. It was considered that the non-collegiate membership should be limited to 20 per cent of the college membership of the previous year and that not over three-fourths of these should be public school people. That would enable a limited number of industrial people, religious workers, etc. to participate.

The possibility of calling such non-college people the associate or non-voting membership was discussed. Such people attending the conference for the first time would pay their dollar in support of the conference, and if they desired, make application to the board for active membership for the next year.

In connection with the membership question, the suggestion of a student membership was made. It was suggested that the students eligible would be

those recommended by their institution and there would be a fee of 50¢ attached.

The Board decided that the institution where the meeting is being held should be given the right to issue visitor's cards to selected students. This would be a courtesy to the host institution and would involve no fee.

The suggestion was made and accepted that the guest speaker be granted a membership for the next year without dues. This would include both General Winsor, this year's speaker, and Dr. Mander, who was our guest speaker in 1940.

A Committee on the Constitution and By-laws was discussed. The recommendation was made to the Business Meeting that such committee be composed of the outgoing officers and the incoming president; this committee to draw up a constitution for presentation at next year's meeting, (1942).

Miss Ward recommended that the incoming secretary be instructed to buy a secretary's book and suitable files. Moved and carried.

The question of the location of the next meeting was discussed. The advisability of having the conference held every other year in a central location (Portland) and moving around to different institutions on the alternate year, was generally agreed upon and recommended to the Business Meeting.

Dr. Chambers told the Board of an invitation from the University of Washington to hold next year's conference there. It was decided that the presentation of the invitation should be acted upon at a short special business meeting to be called immediately after lunch, October 31, 1941.

The meeting was adjourned.

Respectfully submitted,

by

May Dunn Ward, Secretary

Special Business Meeting
of
Northwest College Personnel Association

October 31, 1941

A special business meeting of the Second Annual Northwest College Personnel Association Conference was held in Room 314, Eliot Hall, Reed College in Portland, Oregon on October 31, 1941 at 1 p.m. The meeting was called to order by Dr. O. R. Chambers.

The invitation from the University of Washington to hold next year's conference there was extended and discussion followed. The motion was made, seconded, and carried that the invitation be accepted.

Dr. Chambers presented the Resolutions Committee and the Nominating Committee.

Resolutions Committee:

E. B. Lemon	Oregon State College
G. A. Odgers	Multnomah College
May Dunn Ward	University of Washington

Nominating Committee:

Mrs. Lyle F. Drushel	College of Puget Sound
Karl Onthank	University of Oregon
Herbert Wunderlich	University of Idaho

The meeting was adjourned.

Respectfully submitted,

May Dunn Ward, Secretary

Friday, October 31, 1941

1 p.m.

Chairman: O. R. Chambers, Oregon State College; Head, Department of Psychology

Panel: O. C. McCreery, Washington State College; Dean of Men
Grace Ferguson, University of Washington; Professor of Medical Social Work
Robert Reichart, Oregon State College; Professor of Education

Topic: Use of Workers in Handling Personnel Problems

O. C. McCreery

Dean McCreery presented the plan used at W.S.C. which in brief was as follows:

I. Selection of Student Aid

- A. Wing Assistants; one for each wing of the dormitory
These are seniors and are given their room in return for their services.
- B. Study Chairmen
One for each fraternity
- C. Personnel Internes (paid for services rendered)
Five men, four of them outstanding upperclassmen and one outstanding sophomore. These are chosen by the Dean of Men each year to help with general counseling. The basis of selection:
 - 1. High scholarship
 - 2. Interest in the field
 - 3. Background
 - 4. Personality--potential leadership

The present internes are all good athletes, active in R.O.T.C. and in campus affairs.

All of these individuals are required to take Ed. 164, a course in Student Leadership. This course carries two hours of academic credit.

II. Training

All of the above individuals are trained in

- A. Administration of tests
- B. Scoring Tests
- C. Interpretation of test results
- D. Education 164, (the course referred to above) the content of which includes
 - 1. General information concerning the institution
 - 2. The chairing of meetings
 - 3. Planning agenda
 - 4. Techniques of interviewing
 - 5. Scholastic counseling
 - 6. Emotional upsets
 - 7. Vocational counseling
 - 8. Avocations
 - 9. The interviewing of each student under their care four times during the quarter with a write-up of the interview.

E. Freshmen counseling

F. Individual projects

Each individual must carry out some one project in addition to the above, such as

1. Correction of reading disability
2. Hospital visitation
3. Morale building
4. Training in social skills
5. Development of leadership course

III. Mechanics of Case Handling

- A. First diagnostic interview by Dean McCreery
- B. Referring of student to member of the staff of internes
- C. In case of development of serious problem, student is referred back to the Dean.
- D. Students referred by staff member (interne) to wing assistant in dormitory or study chairman in the fraternity.
- E. Reference by staff member to faculty counselor or interested members of instructional staff.

Recommendation of wing assistant or study chairman as well as recommendations of internes always given careful consideration in the handling of the student; i.e., the interne recommending a change of course or lightened load can be assured that such recommendation will not be ignored.

IV. Advantages and Disadvantages

A. Disadvantage of student counseling students

1. Counselors immature, hence
2. Danger of wrong counseling

These disadvantages are present in any institution at any time, as students do counsel students.

B. Advantages of student counseling students

1. Rapport among staff members
2. Information concerning campus attitudes. Checks and balances the work of the office.
3. Student counselors are in rapport with office and staff; hence, represent office's view and offset the disadvantage noted above when students are not closely associated with staff.
4. Greater numbers of students are served than could be by staff alone.

Miss Grace Ferguson

The use of student personnel workers at the University of Washington is confined to the use of second year graduate students in the Graduate School of Social Work. During the past year two young women have been engaged in this service. Both have had much experience in social work, both laboratory and field. They are preparing to carry on in the field of Social Service.

These field workers are supervised by members of the faculty of the Graduate School. Their work is in connection with their training program, and carries credit.

Cases are referred to these workers by

1. The Dean of Women
2. House mothers
3. Presidents of the living groups

Close contact is maintained in all cases with the Dean of Women's office.

Nature of Problems: Only serious cases requiring considerable time, contacts beyond the campus, and with other than college groups and associates are referred. This type of case requires the correlation of psychiatric training, medical knowledge, and skill in social work, and is for the most part the type of "serious case" which in the set-up at Washington State College is referred back to the Dean's Office.

These cases are frequently followed after they have left the campus and this serves the interest of both the student and the institution. The cases include such things as severe mental and emotional disturbances, thefts of cash, etc.

The use of these graduate counselors has met a definite need for technical assistance and has proven excellent experience for the graduate students involved.

Robert Reichart

Dr. Reichart presented the procedure used at Oregon State College. This procedure breaks into two parts:

- A. The use of advanced students in Remedial Instruction Courses to aid students needing remedial instruction.
- B. The use of advanced students and graduate students in educational and vocational guidance in helping students with emotional, academic, and vocational problems.

Dr. Reichart handles the first portion of this program. The greatest problem is that of aiding people with reading difficulties. These reading difficulties are frequently effect rather than cause and lead over into the second portion of the program, which is under the supervision of Dr. Chambers.

The students in Remedial Instruction profit as greatly by their experience as the students they aid. One of the chief difficulties is that while many need the service, few volunteer for help. Thus there is as yet a shortage of students to be aided. The attempt has been made to let this work grow slowly and staff members are now beginning to refer students for aid. Those who have come in for help report marked benefit and their academic record seems to bear out the desirability of increasing the service.

The second portion of the program has likewise grown gradually the individuals served being largely those coming from the courses in Education and Psychology. During the last year there has been an increased inclination on the part of staff members and deans to refer cases to the Department of Psychology. Very close cooperation has been established with the Deans of Education, Home Economics, and Lower Division.

In this latter part of the program, critical cases are, of course, handled entirely by staff members.

Discussion from floor

Discussion was spontaneous and heated. The chair was kept busy recognizing individuals. A full report would be quite impossible, but the following high-lights deserve a special mention.

Dean of Women (Holmes) Washington State College

The Dean of Women's Office at Washington State College uses girl graduate students in guidance and counseling in the same manner that Dean McCreery uses the boys. One girl is assigned to each dorm. The combination of housemother (a woman of about the age of the students' mothers) and a graduate girl student (just slightly older than the student) seems very effective.

Dean McCreery; Washington State College

In response to a question concerning the course referred to in his original statements, Dean McCreery suggests that the course in leadership does seem on first sight intangible, but points out that the purpose is to discuss the philosophy of leadership and its objectives. The students themselves met and outlined the materials to be covered, asking specifically for training in:

1. Mechanics of chairing a meeting.
2. How to appoint administrative committees.
3. What constitutes a good secretary.
4. Group Psychology--educative techniques; the place and method of propaganda, etc.

People from the outside are invited in to aid in the discussion of each phase of the course. Practically all of the students taking the course are in places of leadership at the time they enroll and use their positions of leadership as a laboratory.

Dean of Women (Ward) University of Washington

Mentioned the advantages of a downtown or off-campus agency through which the graduate social service student functions. Such agencies do not stop their work with the close of classes. Such an agency in Seattle is "The Family Agency".

Also suggested that many of the problems which they had to handle have been associated with the disappointments and disillusionments of rushees, many of whom quit school if they do not make the desired house.

Bill Langan

Secretary to the Dean of Agriculture; Oregon State College

Mr. Langan has been using students in the School of Agriculture to aid in counseling. He stressed that students do keep confidences very well. They consider their opportunity to counsel a privilege and an honor and would do anything to prevent jeopardizing their privilege and the advantage which they believe accrues to the students aided.

General Discussion on Disciplinary Committees.

The question was raised as to whether the Disciplinary Committee should have student members, and whether or not the Deans of Men and Women should be members. There was some disagreement with regard to student membership, but the consensus of opinion was the Deans of

Men and Women should not be members of the Disciplinary Committees. It was suggested that the Deans should have the privilege of taking out of the committee's hands any disciplinary problem that the Dean's Office felt it might solve, and should likewise be free to drop the problem back into the hands of the committee whenever further attempts at solution seem fruitless. The dean should never be called upon to prosecute a case but should be free to appear in behalf of the student if such action seems advisable.

October 31, 1941

3 p.m.

Chairman: Allan C. Lemon; Head, Dept. of Psych. University of Idaho
Panel: Colonel Edward Kimmel; Retired Commandant, University of Washington
L. B. Balsam; Chairman College Committee on Sel. Service; Reed
College
Ruth B. Huggins; Executive Secretary, Central Vol. Bureau; Portland
Eleanor Thompson; Director Nursing Education; U. of O. Medical
School
R. Franklin Thompson; Dean of Freshmen; Willamette University

Colonel Kimmel
Philosophy of Selective Service

Conscription is an historical fact beginning with Napoleon and continuing through the French Revolution, the Civil War, and World War I.

Selective Service has been adopted by this country as the best working technique in a democracy. It levels all men. Conscription by the selective service system is a recognition of the fact that citizenship involves duties as well as privileges.

Administration of the act involves serious responsibilities. The real work is done and responsibility assumed by the local draft board which is appointed upon the recommendation of the state government.

The veterans of World War I advocate conscription not only for soldiers but for business and industry as well. Their reasons for this are that it would:

1. Build up a reasonable military reserve as an insurance against war, providing an adequate training program so that should war come we would be able to end it quickly.
2. Improve the output of arms and munitions for those who need them.

The American college has a distinct place in meeting defense needs. It seems that it would be desirable:

1. To continue in the colleges and universities all capable students until the completion of their Bachelor Degree.
2. Offer in all institutions courses in Military History and Policy just as there are now special courses of this type in Engineering and Science Departments.

The future of our nation is inextricably interwoven with the thorough training of our youth.

L. B. Balsam
College Set-up for Administration
of Selective Service Program

Reed has board of three people to work with the students and the draft board so that the national defense program may be expedited with greatest benefit to all concerned. This board's attitude may be summarized as: "Recommending deferment when and only when the student's preparation is for a job which is a necessity for national welfare, and when the student has proven his adequacy for the field of his choice."

The board is especially interested to secure deferment for gifted students who:

1. Are preparing for such fields as physics, engineering, and chemistry.

2. Who are preparing for non-scientific but critical fields of endeavor.
3. Who would be seriously harmed by a break in their preparation when and if that preparation could be completed in a few months.

The board recognizes that government agencies must continue to operate and that they have great need for brilliant students in the Social Sciences and Liberal Arts courses.

Draft Boards are in general sympathetic with college students in the above situations.

Ruth B. Huggins
The Place of Women in the Crisis

College women today are definitely patriotic and so desirous of helping with the volunteer work. Deans of Women are very cooperative in recommending the volunteer service to girls interested.

Many fields of work are open. Some of these are the various phases of social work, traveler's aid, child guidance clinics, recreational work, etc.

Eleanor Thompson
The Place of Women in the Crisis

For years women have served their nation in periods of crisis and rarely more effectively than in the field of nursing. In every crisis enormous numbers of women are needed and additional facilities are furnished for their training.

Here on the Pacific Coast the University of Washington, the University of California, Oregon State College, and the University of Oregon Medical School all receive funds from the Federal Government. Already the impetus for increased training of women in this field of service is upon us, and further stress is certain to come.

Personnel workers in guidance and counseling can be of service to both the individual woman and the government in suggesting Nursing Education as not only a temporary but a permanent vocation which will fit into the woman's permanent place in a peace-time society.

R. Franklin Thompson
Counseling and Alternative Opportunities

The speaker pointed out that the counselor must not think entirely of keeping the student in school. There are many occasions when honesty and the welfare of the student demands that he be advised to drop out of school and go into service immediately. One such occasion is when the individual is capable of and interested in entering the Air Corps when his draft number would indicate the likelihood of an early call to service. Another such situation may exist when the individual is not too well adjusted academically but has mechanical ability that would make him a desirable employee in defense industry or in one of the specialized branches of service. There is danger that the counselor will think too exclusively in terms of the institution enrollment.

There is also the need that students be warned against too narrow a vocational outlook as many of them would take a place in defense industry without preparation for broader outlook and find themselves at the end of the emergency without a field for peace-time earning.

Discussion

It seemed the consensus of opinion after an active discussion from the floor that

- (1) Medical students doing acceptable work should be recommended for deferrment as a war of any length would produce a shortage in this field.
- (2) All students in their last year might well be deferred unless some unexpected crisis should alter the present picture.
- (3) That all brilliant or better than average college students might well be deferred unless the present situation changes markedly. Comment was made on the far-sighted policy of the Chinese in this regard.
- (4) Teachers in the public school system might well be exempt from selective service save in extreme crises, as men teachers especially in the fields of science are critical for the education of our younger generation.
- (5) No blanket postponement or deferrment should be made but each case should be considered on its merit, and without fear of setting precedence.
- (6) The deferrment of outstanding individuals in social science and Liberal Arts is as critical to the welfare of the country as is the deferrment of individuals in physics, chemistry, and allied subjects.
- (7) Counselors now as never before, carry a responsibility for unemotional, rational, and thorough-going counsel bearing in mind the welfare of the individual and society regardless of institutional ambitions.

Conference Dinner

Toastmistress: May Dunn Ward; Dean of Women; University of Washington
Speaker: General H. G. Winsor; Personnel Officer, (Puget Sound Power and Light) and O.P.M. Representative, Seattle, Washington
Topic: Business Personnel Needs and Practices in the Present National Crisis

Toastmistress Ward in introducing General Winsor mentioned his long having been active in the N.W. Personnel Management Association, an association that is one year older than our own.

General Winsor

It would be impossible to do justice to the General's presentation without actually transcribing his talk--a thing which space prohibits. Some of the high lights of his presentation were:

I. Why the Present Crisis

A. Causes from World War I

1. After having defended our democratic form of government the Treaty of Versailles created an impossible situation. Germany could not meet the requirements. Our representative recognized this but could not overcome the prejudices of other nations.
2. In the period following the war, the economic stability of this country was upset by short-sighted policies.
3. Unwilling to alter the Versailles Treaty, the allies neglected to enforce it. Thus egging Germany on to vengeance without any action to prevent it.
4. The explosion of 1929.

B. Entrance of Hitler

With the German people ready to accept anyone who promised salvation, Hitler came on the scene with a definite philosophy and promising all things to all men. His plans frankly written in Mein Kampf were to dominate Europe and impose his philosophy upon the world. This was to include the Western Hemisphere. We discounted the danger since he talked so openly about it.

II. Factors in our Present Situation

A. Why consider ourselves part of the world crisis

We count ourselves in because first, we have emotional ties (patriotism) which force us to action. Second, we are intellectually concerned as we have a genuine heritage to maintain, and third, that heritage of self-determination cannot be maintained in the same world with governments dominated by the Hitlarian Ideology.

B. Our Armed needs

1. The estimated man-power of the U.S. available for armed service is at least 8,000,000--could be more.
2. For anything like a maximum effort in a world struggle at least 5,000,000 would have to be under arms.
3. In normal times there are 50,000,000 male wage earners in the U.S.
4. For each man in service, ten men must be engaged in production and transportation to serve that one man.
5. Our present armed forces number 1,500,000. This implies 15,000,000 occupied with the needs of our armed forces.
6. Before the year is out, at least 2,500,000 men will be under arms and 25,000,000 will be engaged in maintaining that force, thus leaving 20,000,000 of the usual 50,000,000 producers to supply a civilian population of 125,000,000.

7. Obviously, the 25,000,000 will have to be replaced either from those who under normal conditions are considered too young or too old to work, or from the women of our country.
 8. If 5,000,000 men were in arms the total normal labor force would be involved in production for the armed forces.
- C. Steps already underway to meet our needs
1. The framework for a registration of woman power is already complete in Washington and such a survey will probably be complete within the year.
 2. Women workers are already being trained to relieve men in light-welding, light assembly line work, as telegraph messengers, filling station operators, elevator operators, accountants, etc. In many of these fields the transition is already well underway.
 3. At least for the present women will not be drafted but will be encouraged to assume responsibility in the above fields as well as in agriculture.
- D. Why these extreme steps are necessary
1. Superficial view and ego-centric attitude of the average citizen who has shown no interest in the well-being of his fellows or his country.
 2. Unjustified smug feelings of superiority and security.
 3. A misconception of the real objectives by individual citizens and groups of citizens who did not realize the possibilities and probabilities latent in the world situation.
 4. Persistent efforts of subversive groups to prevent any defense plans and to augment internal dissention.

III. What must we do to maintain a safe position for Democracy in the world of Today

A. As a Nation

1. We must achieve and maintain supremacy in the air
We have fondly hoped that we had it. That was wishful thinking.
2. We must secure and maintain adequate bases for air and naval power at whatever points are of strategic importance.
3. We must secure and maintain supremacy of the seas. This requires what we do not have--a two-ocean navy plus.
4. Superiority on land in numbers and equipment of troops.
We must not assume that our situation is impregnable. It at present is not. To the above ends it is essential that

B. As Organized Groups

1. We must correlate our efforts in all defense fields. This means a planned economy and submergence of individual group rights.
2. We must organize transportation to make weapons available.

C. As Individual Civilians

1. Give up some or if necessary all luxuries.
2. Cooperate in
 - a. financing the effort
 - b. maintaining maximum individual productive effort

IV. Personnel problems involved in and typical of the crisis

A. Transients

Defense industry means regrouping men; massing them in localities where they are not now available. It is imperative that only those skills actually needed shall be massed. Thus advanced selection is imperative.

IV.

B. Union Agreements

The first source of labor supply is of course the union. When these are assimilated (and they are already) the second source of supply is the employment service--those more or less skilled but non-union. This has demanded testing programs but the supply is now virtually gone and that phase of personnel worked out. The third and final source is the group of unemployed or the reallocation of those employed in other fields. This is the present and future problem and involves job analysis, selection on the basis of aptitude for work in which the individual is not at present skilled. To this end, local enrollment and pre-training are essential with the passing on to industry of those individuals who in this training show likelihood of success on the job. Additional training is being and will continue to be given on the job and promotion granted as rapidly as the individual's progress justifies. For the most part, little difficulty is experienced with the union in carrying out this program. In times of crisis, it is doubly imperative that we fit men to jobs rather than jobs to men.

C. The training of supervisors

The training of supervisors in a rapidly expanding industrial set-up is even more critical than the training of the individual workers, and is a task the details of which are much less standardized and specific.

V. Summary

- A. The crisis, regardless of background, is here.
- B. We all individually and collectively have our stake in meeting it.
- C. Its mastery will involve enormous expenditures and every man and woman is responsible for seeing that the money is well and effectively spent.
- D. To secure effective use of large numbers not technically trained, job break-down into small units is an essential.
- E. This demands thorough job analysis with continual re-analysis and the passing of this information to the training units. This process is being effectively worked out.
- F. The attitudes of unions toward personnel has been very cooperative, especially in those best organized and most responsible unions.
- G. Our problems are new. Our course unchartered. But our goal is obvious, our techniques known, our progress to date rapid and effectual. The personnel worker has a critical task to perform. May we continue with increasing efficiency to justify the faith that is placed in us.

General Business Meeting
of
Northwest College Personnel Association
9 a.m.
November 1, 1941

The General Business Meeting of the Second Annual Northwest College Personnel Association Conference was held in Room 314, Eliot Hall, Reed College in Portland, Oregon on November 1, 1941. The meeting was called to order by Dr. O. R. Chambers, president of the association.

Upon the request of the president, Miss Ward gave the following brief historical sketch of the organization of the Northwest College Personnel Association:

February, 1940

A dinner was held at the University of Washington in February, 1940, under the auspices of the American College Personnel Association. The dinner itself brought forth a very informal and very lively discussion on all sorts of personnel problems. There was not at this meeting any strong desire for a formal organization but a definite wish to continue such informal gatherings among northwest personnel people. As a result of this, Dean McCreery was entrusted with arranging a luncheon at the Spring Meeting of the Inland Empire.

April 5, 1940

The first gathering and organization meeting of those of the Northwest interested in College Personnel was held in the Tent Room of the Davenport Hotel, Spokane, Washington, April 5, 1940. The meeting was called to order by Dean McCreery, after a very pleasant "get-acquainted" lunch. Those present were:

Otis C. McCreery	Washington State College
Lulu Holmes	Washington State College
May Dunn Ward	University of Washington
Edwin Stephens	University of Washington
George Allen Odgers	Multnomah College, Portland
Dr. R. S. Powell	College of Puget Sound
M. S. Kuder	Western Washington College of Education, Bellingham
Anna Jane Carrel	Whitworth College, Spokane
N. J. Aiken	Washington State College
Marion Jenkins	Whitworth College, Spokane
Carl W. Salsler	Oregon State College
Mary E. Ferguson	University of Montana

Those expressing an interest, but unable to attend were:

Prof. O. F. Hite	College of Puget Sound
Dr. Samuelson	Central Washington College of Education, Ellensburg
Dr. Muzzall	" " "
George Greene	Lewiston State Normal School
Mrs. Gertrude L. Dustin	" " "
Dr. W. W. Smith	University of Idaho
Herbert "Underlich	University of Idaho

Dean McCreery opened the meeting with a discussion on the value of personnel organization and expressed the belief that the acquaintances made were, in themselves, justification.

Mr. Kuder reported that his president was convinced.

Mr. Odgers felt it was so obvious as to need no discussion.

Dean Holmes felt such meetings should coordinate with other meetings and with her remark the discussion immediately centered on the practical problems of such an organization as a self-evident need.

Miss Ward reported on the work and aims of the American College Personnel Association.

The next question raised was the relationship with the ACPA. Should we be a separate entity, or should we be a section of this national association that concerns itself solely with college problems? It was decided to leave this to individual membership at present, with future relationship an open question. It was noted, however, that several of those present were already members.

Discussion of the organization of the northwest then proceeded. It was decided, at Dean McCreery's suggestion, to have three regional directors: one in the Portland area; one in the Puget Sound region, and one east of the mountains. On raising the question of the qualification of such directors, it was decided to call on anyone interested. Mr. Odgers moved that Dean McCreery be elected Chairman. This passed unanimously. Miss Ward was nominated and elected as Secretary. The directors elected were President Hall of Idaho, Southern Branch, at Pocatello, first choice, and Miss Steunenberg, also of the University of Idaho, Southern Branch, in case he could not serve for the eastern section; Mr. Densmore for the Puget Sound section, and Mr. Odgers for the Portland section.

Discussion of the time and place of meeting brought forth a strong feeling that it should be held near some other meeting. Practically all personnel people belong to their own professional organization. This would help the traveling expenses for a few. The registrars were favored this time. It was moved, seconded, and carried, that the first Northwest Personnel Association Meeting be held at Portland for one day, either just before, or just after the Meeting of the Registrars. It was also suggested that the three directors act on the Program Committee. Meeting during the Christmas vacation was also suggested, but not accepted.

Suggestions for the program were then called for. The following were made:

1. Types of Personnel Problems
2. Integration of Personnel Agencies in Colleges
3. Orientation
4. Cumulative Records
5. Extra-curricular Activities

6. Explanation of Personnel Policies

Registrar
Discipline
Scholarship
Health
College Counselors

The discussion held early in the meeting brought forth several topics of interest.

1. The training of undergraduate students for high school personnel work. Several reported that students going out to teach are often called on for Girls' Clubs and Boy's Clubs. Can we prepare them for this?
2. Interpretation of test scores.
3. Counseling set-ups.
4. Exchange of ideas, opportunities.
5. Experimental work in testing.

The last piece of business was the choosing of a name. After a brief discussion, it was moved, seconded, and carried, that the name of the organization be the Northwest College Personnel Association.

November 8, 1940

The first annual meeting of the Northwest College Personnel Association was held at Reed College, Portland, Oregon on November 8 and 9, 1940.

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The secretary, Miss Ward, read the minutes of the Executive Board Meeting held in Room 316, Eliot Hall, Reed College, October 31, 1941. The motion was made, seconded, and carried to receive the minutes as read. The minutes of last year's general meeting were then read.

The secretary presented the Treasurer's Report of the last year. The motion was made and seconded to accept the Treasurer's Report. It was carried. (See report of Business Meeting of Officers and Directors.)

The secretary, to facilitate consideration, presented separately each item contained in the minutes for discussion and action.

Representation by Type of Institution: Some thought that this might be an unfair distribution due to the fact that there are a great majority of state schools over some of the other types, and yet they (the state schools) would have no more representatives than the other types.

The suggestion was made that the technical schools and church schools should be included under the heading of "Independent Schools". It was recommended that consideration be given to representation on the Board on the three bases of: (a) types of institutions; (b) geographical location; (c) types of work.

The question was referred by common consent to the Committee on Constitution and By-Laws and would thus be voted on as part of the constitution next year.

Suggestion of Officers from Immediate Area of Location of Annual Meeting: It was the consensus of opinion that the suggestion was valid and it was recommended that the nominating committee take it into consideration in their nominations for the coming year and that the Committee on Constitution and By-Laws give it serious consideration in their report to be presented in 1942.

Membership of the Association: The Executive Board had suggested a 20 per cent limit on the participation of non-college people, only three-fourths of whom were to be public school people. This assembly favored a fifty-fifty split between public school and industrial people rather than a seventy-five-twenty-five ratio and recommended the inclusion of this in next year's report of the Committee on Constitution and By-Laws.

It was further suggested that the Board should be empowered to refuse any applications for associate non-voting membership even though the quota of 20 per cent of the former year's full membership had not been filled. This recommendation was passed on to the Committee on Constitution and By-Laws.

Student Membership and Admission to Individual Sessions: The meeting accepted the suggestion of the Board that non-voting student memberships for the year should be at the rate of 50 cents with the exception that the institution entertaining the convention might issue visitor's cards to individual students whom they desired to have attend without cost to the institution or student. Individual sessions attended by persons not registering were to be charged for at the rate of 50 cents per session.

It was moved, seconded, and carried that an honorary membership for the year be granted to the speaker of the year and that this be retro-active so as to include Dr. Mander of the University of Washington, last year's (1940) speaker, as well as General Winsor, our guest speaker in 1941.

Committee on Constitution and By-Laws: The recommendation of the Board for a Committee on Constitution and By-Laws to be composed of the outgoing officers and the incoming president was unanimously accepted and the committee asked to report at the Third Annual Conference in 1942.

Rotation of Yearly Meetings: There was discussion as to the location of the yearly meetings. A motion of endorsement of the suggestion as presented by the Executive Board was made, seconded, and carried. This suggestion is namely; that the conference be held every other year in a central location (Portland) and move around to different institutions on the alternate years. This suggestion was passed on to the Committee on Constitution and By-Laws.

Doctors Lemon and McCreery of the University of Idaho and Washington State College respectively offered a tentative invitation for 1944 for a meeting to be jointly sponsored by those institutions. The sense of the meeting was a tentative endorsement and acceptance of that tentative invitation.

New Business

The past year the minutes of the conference meeting were mimeographed and sent to the members of the association. A suggestion from the floor was made that the minutes be printed this time instead of mimeographed. A question of dignity vs. cash. The suggestion is to be referred to the Board for consideration and action.

It was moved and passed that all institutional libraries be given copies of the proceedings to keep on file for the faculty and students interested. There would thus be about twenty-five copies sent out instead of 120. It was also moved and passed that copies would be supplied at cost to those especially interested in having their own.

Dean Karl Onthank reported on the decision of the Nominating Committee. Taking into consideration the location of next year's conference and the advisability of having the officers within commuting distance of each other, the committee presents:

Officers

President	May Dunn Ward	University of Washington
Secretary	M. S. Kuder	West. Wash. College of Ed.
Treasurer	John D. Register	College of Puget Sound

Directors

N. J. Aiken	Washington State College
G. A. Odgers	Multnomah College
Miss Eleanor Thompson	University of Oregon Medical School
Miss Leona E. Tyler	University of Oregon
General H. G. Winsor	Personnel Officer; Puget Sound Power and Light; OPM Representative

It was moved and seconded that the slate as presented by the Nominating Committee be accepted. The motion was carried unanimously.

Miss Ward then presented the report of the Resolutions Committee. This was divided into four sections as follows:

- I. Resolved that the Northwest College Personnel Association express its keen appreciation to:
 1. Reed College and its administration for its gracious hospitality of two years and to Mr. James T. Hamilton, the local chairman for his efficient help.
 2. The directors of the Association for their excellent planning of the program of this meeting.
 3. To the chairman and members of the various panels for the leading of the discussion.
 4. To General H. G. Winsor for the excellent and informative material he gave to us in his address and in answer to our questions.

- II. Resolved that during the coming year the members of the Association make special efforts to interest fellow faculty members in the Association; the officers and members endeavor to have representatives

from all the higher schools in this area in attendance at the next year's meeting; that the officers present to the next year's meeting recommendations concerning institutional memberships.

III. Resolved that the planning of a constructive program in the present emergency for the women now taking their training in college be a major consideration of the Northwest College Personnel Association.

IV. The membership of the Northwest College Personnel Association is impressed by the fact that many high grade young men registered in the upper division and graduate years are being called into military service under the Selective Service Act, thereby interrupting their programs of study and depleting a vital source of leadership for the future. It is therefore requested that the American Council on Education be asked to use its influence in urging an extension of the Selective Service deferment now available to students in engineering, medicine and the sciences to include college men in all fields of study who have shown exceptional abilities and promise and who are registered in the upper division and graduate years.

When the third resolution was presented with regard to women in the crisis, its necessity was questioned from the floor. Dr. Chambers then told the Association that General H. G. Winsor, federal representative of the OPM had told him that the calling of women into various services especially in production would be very heavy within a year. In the light of this information the resolution passed.

After discussion, it was moved, seconded and carried that each resolution be adopted.

Dr. Chambers urged that late comers be sure to register before lunch.

The meeting was adjourned.

Respectfully submitted,

May Dunn Ward
Secretary

Saturday Morning
November 1 10 a.m.

Chairman: O. R. Chambers, Oregon State College
Panel: M. S. Kuder, Registrar, Western Washington College of Education
E. B. Lemon, Registrar, Oregon State College
Herbert Wunderlich, Dean of Men, University of Idaho
Douglas McClane, Registrar, Whitman
Topic: Personnel Within Individual Institutions

M. S. Kuder

- I. Development of Western Washington College of Education Personnel Program
 - A. All colleges for years have done some sort of student personnel work.
 - B. Five years ago the president and a few members of the staff felt personnel work needed more emphasis. The urge for the move came from the staff rather than being imposed by the president.
 - C. The chief personnel functions being carried on at the time of this new impetus were:
 1. Orientation of freshmen
 2. The handling of discipline cases
 3. Relatively unorganized counseling
 4. A partial testing program
- II. New emphasis resulted in organization of student personnel committee which
 - A. Was made up of those individuals who already had specialized personnel functions plus additional members of the faculty.
 - B. Became a standing committee with its chief function "Policy Recommending"
This committee undertook
 1. To agree on a set of principles
 2. The coordination of all personnel functions
 3. The elimination of overlap of function
 4. To lay out an organization chart and define duties and functions
 5. To muster evidences of institution and student needs
 6. To try out methods of meeting these needs
 7. To evaluate such methods
 - C. Invited the participation of the faculty as a whole and kept the faculty informed concerning its aims, methods, and progress.
- III. Results of such organization
 - A. Definite elimination of duplication of effort
 - B. A greatly expanded fund of information concerning each student
 - C. Centralization of information
 - D. Improve the amount and quality of counseling
 - E. Set up a speech clinic
 - F. Organize vocational guidance
 - G. Established a system of counseling by older students
 - H. Establish a faculty advisory system
- IV. Conclusion
 - A. The personnel problems of the students and institution have progressively been better handled and with greater dispatch.
 - B. Action of a committee has been better received by both student and staff than action of individuals.

C. Student personnel program can develop no faster than the college as a whole is willing to accept it and this set-up has permitted a development from within with education of all concerned, thus speeding a sound growth.

E. B. Lemon

I. Organization of Oregon State College's Personnel Work

A. O. S. C. divided into nine divisions or schools and the personnel organization has been fitted into this pattern. Each division having a head counselor who allocates each student to a staff member for counsel.

B. An Executive Committee of eight.

1. This committee of eight acts as a coordinating committee.

2. It functions through the Registrar's Office.

3. Serves as a Disciplinary Committee after the problems develop, but not preventing them.

C. Working with this Executive Committee and for the head counselors of the divisions there are

1. The Student Health Service

2. Physical Education Department

3. The Speech Department with a speech clinic

4. The School of Education with vocational counseling facilities and a remedial instruction program

5. The Department of Religious Education

6. The Department of Psychology with

(a) courses and personal counseling in Mental Hygiene

(b) clinical facilities in

(1) study techniques

(2) personal problems

These agencies constitute an informal cooperative clinic.

D. Freshman Week under direction of special committee that closely identifies itself with the Executive Committee of eight. This set-up includes

1. Orientation of freshmen

2. The giving of psychological, english, and mathematics tests as well as physical examinations

II. Improvements Needed

The improvements needed are contingent upon the availability of money and so at present are in obeiance.

A. More time is needed by the head counselors who at present must carry a full teaching load.

B. Some slight adjustment of time for individual counselors who likewise must carry heavy teaching schedules.

Herbert Wunderlich

The University of Idaho has extreme departmentalization of the Personnel Program, consisting of health, morale, and placement. To date the registrar gets them into the institution. The Dean of Women handles the personal problems of the girls. The Dean of Men was introduced to the campus three years ago and works through proctors and their wives in the dormitories.

A committee on N.Y.A. functions successfully.

A full-time placement program is carried by the School of Education. Other placement is done almost entirely through the academic deans who handle registration, educational and vocational guidance.

A testing program is handled by the individual departments such as the Department of Engineering, Department of English, and the Health Center.

Serious problems are handled through committees which meet occasionally. For instance, health and housing committees meet in August sending out nurses to check housing conditions in dormitories, houses, and private homes. Mental Hygiene problems are referred to the Health Service.

The school is weak in the fields of Educational and Vocational guidance and very little of this work is done by the high schools of the state. There is need for a more coordinated effort to gather and centralize information on students.

Douglas V. McClane

Secondary School Relationships have been neglected in the past.

Freshman Week is of a special significance, students being met as nearly as possible on an equal plane and oriented to their new environment.

Advice is given chiefly by the deans.

The student takes as much responsibility as seems practical in his registration.

English courses and orientation courses are combined, and the English instructors are among the best personnel counselors.

The coordination is not as loose as it appears from the above since there is a committee whose identity is not known--for the most part not suspected. This committee meets in the Registrar's Office once a week and works toward the best interests of faculty and students. This committee is very new and is in the emergence stage. From it will probably arise a coordinated system meeting the needs of the individual institution.

The attitude at present is one of dislike for the establishment of too much welfare work or the placing of personnel work on a pedestal, isolated from daily contacts. It is a belief that informal procedure is more effective in a school the size of Whitman and that the students served will be sufficient advertisement of opportunities for counseling available.

It is also believed that there is danger of centering too much attention upon the freshmen, and than allowing the sophomores and upper-classmen to go without sufficient attention.

An analysis of the expenditures of the various agencies shows that personnel work secures the following percentage of the budgets of the individuals or centers indicated:

1. Dean of Men	6%
2. Dean of Women	7-8%
3. Director of Personnel	7%
4. Registrar	16-20%
5. Health Center	30-35%
6. Employment	1-6%
7. Placement	3-6%

There seems to be very little real difference of opinion among the members of the staff as to what personnel work should accomplish.

Discussion from the Floor

The discussion was spirited. It is not possible to give full credit to the sources. However, there seemed to be rather general agreement with regard to the following:

1. The importance of non-classroom guidance with particular emphasis upon the bullfest, either among students or between students and staff.
2. The importance of organized living groups such as sororities in the furthering of the personnel work.
3. The growing importance of cooperatives.
 In this connection, the University of Washington cooperatives were discussed, with full recognition that they represent an adjustment to the conditions of a large school located in a large city.
 The Idaho cooperative plan was presented--a plan in which cooperative buying even by batching students has become a reality. The cooperation in this case extends to the athletic, social, and political activity of the organized, scattered in individual rooms, or living in batching groups. In this set-up proctors act as landlords and chaperones. This cooperative set-up has done much to improve the housing conditions in the small town where they were very bad a few years ago. This has been accomplished gradually and without undue hardship upon landlords.
4. The desirability of cooperation with high schools in educating high school students concerning the advisability of attending or not attending college and the selection of institution to be attended and field to be entered.

Luncheon Meeting
of
Old and New Officers and Directors
November 1, 1941

Following a luncheon at the Reed Commons attended by all the conference members who were still present, a meeting of the old and new officers and directors was held. The meeting was called to order by the new president, Miss Ward. Those present were:

New Officers

May Dunn Ward	President	University of Washington
M. S. Kuder	Secretary	Western Wash. College of Ed.
John D. Regester	Treasurer	College of Puget Sound
N. J. Aiken	Director	Washington State College
G. A. Odgers	Director	Multnomah College
Leona E. Tyler	Director	University of Oregon

Old Officers

O. R. Chambers	President	Oregon State College
May Dunn Ward	Secretary	University of Washington
James T. Hamilton	Director	Reed College

Suggestions were called for in regard to next year's conference. Dr. Chambers, in the light of his experiences as president for the past year, 1940-41, suggested:

- (1) Someone should be posted at the door of the meeting room to check on registrations.
- (2) No one should be admitted to meetings who has not registered.
- (3) In the matter of registration, the four different classifications

should be indicated by four colors of tag; i.e.:

- (a) full membership: college people and old members; \$1.00 Red
- (b) associate non-voting membership: for public school people, industrial and religious workers attending conference for first time; full membership possible upon application to Board. \$1.00 Blue
- (c) student non-voting membership: students recommended by their institution as interested in the field. .50 Yellow
- (d) single admission: for persons wishing to attend just one of the sessions. (If that session is the banquet session they should pay the fifty cents and the price of the banquet ticket too.) .50 Green
- (e) visitor's cards: distributed by host institution to students whom they desire to attend. Name of student on face and signed by institution representative. no fee White

In this way there would be a complete record of attendance at the conference.

Associate non-voting membership: It was suggested and met the approval of this group that care should be taken to see that these memberships are distributed according to area and importance of groups being represented.

Some suggestions for filling this membership:

- A. Consultation with the Principal's Association and Industrial Associations, with regard to representation.
- B. Labor representative might be advisable.
- C. Civil Service interest might be considered.

Probability of Miss Thompson and General Winsor accepting positions in the association as directors. While they are both very busy persons, it was thought worthwhile to extend the invitation but not to press the matter. Dr. Chambers will contact Miss Thompson and Miss Ward will approach General Winsor. In case of refusal, it was suggested that each of these be asked to name three persons whom they considered good possibilities in their fields for representation on the board. Each member of the old and new boards will be written to and the names of the new nominees will be sent to them for their o.k.

The matter of institutional membership was presented. The suggestion was made of pooling money and sending a representative from each school, but the idea was abandoned. It was thought inadvisable in that other members might have trouble in securing permission to attend if their institution was represented by an official delegate.

Program suggestions for next year's conference (1942):

- (1) Aiken: Suggests something as follows: "Is There a Current Youth Program Today Unique to the Times?" (The social-economic factors back of the whole program.) A possible speaker: Alexander Herron, War Production Board of Crown-Zellerbach Paper Co.; San Francisco. Ask again for details and address from General Winsor.
- (2) Possibility of getting students from army camps to discuss programs (question of permission).
- (3) Odgers: Use of secondary school people on topic of coordination of high school and college guidance.
- (4) Chambers: Suggests man who would help with discussion on industrial workers. Maurice Bullard. Used to be with secondary schools. Now at Portland Ship Yards.

- (5) The problem of intellectual honesty in industrial work and in the colleges. Failure of training in certain areas in ethics in personnel work. Responsibility of the college in providing and equipping students with an ethical standard (possibly out of controlled extra-curricular experiences).
- (6) Kuder: More on specific techniques from information systematically collected in advance. Chambers suggests use of Miss Elizabeth Stetson's thesis on "Personnel Practices in the Northwest." He will procure it.
- (7) Presenting a composite of what is being done. Research that is being accomplished. One session might well be devoted to research being carried on in this area.
- (8) Exhibits.

Plans should be made for board to get together for one planning meeting which might be held in Seattle during Spring quarter of 1942. Agreement was made to pole membership on desired topics for next year's conference. The meeting was adjourned.

Note:

Both Miss Thompson and General Winsor accepted positions as directors.

Northwest College Personnel Association

Proposed Budget for 1942

RESOURCES

Balance \$51.64
 (March 16, 1942)

Registrations
 November, 1942
 Estimated 70.00

Total \$121.64

EXPENDITURES

Outstanding bills (estimated):

Expenses (Dr. Chambers, and
 stenographic help) \$15.00

Proceedings 20.00 \$35.00

Activities for 1942:

Programs \$10.00

Speakers expenses . . .15.00

Proceedings 20.00

Supplies, postage,
 phone, and telegraph . 15.00

Expenses of officers . 10.00 70.00

Operating reserve for
 1943 \$16.24

Total \$121.64

OFFICERS AND DIRECTORS

1940-1941

President--Othniel R. Chambers
Department of Psychology, Oregon State College

Secretary--May Dunn Ward
Dean of Women, University of Washington

Eastern Section--Allan C. Lemon
Department of Psychology, University of Idaho

Northern Section--Florence Johnson
Dean of Women, Washington College of Education

Southern Section--James T. Hamilton
Director of Admissions, Reed College

1941-1942

President--May Dunn Ward
Dean of Women, University of Washington

Secretary--M. S. Kuder
Western Washington College of Education

Treasurer--John D. Register
College of Puget Sound

N. J. Aiken	Washington State College
G. A. Odgers	Multnomah College
Miss Eleanor Thompson	University of Oregon Medical School
Miss Leona E. Tyler	University of Oregon
General H. G. Winsor	Personnel Officer; Puget Sound Power and Light; OPM Representative